

Five Points Washington Banquet & Meeting Room

Usage Procedures

Revised: August 2008

General Policies:

- All state and local fire and safety codes as well as OSHA regulations must be followed for your event.
- Only approved caterers may be used to provide food service for your event unless previously agreed upon by the Special Events Manager.
- No smoking is permitted in the facility.
- No animals are allowed in the facility (except guide animals).
- No tape/adhesives are to be used on seats, tables, or painted surfaces in/outside the facility without the approval of the Event attendant or Special Events Manager.
- No screws, nails, etc. are to be driven in any part of the facility.
- No banners, mirror balls, etc. are to be hung from the ceiling without the approval of the Event Attendants or Special Events Manager.
- No smoke machines/hazers shall be allowed without the permission of the Special Events Manager.
- Open flames are not allowed in the facility (except floating candles, enclosed candles, or in a candelabra).
- Five Points Washington staff must approve all deliveries of rented/other items for your event.
- All articles brought into the facility for your event must be removed at the close of the event.
- Rooms not stated as being rented by the contract are to be considered unavailable.
- No rice throwing during wedding receptions is allowed (birdseed is permitted outside only).
- All items and large trash must be removed at the close of your event and placed in appropriate area.
- The contract event end time should be considered the point at which everyone has left the facility. Failure to comply with this regulation will result in additional charges.

Alcohol Policies:

- All Alcohol must be purchased through Five Points Washington facility to stay in compliance with our liquor license and insurance.
- A limited amount of a selected champagne or wine may be brought in by the user with prior approval by the Special Events Manager. A corking fee of \$3.00 per bottle will apply.
- No other outside alcoholic beverages will be permitted.

Kitchen Policies:

- All equipment is to be cleaned and returned to the kitchen area at the close of your event.
- All kitchen surfaces are to be left clean, with the floor swept and mopped (if needed) at the close of your event.
- All raw food, bottles, etc. should be disposed of in a trash container and placed in the outside dumpsters at the close of your event.

General Information:

- A production meeting may be required for all facility rentals that are to include outside vendors such as caterers, D.J.'s, and such no later than one week prior to the event.
- The renter as listed on the contract will have full control of the event unless someone else has been designated. All changes in time, setups, etc. will only be executed upon their request.
- All state and local fire and safety codes as well as OSHA regulations must be followed for your event.

User's Signature

Date

Special Events Manager/Technical
Director

Date