

THE GRAND HALL(TGH) RENTER POLICIES
RENTERS ARE RESPONSIBLE FOR THEIR VENDORS AND GUESTS ACTIONS.

VENTURE CATERING CONSULTANTS (VCC) is the Management group for TGH and will oversee compliance of the renter and vendor compliance of the policies as outlined.

OCCUPANCY maximum guest capacity is 500

DOORS access during set-up and teardown as approved by TGH. Stage all items under the canopy for set up, then bring everything in to help with HVAC conditions.

DECORATIONS do not place anything (attach) to or on the walls, windows, ceiling, doors, door frames, window frames, carpet, floors, or dance floor. Do not write on the floors or carpeting.

DECORATORS all decorators are responsible for removal of their trash and set-up materials before and after the event.

Damage/Excessive Cleaning fees may apply if policy is not followed.

ITEMS NOT ALLOWED chewing gum, sticky candies, peanuts in shells, 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 Hall building. Only outside.

WINDOWS do not touch or pull on the window shades and keep hands off the windows. Do not throw rocks or other items at the windows.

NOT ALLOWED No smoking or vaping in TGH or the front door area! No parking on the grass. No firearms permitted on the grounds or in TGH. No loitering, drinking alcohol or drug use in the parking areas or vehicles.

CATERER & RENTER caterers are responsible for following the posted cleaning policies for the kitchen. Renter is to assure the caterer complies with policies and cleans up before leaving the event.

CLEAN-UP, DISPOSAL AND REMOVAL OF TRASH renters, vendors and guests are solely responsible for the clean-up and disposal of trash before, during and immediately after the event of all areas inside and outside regardless of whether the renters have paid bussers. Renters are responsible for table and floor trash, and trash can trash removal. **DO NOT DRAG TRASH BAGS ON THE FLOORS.**

AUDIO/VISUAL/COMPUTER microphone use requires a \$100 deposit. VCC AV staff must be hired to use TGH AV equipment. Renters and Vendors are not permitted to download any files to TGH computer unless authorized by TGH/VCC.

CHAIRS rented chairs from a third-party vendor require you or your vendor to move TGH chairs to storage or incur a **\$200.00 fee** for TGH staff to move the chairs.

ITEMS LOST, STOLEN, OR LEFT BEHIND TGH is not responsible for items brought into the Hall, used by the renter, vendors or guests before, during or after the event. Anything left by the renter, guest or vendor will be considered abandoned property.

ALCOHOLIC BEVERAGES the renter brings the alcohol. You must use the bartenders provided by Venture Catering Consultants. **We reserve the right to refuse alcohol service to any person. Not allowed: Self Service Alcohol, buckets of beer, bottles of wine or alcohol on the tables.** Violations will cause the bar to close. Only staff can pour wine at guests tables and charges do apply for this service. **The bar closes no later than 1:30 am.**

VENDORS END TIME Bands, DJ's, Last Song/Last Dance and end time will be announced. Vendor's Products and Services end a half hour before the event end time according to the Renter Contract and Event Timeline Sheet.

EVENT END TIME all events end by the specified time on the Renter Day of Event Timeline and Contract. All guests and vendors must be off the premises in a timely manner. **Events end at 2:00 am.**