

# HOUSE GUIDELINES

1. Banquet Hall maximum occupancy: **99**. Entire facility occupancy: **108** (in Banquet Hall, Cookery, and The Lounge).
2. Preserve the integrity, decorum, and cleanliness of the space and its belongings. Clean up after your gathering and return all items to their original place, unless you have a prior agreement with the manager. You are given **1 hour** for set-up and **1 hour** for cleanup.
3. If you break something, make it known to us. Do not throw it away.
4. Absolutely no confetti, loose glitter, or glitter guns.
5. Supervise children carefully. **Rules for children:** no running, and no standing/jumping on furniture. **Areas off-limits to children:** stage (without prior consent of manager), Cookery, and The Lounge.
6. Do not move piano without prior permission from manager. Do not go under piano. Unless renting the piano (an additional fee), do not remove its cover or unlock it.
7. You may move non-stationary furniture. Do not move or rearrange stationary objects without prior approval of manager. This includes wall art, decorations, kitchen equipment, etc.
8. Do not puncture walls with nails, tacks, or picture hangers. Do not apply tape to walls.
9. Do not lower the T.V. unless you have permission and intend to use it.
10. A state-of-the-art sound system is available, with DJ hook-up on stage. We ask that you play only non-explicit music. Renaissance reserves the right to turn off music at any time. The Borough restricts the public playing of music between **10 p.m. - 7 a.m.**
11. Professional stage and disco lights are available. Refer to the manual for instructions.
12. Alcohol may be served as BYOB (“Bring Your Own Bottle”), but it cannot be sold, or tips collected, without a liquor license. If caterers serve alcohol, they must have a liquor license. This is a state requirement.
13. Smoking is permitted only in the smoking lounge by those of age.
14. End your event by **10 p.m.**; please vacate premises by **11 p.m.**
15. Refer to the Renter’s Agreement for legal topics.



**RENAISSANCE**

EVENTS FACILITY