



# Events at Strock Enterprises, Inc.

## Rules and Regulations

### Reservations and Payment Schedules

1. **If after the first initial meeting with Strock Enterprises Inc, a client is interested in “holding” a date on our calendar for their event, the client will have priority for 7 days from that meeting.** If within that time someone else is interested in that same date, Strock Enterprises will contact the client through phone, email or leaving a voice message. The client will have 24 hours to reply. It will be up to the client to communicate confirmation of the reservation date. **After the 7 days from the initial meeting, the date will reopen to other clients.**
2. **To confirm a reservation.** You will meet with one of our professional staff to go over the contract, in which you will be asked to sign in agreement of. In addition, a non-refundable deposit of 50% of the venue rental price to reserve & confirm the date. All pricing is subject to change until a contract is signed.
3. **Final payment:** the remaining balance is due during the week *prior to the event*, after ALL final decisions and counts are done. ALL final decisions should be communicated to Strock Enterprises (14) fourteen days prior to the event.
4. **Access to the workroom prior, during, or after the event is included with the rental fee.** If ordering catering from Strock Enterprises, Inc., any rental fee is discounted \$50. This includes the use of the refrigerators, sinks, and work table for set-up or tear down.

**Please Note:** We cannot grant any single event exclusivity of our property based on the booking of one venue. Should the event desire to be the only event on that day, they have the option to book other areas, based on availability. Events on the same day and similar time will be assigned different parking, prep and restroom areas as available. Please be aware that despite our best efforts to coordinate the timing of various event elements, there may be sound bleed.

### Final Decisions Prior to Event

1. **Final guest count and catering menu for the event are due (14) fourteen days prior.** Changes of +/- five (5) people can be made, but are not permitted the week before the event. For weekend events, submit final number changes no later than one week prior to ensure your event runs smoothly.
2. **Other final decisions (floor plan, table lay-out, chair set-up, rentals, etc.) are due (14) fourteen days prior.** Any changes must be approved by Wednesday prior for weekend events so our set-up team is best prepared.
3. **Charges will be adjusted for any additions, subtractions, or changes.** Additional fees may apply.

### Day of the Event

#### General Terms

1. **Strock Enterprises, Inc. is the exclusive caterer for all our facilities.** No additional food is permitted without permission by the owner and a Liability Release signed by Licensee.
2. Times for set-up and event shall be established in writing between Owner and Licensee.
3. There shall be no noise created by Licensee’s event after 10:00 p.m. per local municipal regulations. Licensee is permitted an additional 30 minutes, no later than 10:30 p.m., for quiet tear down and clean up.
4. Smoking is not permitted inside any building. Please use and direct guests to the designated smoking areas.
5. Pets are not permitted, unless they are service animals.

**Decorations**

1. Rental includes use of our building, tables, chairs and trash disposal per the contract. If you would like to rent other items, it is at the licensee’s expense.
2. You must ask before removing or moving ANY Strock Enterprises, Inc., fixture or decorations. We will assist you in this process anyway we can.
3. Additional decorations are available to rent from Strock Enterprises, Inc. *See our Rentals Sheet for details.*
4. Nails, tape and other permanent markings on walls, doors, window sills, or floors is prohibited.
5. **No open flames are permitted (including votive candles).**
6. Helium balloons, glitter, and thrown or tossed confetti are all prohibited.
7. Flower petals inside must only be fake or silk, outside they must only be real.
8. **ALL items brought into our facilities MUST be removed within the License Agreement contracted time.**

**Alcohol Use**

1. **ALL clients must read and sign the alcohol use policy.** (If you are not serving alcohol, your guests are not allowed to bring their own.)

**Guest Conduct:**

1. **Strock Enterprises Inc. reserves the right to ask any agent, vendor, or guest to leave for any of the following:**
  - Rowdiness or destruction of Strock Enterprises Inc. property
  - Bringing articles of flammable nature, explosives, and/or firearms
  - Illegal substances, including marijuana
  - Articles of a dangerous or damaging nature
  - Aggressive behavior
  - Smoking in the building
  - Entering any area roped off or marked as Private Property, Employees Only, No Trespassing, etc.
2. **If the guest refuses to leave, becomes aggressive, causes a public disturbance, or is a threat to themselves or others, Strock Enterprises Inc. staff may call the police.**
3. **Guests must stay inside the rented venue, the parking lot, and the immediate vicinity.** If Strock Enterprises, Inc. staff find any guest outside of allowed spaces, they will be asked to return to the venue or leave the event.

**Security Guards**

1. **Strock Enterprises, Inc. reserves the right to have a security guard on the premise.**

\_\_\_\_\_  
Licensee’s Printed Name

\_\_\_\_\_  
Licensee’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by Strock Enterprise Employee

\_\_\_\_\_  
Date