PANNA MARIA HALL RULES

1. Lease Agreement must be signed and rental paid either before picking up keys or when keys are picked up. Price paid is only for the day of the event. If facility is available, additional days are $50 each day. One day after your event is included in rental price for cleanup if building is available.

2. BUBBLES OR ROSE PETALS ARE THE ONLY SEND-OFF ITEMS ALLOWED. ABSOLUTELY NO CONFETTI OR SMALL PIECES OF ANY KIND USED FOR DECORATIONS OR IN BALLOONS. IF CONFETTI/SMALL PIECES ARE FOUND, DEPOSIT WILL BE KEPT FOR CLEAN UP AND VIOLATION OF THIS RULE. IF SPARKLERS ARE USED, A BUCKET OF SAND MUST BE USED TO DISCARD THE USED SPARKLERS.

3. Price paid includes air conditioning/heat for the day of the event and any additional available days tenant has paid for**.** If air conditioning or heater is used the day after the event, an additional charge of $50 **PER DAY** will be assessed. ALSO, air conditioning, heater, and/or fan unit **MUST BE COMPLETELY SHUT OFF** at night. There is a $50 per night per facility fee if units are left on overnight. **NO EXCEPTIONS.**

4. Entire building and parking lot must be completely cleaned. This includes **sweeping the entire floor area** and mopping. This also includes cleaning all counters, tables, and restrooms thoroughly. **CLEANUP IS MANDATORY, NOT AN OPTION.** If cleanup is not done properly, you will be subject to losing part or all of your deposit. Hall management **might** be able to put you in touch with someone to clean up after your event; **however,** you must tell management at the time you book your event. **OUTSIDE PARKING LOT AREA IS NOT INCLUDED IN CLEANUP FEE.**

5. All tables must be covered with a tablecloth/cover. The tables and chairs also must be cleaned, broken down, and placed on racks in storage room. All trash cans must be emptied (including those in the bathrooms, and cleaned, if necessary). Also, all trash must be removed from the building and placed in the dumpster located near the pavilion. NO FOOD ALLOWED TO BE THROWN IN DUMPSTER AND/OR LEFT OUT IN HALL OVERNIGHT. No dumping food on the ground anywhere.

6. You will lose your booking deposit if you cancel your booking less than 60 days from the scheduled date of your function.

7. Deposit will be reduced or lost if there are any damages, missing inventory, etc. **IT IS NOT FOR CLEANUP EXPENSES.** All damages to the building must be reported to hall management immediately.

8. **Nailing, screwing, taping, tacking, or stapling into walls of any type is prohibited. Use of Command Strips is prohibited.** If you will be decorating the ceiling, ALL TILES MUST BE REPLACED PROPERLY or will result in partial/full deposit loss. Broken ceiling tiles will result in partial/full deposit loss also. If you will decorate the ceiling, special hooks must be used. They may be purchased from the hall or on your own. **NO OPEN FLAMES, CANDLES, ETC. PERMITTED. NO EXCEPTIONS. IF CAUGHT WITH ANY OF THE ABOVE, PARTIAL OR ALL DEPOSITS WILL BE KEPT FOR VIOLATION OF THIS RULE.**

9. The hall will provide approximately six trash bags for you. You are responsible for providing any others needed for your entire event (55-gallon drum liners and 13-gallon / tall kitchen containers).

10. All consumption of alcoholic beverages must be in compliance with the Texas Alcoholic Beverage Commission.

11. If you would like the bar to be open for your event, you must tell hall management the hours you want it open (5 hours maximum) when you pay your deposit. A second option to opening the bar is to order enough refreshments for the entire night/ event. In order for the bar to be open, your event is required to have a minimum of 250 adult guests.

12. You are responsible for providing any required law enforcement/ security for crowd control. Hall management strongly recommends law enforcement/ security if the bar will be open. Please inquire with Hall for contact information.

13. Keys must be returned the next day after the event. There is a $50 fee per key for lost keys.