



PRIVATE EVENT POLICIES

- All private events require a contractual start and end time.
- Champagne toast requires glass rental fee of \$300 and bev. cost of \$4/glass of champagne.
- A Security Guard approved by The Paramount Room is required. Over 75 guest (1) / Over 100 (2)
- No attachable decor such as banners, signage, lighting, etc. may be used without approval from The Paramount Room regarding method of attachment.
- NO CONFETTI, GLITTER, OR CANDLES used in the event space, additional cleanup fee will be added. (\$150 FEE)
- A/V available SEE SOUND PACKAGES PDF.
- Events planned for minors require one adult chaperon, to be provided by client for every 15 minors. (Security w/ Cleet certification)
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- The Paramount Room's rates are \$2,000 for the event space and bar unless specified in contract. This includes the cleanup fee, 2 bartenders, and security.
- The Paramount Room rental guarantees the use of on-site chairs, tables, tear down of event space.
- All decorations, rental equipment, flowers, etc must be removed by 11:59pm at the conclusion of the event unless pre-approved by The Paramount Room management.
- The Paramount Room is not responsible for any gifts, keepsakes, flowers, personal items, etc. that are left behind upon conclusion of event.
- We want your event to be a memorable one, therefore, we reserve the right to remove or have removed any guest(s) that deviate from appropriate behavior.
- The Event host will be responsible for any damages at The Paramount Room due to negligence, including actions of the guests.
- A credit card guarantee must be kept on file for any damages that may occur.
- Client shall be required to obtain general liability insurance in the amount of \$1,000,000.00 for the event, here.

BELOW IS A LIST OF AVAILABLE EQUIPMENT FOR CLIENT USE WITH PRIVATE EVENT SPACE RENTAL

Weddings \$3,000 ceremony or receptions, \$5,000 Combo
(16) 60'' Round Tables
(128) Black Wedding Chairs
(4) 6' Rectangular Tables
(2) 5' Rectangular Tables
Lounge Area
(6) Bistro Tables with (24) Bar Stools
(20) 30'' Round Tables

IF CLIENT CANCELS EVENT 60 DAYS BEFORE THEY FORFEIT THE INITIAL DOWN PAYMENT. IF CLIENT CANCELS 30 DAYS BEFORE EVENT THE CLIENT AGREES TO PAY RENTAL OF \$1,500.00