

The Venue at River's Edge

TERMS AND CONDITIONS

1. **Curfew:** All Friday and Saturday rentals must conclude by 11:00pm. Users are allowed 45 minutes clean-up after event.
2. **Smoking policy:** There is NO smoking anywhere in the building. Guests that wish to smoke may do so on the deck.
3. **Caterers policy:** Caterers must contact The Venue manager at least 2 weeks prior to event.
4. **Use of kitchen:** The kitchen area may be used by a lessee and/or caterers. The kitchen is solely a caterer's kitchen and cannot be used for major meal preparation. It is expected the kitchen be left in the same condition it was in before the scheduled event. Any damages or extra cleaning will be billed to the users.
5. **Storage:** Storage of any equipment or other accessory items belonging to guests beyond the rental-reserved time is not permitted.
6. **Decorating:** The use of nails, screws, tape, tacks, or the like to foster decorations or other materials to walls, doors, or from the ceiling is strictly prohibited. The use of glitter, confetti, and smoke/fog machines is not allowed.
7. **Candles:** Candles are allowed only in safe and proper candle holders.
8. **Equipment:** The lessor is not responsible for damages to any equipment or other property brought onto the premises by the lessee.
9. **Condition:** The lessee agrees to surrender the premises to the lessor in good condition following the rental date.
10. **Noise:** Amplified music, whether from a live band or recordings, must be maintained at a reasonable volume and is only allowed inside the building. Lessor shall not be responsible if the local authorities require the sound level to be decreased during the event due to complaints.
11. **Alcohol:**
 - a. If alcoholic beverages are to be served at the event, all such alcoholic beverages shall be provided by a licensed and insured bartending service contracted by the lessor, may only be dispensed in designated bar areas, and must otherwise meet the requirements of these rules.
 - b. Serving liquor to minors is illegal and dangerous, and lessee shall ensure that none of its guests, visitors, caterers, or contractors provides alcoholic beverages of any kind to a minor while on the premises.
 - c. Introduction of alcoholic beverages on the premises by visitors, guests, caterers, or contractors is expressly prohibited.
 - d. All alcohol needs to be removed at the end of the night. It cannot be left on the premises.
12. **Deliveries:** The premises shall be available to the lessee on the rental date(s) for purposes of accepting deliveries of flowers, food, beverages, and required tables and chairs, but use may only commence at the rental time.

13. **Ancillary equipment:** Rental does not include linens, dishes, platters, silverware, kitchen utensils, projection equipment, audio/sound equipment, fax, or copier services. Please arrange for these items yourself.
14. **Pets/Animals:** No pets or other animals are permitted inside the premises at any time without the written permission of the lessor.
15. **Children:** Well-supervised children are welcome on the premises for the event, however lessor does not accept responsibility for the safety of unsupervised children. All children must be supervised and protected from harm by a responsible adult at all times.
16. **Photography:** Lessee permits use of event photos on The Venue at River's Edge website unless otherwise stated in writing to a venue manager.