

RENTERS POLICIES- Guidelines: Responsibilities---- RENTERS ARE RESPONSIBLE FOR THEIR VENDORS AND GUESTS ACTIONS.

KEEP THE DOORS CLOSED during set -up AS POSSIBLE, THE A/C OR THE HEAT IS ON!

DO NOT place **anything** (attached) to or on the walls, windows, ceiling, doors, door frames, window frames, carpet, floors, or dance floor.

NO! CHEWING GUM, no peanuts in shell, glitter, confetti, fake flower petals, sprinkles, reflective dots are not permitted in or on the grounds. **No candle flames inside the building.** **No propane tanks** or grills allowed in the main room Hall building. Use in the **kitchen under the hoods only** or outside.

DO NOT TOUCH, PULL ON WINDOW SHADES! No smoking or vaping in the Hall or the front door area! No parking on the grass. No firearms permitted on the grounds or in The Grand Hall. No loitering, drinking alcohol, drug use, in the parking areas or vehicles.

CLEAN-UP, DISPOSAL AND REMOVAL OF TRASH: RENTERS' & VENDORS' & GUESTS' are solely responsible for the **Clean-up and Disposal of ALL Trash before, during and immediately after** the event of all areas of the hall inside and outside regardless of whether the RENTERS' have paid bussers. Renters' are responsible for tables trash, trash on the floor, and trash can trash removal. **ROLL THE TRASH CANS ONLY! DO NOT DRAG TRASH BAGS ON THE FLOORS PLEASE!**

BATHROOMS ARE FOR YOUR COMFORT, NO ABUSE PLEASE. CATERER & RENTER are responsible for following the posted cleaning policies for the kitchen, follow up with your caterer.

DECORATORS: Decorators are responsible for always taking care of their own trash and set-up materials. We do not clean the trash the decorators create during their set-up or after the event break down. If you rent chairs from a third-party vendor, you or your vendor will need to remove our chairs or incur a \$100.00 charge.

ITEMS LOST, STOLEN, OR LEFT BEHIND: The Grand Hall is not responsible for items brought into the Hall used by the RENTERS,' VENDORS,' and GUESTS' before, during or after the event. Anything left by any renter, guest or vendor will be considered abandoned property. **Tell your vendors please.**

RENTER BRINGS OWN ALCOHOL BEVERAGES: You must use our bartenders. We reserve the right to refuse alcohol service to any person. **THERE IS NO SELF SERVICE ALCOHOL**

VENDORS END TIME: All Bands, DJ's, Last Song/Last Dance Will Be Announced. All Vendor's Products and Services End Half Hour According To The Renter Contract and Event Timeline Sheet! The bar closes at 1:30 at the latest All Events end at 2:00AM!

EVENT MUST END by the specified end time on the **Renter Day of Event Timeline and Contract.** All guests and vendors must be off the premises in a timely manner.