

## *Things to remember for Private events & Wedding Receptions*

We want your event to be as successful as possible!

This comprehensive policy sheet is meant for your protection and to ensure that you are aware of the abilities and liabilities of the Conference Center for the purpose of pre-planning.

Please make sure that you read and follow the facility rules

1. The Conference Center has no policy for holding dates. Reservations are issued to the first party to complete a contract and all required steps to guarantee their reservation. If you have no contract and have not given a deposit on a specific date, then your date is still available and may be rented to another party.
2. Your rental time must include your setup and cleanup (This means the time that you need for your event contractors to setup and breakdown their area, remove all personal items, etc.) If you go over your contracted rental time, you will be responsible for additional fees.
3. The Conference Center will provide setup and breakdown of *our* items as agreed upon and initialed on the layout diagram. Once a room is setup by our staff, it can not be changed or altered.
4. A preferred caterer must be used if holding your event in the ballroom.
5. Caterers must inform you or the conference center of the number and arrangement of tables that are needed for the food and drink. The conference center is not responsible for adding tables that are not on the layout.
6. We do not allow cash bars and we must know the details of alcohol at least 60 days before your event! We reserve the right to discontinue alcohol being distributed if rules are not being followed.
7. No alcohol is permitted outside of the building.
8. The conference center closes at midnight. No exceptions.
9. Due to city noise ordinance, all music, etc must be completed by 11:00pm
10. All special needs (dance floor, PA, lights, linens) must be ordered and paid for (in full) two weeks before the event.
11. There will be a \$100 charge for use of the building for a wedding rehearsal. It can not exceed 2 hours and is not guaranteed to be available on the night before the wedding.
12. No smoking is allowed inside the building. If a guest of your event is caught smoking, they will be asked to leave the premises immediately.
13. Linens are not included in your rental. They are available at an additional charge. We must know two weeks prior to your event if you need linens. There is a \$50 charge if we have to order linens less than 2 weeks before your event date.
14. We order linens from a linen company and the linens come with folds in them. We do not iron linens.
15. Rice, birdseed, confetti and fireworks are not allowed inside or outside the center.
16. No skates, rollerblades, or other wheeled objects are allowed inside the building or on the premises. Exceptions are only made for wheelchairs and strollers.
17. All decorations/equipment must be removed at the end of any event. Any items left for more than 24 hours without a phone call or prior approval will be thrown away or become property of MMCC.
18. ALL center pieces and trash MUST be removed from tables and other used areas at the end of every event. Failure to assign someone to this duty will result in an additional charge of \$10 per table that has to be cleaned. This also applies to any trash, etc. left outside of the center.
19. Please do not throw food or wedding cake at your event. Doing this may result in you losing your deposit.
20. No open candles allowed on tables. They must be domed or contained in some way. Please check with staff concerning centerpieces or decorations that will include candles. You will not be allowed to use decorations that do not fit the guidelines and will be charged.
21. No furniture or equipment is to be moved or removed without prior approval. Doing this may result in you losing your deposit.
22. All tables and chairs must remain in their proper, assigned rooms.
23. No equipment, furnishings, or similar items are allowed in the building or on the premises without written permission from the conference center.
24. No structures of any kind are allowed in parking lot or grass area of conference center.
25. No grills are permitted outside.
26. No banners are allowed inside or outside of conference center without prior approval.
27. Advertisements or public announcements identifying the Merle Manders Conference Center (other than wedding invitations) should not be distributed without written approval from director.
28. Decorations may not be attached in any way to surface or walls of the facility. No nails, tacks, staples, tape, or other items should be used to hang objects anywhere in the building or on the premises. You will lose your deposit if you do not follow this rule.
29. No items should be hung from wall sconces or chandeliers.
30. Proper etiquette is expected in common areas, including lobbies, restrooms, hallways, etc. that may or may not be shared by those renting the building at the same time.
31. Children are expected to be supervised at all times and should not be allowed to run or be in any room other than the one where your event is being held.

PLEASE INITIAL \_\_\_\_\_