

## **Harvey Convention Center & Rose Garden Center**

### **Rules for the facilities:**

- No BYOB (only 1 designated person is allowed to bring in alcohol before any guests arrived)
- Once guests start arriving, no more alcohol is allowed in the building
- No glass bottles (no beer bottles, no liquor bottles, no wine/champagne bottles, etc...unless being served by a bartender, in which the bottles must remain behind one table and the alcohol poured into cups. No alcoholic glass bottles are ever allowed to be set on guests tables)
- A minimum of 2 uniformed security guards must be present when your guests arrive (regardless if there is alcohol or not)
- ALL security must be present before alcohol is served (1 guard per 125 guest expected)
- All security must have a copy of the rules during event
- Security **MUST** stay until the last person has left the building
- Please let our custodial staff know immediately if something has been spilled
- No smoking in the facility
- No children to be left unattended
- No running in the facility
- No unauthorized use of HCC/RGC equipment
- All guests must remain inside the hall you rented
- No children in the kitchen area
- No draping on the ceilings to cover sprinklers (Harvey Hall Only) or exit signs
- No glitter or small sticky candy that will be difficult to clean up after the event

### **Please make sure you do the following before you leave the building:**

- All trash put into trash cans (Anything you can physically pick up with your hand needs to be thrown in the trash can, once it's full the center will supply you with an empty can and liner)
- All beverage cans put in the trash cans
- No food or drinks left on the floor and or chairs. Please check under the tables before you leave.
- All personal items are out of the facility by the move out time stated on your contract
- All decorations taken down and out of the facility by the move out time stated on your contract
- If you have a band or DJ – please make sure you touch base with them on how long it will take for them to take down their equipment and be out of the facility on time
- You must be out of the facility by the time stated on your contract. This includes rental companies, caterers, decorators, bands, DJs, vendors, all guests, and any other entities associated with your event

**Thank you and enjoy your event. Please remember to respect all of our rules and regulations. Failure to do so, can result in the facility keeping your damage deposit and/or incurring penalty fees.**

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**LESSEE - Signature**

**Printed Name**

**DATE**