**THE ASYLUM HOUSE EVENT HALL POLICIES – Questions call Julie 317-491-4280
 Viewing Appointments; call Patrick 317-919-9347**

**REFUND POLICY

No refund on rental time booked and not used**

* **Cancellation 30 or more days prior to the event; Full refund minus a $20 cancellation fee.**
* **Cancellation less than 30 days prior to event; No refund\*\*\***

**PAYMENT**

* **If reservation is made less than 30 days before the event date, 100% of payment is due at booking**
* **After deposits, full remaining balance is due no later than 30 days prior to the event.**

**ALCOHOL**

* **By state law, hard liquor must be provided and served by a licensed caterer/bartender.**
* **Clients may purchase a temporary Beer / Wine permit and Bartender permit to serve beer and wine only. Applications on site to be turned into the Excise Police.**

**SET UP – TEAR DOWN TIME**

* **All set up and tear down as well as any deliveries to The Asylum House including but not limited to; floral, party supplies, cake, and equipment MUST BE SCHEDULED WITHIN YOUR RESERVED TIME.**
* **If additional time is required for set up or tear down, additional hours can be purchased at the appropriate hourly rate, at the discretion of The Asylum House.**

**MUSIC**

* **No profanity, sexually explicit lyrics or aggressive or suggestive manners of dance.**
* **Volume shall not be audible outside of event space with doors closed**
* **The Asylum House reserves the right to control the overall use of all audio and AV equipment**
* **Outside music vendors may not utilize any property belonging to The Asylum House without prior permission**

**EVENT POLICIES & DECORATIONS**

* **No confetti, glitter, sprinkles or sand may be used inside or outside.**
* **Tablecloths are not provided on tables during event. 8) 3’ round, 1) 6’ & 2) 8’ banquet**
* **All candles must be enclosed unless on birthday cake**
* **Nothing can be attached to the ceiling**
* **All helium balloons must be anchored and removed during clean up**
* **The time you reserve a space for is the time you have to set up, host and tear down.**
* **All decorations must be removed at the conclusion of the event. The room is to be in original condition at the end of rental time.**
* **Clean up and final walk through must be completed by the end of the rental period.**

**RESPONSIBLE REPRESENTATIVE**

* **Person signing the contract is responsible for any damage by guests as well as vendors hired by them under contract.**
* **Representative is responsible for behavior and control of guests. All guests must abide by the rules of The Asylum House.**
* **Representative must be the last to leave in order to complete inspection of the facility with The Asylum House Staff.**
* **For the safety and comfort of ALL our clients, please ask your guests to stay within the rental area. Children shall be supervised at all times and are not allowed to play in undesignated or roped off areas.**
* **Representative and all guests agree to hold The Asylum House harmless as to any theft of any personal items or damage or theft to vehicles while at the facility.**
* **All guests shall sign a waiver in advance for any and all activities offered by The Asylum House, which can be found at https://forms.gle/VGDzcMcsoW6uJou78**

**FOOD**

* **Events of more than 25 guests that bring their own food require a $60 non-refundable trash removal fee. We do not offer refrigeration, freezer or sink. We do allow for professional or self-catering, who typically include trash removal in their service.**