

MEMORIAL HALL USAGE POLICY

Liquor

- Liquor may only be sold if licensee has acquired the necessary state license.
- Liquor may be provided by the host/hostess at no cost to guests for private functions.
- Security must be present at all events where liquor is served. Arrangements for security will be made through VMCCC and charged to the licensee upon final invoice.
- The Booking Agent will advise as to the appropriate level of security. Management reserves the right to cancel an event if adequate security is not provided.
- Licensee is responsible for all setup and load-out of liquor and/or bar apparatus.
- Licensee must provide proof of appropriate event insurance to include alcohol use.
- Abuses of liquor policy will result in ineligibility of licensee to utilize facilities in the future.

Insurance

- Licensee is responsible for providing the appropriate event insurance naming Memorial Hall as “additional insured.” Proof of insurance must be provided before an event can take place. The Booking Agent will assist with insurance if required.

Security

- Security must be provided by the client for all events during which alcohol is served (see above).
- Security for other events may be required by the Director or Booking Agent.

Proof of security must be provided before any event requiring security may take place.

Facilities:

- Auditorium rental includes the use of the auditorium and stage and all public areas contingent upon the auditorium (lobbies, rest rooms). Auditorium rental does not include use of the Alma Gallery or Armstrong Room, for which there is a separate rental fee.
- Rental does not include any access to the basement, meeting rooms, office suites or apartments, nor is the public allowed to access the roof, under stage or backstage control and dressing rooms.
- All equipment is available at the discretion of the Memorial Hall supervisor.
- Rental or outside equipment may not be installed in any way that would mar, deface, or in any way damage the facility. Any damage caused by such equipment, its installation, or use, will be billed back to the licensee.
- Memorial Hall and its staff do not assume any responsibility for fulfilling the provisions of artist or company technical riders or hospitality riders.

Smoking:

- ❖ Allen County Memorial Hall is a smoke-free building, and no smoking is allowed.

Decorating:

- ❖ Lit candles are permitted as decorations only when the flame is totally enclosed by glass or metal. No open flames are allowed in the building at any time.

- ❖ No objects or decorations of any kind may be attached to the walls, doorframes, stage, poles or other surfaces of the building without the written consent of the Director or his representative.

- ❖ Any damage caused by decorating will be the sole responsibility of the Licensee, any repairs needed will be billed back to the Licensee.

- ❖ All decorations, flowers, cake fixtures, materials from caterers (linens, dishes, etc.) must be removed the same evening after you event is over, *no exceptions*.

- ❖ If additional chairs/tables are brought in by an outside source, arrangements must be made prior to your event with our management, to pick these up on a later date.

- ❖ If these materials are to be broken down and stacked prior to pickup, client must do so the evening of there event.