

The Phoenix Ballroom Rental Guidelines

1. Final payment is due 2 weeks prior to the event. Failure to pay the balance due in full by the day of the event will result in the cancellation of the event.

2. If you bring it in, take it out. All garbage should be taken to the dumpster behind the building at the conclusion of the event. Permission must be obtained in advance, in writing by the Phoenix Ballroom, to have items left in the building beyond the event. These items will be stored at a rate of \$25 per day for a maximum of 7 days or until the security deposit is used up, whichever comes first. **All items left inside the Phoenix Ballroom without permission or left beyond the agreed upon period will be considered abandoned, and will be immediately disposed of.**

3. All food must be served by a licensed caterer. The caterer is responsible for taking out all food trash, as well as sweeping and mopping the catering kitchen before they leave. **The lessee is responsible for any trash left after the caterer has left as well as any mess they make in the kitchen after the caterer has gone.**

4. Remember that **security is required** and is provided by the Phoenix Ballroom (1 guard for the first 150 people, 2 for over 150) at a rate of \$30 per hour, per guard. Security must be in place at the start of the event, and must remain on the premises until the event has ended.

5. If you have alcohol, it MUST be served by a TABC certified bartender. Bartenders are responsible for mopping the bar area and taking out any trash behind the bar. Any leftover alcohol, margarita machines, kegs, ice chests, etc. must be taken out by the end of the event unless permission to leave items has been granted before the beginning of the event. If this is the case, all kegs and ice chests must be dumped of any ice and margarita machines must be emptied.

6. If your event includes music, **music volume must be kept at reasonable levels** (to be determined by management).

7. Any decorations attached to the building must be approved of beforehand by management. **All candles must be enclosed in glass.** Sparklers are allowed but must be approved before the event. Red or dark colored rose petals are not allowed to be thrown for the "exit" as they stain the concrete, but light colored roses are okay. **Any exit materials (sparklers, rose petals, rice, etc.) must be swept up and disposed of.**

8. Remember that **smoking is not allowed inside the Phoenix Ballroom.** Violators will be subject to removal by the security guard or staff on site.

Failure to follow these rules, or the directions of management in regards to the rules, will result in the loss of your security deposit and/or the immediate cancellation of the event.

Signature _____

Date _____