Rules & Regulations

\_\_\_\_ Open Flames: The use of open flames is prohibited throughout the entire Event Space.

\_\_\_\_ Contact Person: You must designate one person as your main contact person This person will be the main point of contact for any problems, concerns or questions.

\_\_\_\_ Courtesy Protocol: Studio 44 reserves the right to request any person or group of people acting unruly to leave premises.

\_\_\_\_ Decorations: No items may be hung on the wall unless approved in writing prior to event. All decorations must be removed without leaving any damages to property directly following the departure of the last guest, unless special arrangements have been made prior and in writing.

\_\_\_\_ Glitter & Confetti: Absolutely no glitter and confetti are allowed on premises. If either is found, there is a $250 cleaning fee.

\_\_\_\_ Music and Entertainment: Due to the proximity of Studio 44 to the local neighborhood, sound considerations are a concern. Although music, both live and recorded are permitted, music must be contained at an acceptable sound level as to not disturb the local surrounding area. Studio 44 reserves the right to cease the music if it seems appropriate, in it’s sole discretion.

\_\_\_\_ Pets: No pets allowed on premises unless approved in writing prior to event.

\_\_\_\_ Smoking; Studio 44 is a non-smoking facility.

\_\_\_\_ Tables and Chairs: A total of 10 round tables, 4 rectangular tables and 90 chairs are provided by Studio 44.

\_\_\_\_ Set-Up & Clean-Up: It is the client’s responsibility to know, enforce and inform all vendors of the setup and cleanup responsibilities. Venue must be left as it was received.

\_\_\_\_ Catering: Food must be ready to serve. There is no prep kitchen or cooking space available. Only running water is the bathroom sink.

\_\_\_\_\_ Insurance: A catering company must provide a certified license to operate a Food Service Establishment and a Certificate of Liability Insurance. It is the Lessee responsibility to ensure all vendors add Studio 44 as additionally insured on their general liability insurance policy and send Studio 44 a copy.

\_\_\_\_ Leased Time Allotments: Leased time allotments are strictly enforced.

\_\_\_\_ Trash Removal: All trash must be removed and thrown away in dumpster behind property.

Policies and Procedures Agreement

I have read and understand the policies concerning events held at Studio 44. I agree to uphold them and sure that guests and vendors abide the policies.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_