



VENUE REGULATIONS

EVENT DATE _____

- No smoking/vaping inside the building. Smoking/vaping is permitted outside 20 feet away from entrances.
- Entrance is only permitted into contracted rooms as allowed by Rental Manager.
- Entrance into the club office is NOT permitted at any time.
- Kitchens are available to the renter or their caterer for storage (refrigeration), plating, or holding of food items. Our kitchens are not licensed for food preparation. You or your caterer must bring already prepared food. Chafing dishes and other warming devices are permitted.
- The following decorating items are PROHIBITED: nails, staples, scotch tape (painter's tape is allowed), glitter, confetti. If balloons escape renter must remove them from the ceiling at the end of the event.
- Use of lit candles for decorating is not permitted. You may use battery-operated candles.
- Music must stop at midnight. Rental must be vacated no later than one hour after end of rental time. All personal items must be removed. Items left in the club are the responsibility of the renter to make arrangements for pick-up. Items left over 2 weeks become property of the GMWC for disposal.
- Wine and beer may be served with the appropriate **certificate of liquor liability** from your personal insurance. Hard liquor or the charging for alcoholic beverages requires a temporary **liquor license from the State of Michigan**. Exception would be with an outside contracted beverage service that holds the proper licensing (mobile license required). Insurance rider must list alcohol consumption as part of the coverage,
- Insurance and General liability. The renter assumes full financial responsibility for any damages that may occur to GMWC or its property during the rental period and exceeds the damage deposit amount (after on-site management deduction). The renter also assumes responsibility for the liability of all guests. **You must provide a certificate of coverage from your insurance carrier at or before the time final payment is made.**
- **FOR YOUR SAFETY, Balcony is off limits at all times!**
- Set up and breakdown of all tables and chairs for the event is the responsibility of the renter, with the exception of six (6) round tables with six (6) chairs at each table, which are left up.
- Wipe off tables and chairs as necessary.

- Return any moved articles and furniture to original placement.
- Broom sweep or vacuum all floors used, including ballroom, stage (if used), foyer, steps up to the stage, and kitchen. Swiffer mop is available, if needed.
- Un-plug and clean any equipment used, i.e.: microwave, coffee pots.
- Clean sink and all surfaces in the kitchen. Please wash the floor if you spill!
- Gather all trash and place in trash bags. Remember to check outside for any trash that may have been inappropriately discarded, including cigarette butts and beverage containers. Remove trash bags from containers and tie off. **Trash will be taken to outside receptacles by on-site manager.**
- **PLEASE REMEMBER** to remove all of your food and beverage items from the refrigerator/freezer. Should any personal articles be left behind, it is the responsibility of the renter to make arrangements for pick-up. Items must be collected within two (2) weeks from the date of your event or will be the property of the GMWC.

By signing below, I acknowledge I have read both pages of the venue regulations and that I understand and agree to them.

_____ Date _____
 (renter's signature)

_____ Date _____
 (renter's signature)

Nancy Biererga
 _____ Date _____
 (GMWC authorized representative)