

RENTER MONEY REFUND-PLEASE REFER TO THE MAIN POLICY PAGE FOR OTHER PERTINENT INFORMATION.

RENTER IS RESPONSIBLE FOR ALL CLEAN-UP AND REMOVAL OF ALL THINGS INSIDE AND OUTSIDE OF THE HALL

KITCHEN- CLEAN ALL TABLES, SINKS, (NO FOOD LEFT IN SINKS) EQUIPMENT, WALK-IN, FLOORS (SWEEPED AND MOPPED). REMOVE ALL TRASH, FOOD AND DRINKS. ANYTHING BROUGHT INTO THE KITCHEN MUST BE TAKEN OUT. NO PROPANE IN THE KITCHEN OR HALL. **NO COOKING ON THE CONCRETE OR WHERE POSTED. NO GRAND HALL CHAIRS IN THE KITCHEN. NO DUMPING OF FOOD ON GROUNDS.**

REMOVAL- ALL THINGS BROUGHT INTO THE HALL BY RENTERS, GUESTS, VENDORS AND KITCHEN STAFF MUST BE REMOVED FROM THE HALL BUILDING AND MAY NOT BE LEFT OUTSIDE OF THE HALL ANYWHERE, PARKING LOT, PICNIC AREA, ON PICNIC TABLES, OUTER DOORS, ON THE GRASS AREAS, FIRE DEPARTMENT GROUNDS, LADIES DRESSING ROOM, AND GENTLEMEN'S DRESSING ROOM. NO VEHICLES OVER NIGHT. OTHER ITEMS OF WASTE, SUCH AS DEBRIS, BOTTLES, CANS, FOOD, PAPER PRODUCTS THE RENTER, GUESTS, VENDORS, AND KITCHEN STAFF MUST BE REMOVED. ALL CHINA AND GLASSWARE MUST BE REMOVED AT THE END OF THE EVENT.

TABLES AND FLOORS- ALL TABLES MUST BE CLEARED OF WASTE AND PUT WASTE INTO TRASH CANS DURING THE EVENT AND AFTER. ALL THINGS ON THE FLOOR MUST BE PICKED UP AND PUT INTO TRASH CANS DURING THE EVENT AND AFTER. FLOORS UNDER BUFFET FOOD TABLES, SWEEPED AND MOPPED. THESE DUTIES MUST BE DONE REGARDLESS OF WHETHER THE RENTER HAS HIRED HELP, THEIR OWN HELP, OR DOING IT THEMSELVES. RENTER **CANNOT WAIT UNTIL THE END** OF THE EVENT TO START ALL THESE DUTIES LISTED HERE AND IN THE POLICES DOCUMENT AND CONTRACT. YOU MUST CLEAN THE TABLES AND FLOORS OF TRASH CONTINUOUSLY. ROLL ALL TRASH CANS OUT TO THE DUMPSTER WHEN FULL SO THEY CAN BE CONTINUOUSLY FILLED AND REFILLED AND USED DURING THE EVENT AND NOT OVERFLOW ONTO THE FLOOR. **DO NOT DRAG TRASH BAGS!** NO FLOOR COVERINGS ON THE DANCE FLOOR OR STAGE. TABLECLOTHS ARE NOT TO BE SHAKEN OFF ONTO THE CARPET.

DECORATIONS- NO FIRE (OPEN FLAME) CANDLES PERMITTED. DECORATIONS CANNOT BE LEFT OVERNIGHT, INSIDE OR OUTSIDE. NO CONFETTI, FOIL DOTS, SILLY STRING. PLEASE REFER TO THE MAIN POLICY PAGE FOR OTHER PERTINENT INFORMATION. TABLECLOTHS ARE NOT TO BE SHAKEN OFF ONTO THE CARPET. DO NOT ATTACH ANYTHING TO THE WALLS OR FLOORS. DO NOT POP BALLOONS. TAKE THE ENTIRE BALLOON CONFIGURATION OUT OF THE HALL IN ONE PIECE. DECORATORS ARE TO CLEAN UP ALL OF THEIR RELATED PRODUCTS AND REMOVE PRODUCTS AT THE END OF THE EVENT.

BATHROOMS- DO NOT THROW PAPER TOWELS, TOILET PAPER, CANS, TRASH ON THE FLOOR OF THE BATHROOMS OR DEBRIS INTO THE MEN'S URINALS.

PICNIC AREA- PICNIC TABLES, PICNIC AREA, MUST BE CLEANED OF BOTTLES, CANS, TRASH, DURING AND IMMEDIATELY AFTER THE EVENT.

CARPET- HEAVY FOOD SPILLS, CAKE DROPPED, LIQUID SPILLS, WASTE AND OTHER ITEMS THAT STAIN THE CARPET WILL INCUR A CLEANING CHARGE.

BAR/ALCOHOL- THE RENTER IS NOT PERMITTED TO SET UP A BAR SERVICE ANYWHERE. NO SELF-SERVE IS PERMITTED. RENTER CANNOT HAVE THEIR OWN BARTENDER, OR CELEBRITY BAR. DO NOT SET UP OR ATTEMPT TO SERVE ALCOHOL VIA AN OUTSIDE VENDOR. IF THIS TAKES PLACE, YOUR EVENT WILL BE SHUT DOWN OR INCUR A CHARGE. (SEE BAR POLICY PAGE)

LADIES DRESSING ROOM / GENTLEMENS DRESSING ROOM: THE HALL STAFF DO NOT CLEAN DURING AND AFTER YOUR EVENT OF THESE ROOMS. IT IS THE RENTERS RESPONSIBILITY.

NO GRAND HALL TABLES AND CHAIRS ARE PERMITTED OUTSIDE **WITHOUT PERMISSION FROM GRAND HALL MANAGEMENT.**

PLEASE RESPECT THE STAFF AND SECURITY GUARDS. THEY ARE DOING THEIR JOB BY INFORMING YOU, THE RENTER OF THESE POLICIES, AND ENSURING THAT THEY ARE FOLLOWED BY YOU, YOUR GUESTS, AND VENDORS.