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## UPTOWN HALL POLICIES & PRICING

### Policies

Thank you for considering the Uptown banquet hall for your event. A free guided tour of the facility is available prior to booking. The staff is here to make your event a success and assist in any way possible. The following policies are stipulated in order to make your event go smoothly and benefit both the renter and the banquet hall staff.

The banquet hall has a spacious kitchen for reheating and keeping food warm. There is ample storage for food and beverages, as well as outside access to the kitchen for easy loading and unloading of goods.

The hall encourages the customer to use the caterer of your choice. You can work with your caterer to create your party just the way you want it. We are flexible and accommodating.

Cleanup after the event is the responsibility of the renter. Place all trash in the available trash containers before leaving. The hall provides a large dumpster for trash removal after an event. The renter will forfeit the rental deposit if the hall is not properly cleaned after use (i.e. trash out, food removed from refrigerator and kitchen).

The hall reserves the right to request reciprocal use, for in-house publications or online promotional dissemination, of photographs or videos created that include any part of the hall. The photographer or filmmaker shall retain copyright of their images and will appropriately credited in any hall uses of the images or films.

The staff of the banquet hall will setup and breakdown tables and chairs. The banquet hall accommodates 200 people seated at round tables. Tables and chairs are not to be removed from the banquet hall.

Decorating the hall is allowed and generally available for 2 to 3 hours on the day of the event. If more time is needed, alternate arrangements will be made to accommodate your decorating requests. No tape, tacks or nails of any kind are allowed on the banquet hall walls, ceiling, or lighting fixtures.



## Pricing

Preferred Dates (Fri, Sat, Sun)	Fee	Afternoon Rental	Night Rental
4 hour rental	\$525	12pm to 4pm	7pm to 11pm
5 hour rental	\$625	12pm to 5pm	7pm to Midnight
2 hour bereavement	\$300	12pm to 2pm	7pm to 9pm

*\*\*Non-Preferred Dates (Mon, Tue, Wed, Thu) are negotiable in price and time.*

- Fees – Fees are based on 4-5 hours rental period including preparation and clean-up.
- Payment shall be made in cash or check. No credit cards.
- Reservations – A deposit of \$100 must be submitted with the application to reserve the facility. The day of the event, the total is due.
- Refunds – cancellation policy is 1 month before scheduled affair. If the renter cancels the event greater than 30 days from the event date, 100% of the deposit will be refunded. If the renter cancels the event 30 days or less than the event date, no rental deposit will be returned unless the banquet hall can obtain another booking to replace the event for that date.
- Insurance – Certificate of Insurance are required of all caterers.
- Smoking – The banquet hall is a smoke free environment and smoking of any kind, including cigars, is strictly prohibited.
- Loud, vulgar, confrontational language is not permitted in the hall or in its immediate vicinity.
- Parents are responsible to watch their children. Children are not allowed to be outside the banquet hall area without parental supervision. Running outside in the parking area and drive area is strictly prohibited.
- Absolutely no roller blades, skates or skateboards are allowed in the banquet hall.
- No combustible fuel operated devices are allowed in the banquet hall, including electrical generators or small scooters or bikes.
- No alcoholic beverages may be consumed by anyone under 21.
- Alcohol – Alcoholic beverages are not permitted outside of the hall.
- Parking - Off street parking is available across the street from the hall. Parking is not permitted on the street.
- Outside premises - The customer is responsible for leaving the outside premises in the same condition of cleanliness as found. Littering and dumping are prohibited, including cigarette butt litter, bottles and cans.

I have read and agree to the major rules and restrictions.

Customer: \_\_\_\_\_ Date: \_\_\_\_\_