

## POLICIES & SERVICES

### *Cancellation Policy*

All paid monies are non-refundable

**A SEPERATE 300.00 SECURITY DEPOSIT IS REQUIRED:** DUE 30 DAYS PRIOR TO EVENT. FOR REPLACEMENT OF DAMAGE TO HALL PROPERTY OR FAILURE TO FOLLOW THE POLICIES OF CLEANING UP AFTER YOUR EVENT PROPERLY, REMOVING DECORATIONS OR OTHER PROPERTY OF YOURS, GUESTS OR VENDORS AT THE END OF EVENT

Damages : Renters'/Guests/Renters' Vendors will be held responsible for any damage to The Hall and or any property of the Hall. Renter/Renters will be charged amounts deemed necessary to repair damages or replacements of any property associated with this policy.

### *Please Note*

No nails, screw, push pins, duct tape, NOTHING ON WALLS, no nuts in the shell, confetti, glitter, sprinkles, sparklers, string in a can open flame candles or chewing gum is allowed on premises  
NO PUMPKIN SEEDS -TOOTH PICKS - NO FAKE FLOWER PETALS

No smoking or vaping in the Hall

**WE DO NOT HAVE LADDERS FOR YOUR VENDORS**

**NO STERNO/FOOD HEATERS ON CARPETED AREAS  
NO PROPANE TANKS ALLOWED IN THE BUILDING**

No drug use and No firearms permitted in the Hall

**NO LOITERING, LITTERING OR DRINKING IN PARKING LOT**

RENTERS DUTIES: (No cleaning of the restrooms) If your guests use the picnic tables you must clean them and the area. Of all trash. Cleaning and Bussing Tables for Your Event are as follows. Client REMOVES ALL THINGS ON TOP OF tables during and after the event, bottles, any decorations, center pieces. All disposable items placed in trash cans in various areas of the Hall and takes trash to the dumpster after your event. You must pick up any large objects i.e. food, cups, straws, forks, spoons from the carpeted areas throughout the Hall or outside the picnic area. You must pick up all beer cans, bottles from all areas. The outside area surrounding the building under the awning areas and other outside area's, door area's will be left as found before event.

Your caterer is responsible for following the posted cleaning policies for the kitchen and cleaning the buffet area in the Hall. You are responsible for your caterer.

REMOVAL OF ALL ITEMS: If you do not remove all items, we do not take responsibility for any items you do not remove. Leave nothing after your event day. Renters and Vendors must remove all decorations,

any items and equipment, and food and beverage at the end of event. Renter shall remove all personal property and other items that were not present in the venue when the renter used The Hall on the Day of the Event. You will lose your security deposit fee if this policy is not followed.

### *Rates*

Hall rental rates do NOT include: linens, tableware, glassware

**Rental price includes: supervisor, staff, security guard, bartender and kitchen**

ALL EVENTS END AT 2:00AM NO EXCEPTIONS

BANDS AND DJ END AT 1:30AM

BAR CLOSSES AT 1:30AM

- ◆ Day Before Event (if available) Renter may use the hall day before for set up, bring in various products as needed, and for rehearsal or practice dance. As per your contract. This will be discussed during meeting. 12:00pm—7:00pm
- ◆ Day of Event Renter gets the Hall for set-up and for products brought into the Hall and for your event as per your contract.
- ◆ Bar services will be discussed at meeting. You must use our Bartenders. A waiver is required for all renters who bring their own alcohol. Bar closes at 1:30am. We reserve the right to refuse alcohol service to any person who is disruptive to your/the event or discourteous to staff.
- ◆ All alcohol parties require a security guard. 9:00PM to 2:00AM
- ◆ The Grand Hall is not responsible for any vehicles left in the parking lot or contents due to being left over night or anytime during your event.

**ALL PARTIES REQUIRE A SEPARATE 300 SECURITY DEPOSIT SEE POLICIES ON THIS PAGE**

**THE GRAND HALL  
AT WESTLAKE**

**www.thegrandhallatwestlake.com  
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Thank you for choosing The Grand Hall At Westlake**

Renters Signature \_\_\_\_\_