Our Rules and Regulations

**Event Center Rental Agreement-Exhibit A**

**The Gathering Place Event Center Usage Rules**

**The following are usage rules that must be followed by Clients, Clients guests, and Vendors. Non-adherence to these rules will lead to fines and/or damages. Fees are listed in the Miscellaneous Fee section of the Special Events and Wedding Venue Contract.**

**1.) MOVING EVENT CENTER DÉCOR**

The Event Center décor will be positioned by the Gathering Place staff members based on the final plan agreed to at the closing meeting. Should Client choose to make minor adjustments to the Event Center décor after placement, Client MUST receive consent from The Gathering Place Staff.

**2.) CANDLES**

All candles must be contained or enclosed in glass. The flame must not reach higher than 2 inches below the height of the glass

**3.) CELEBRATION ITEMS**

* The following Celebration Items are NOT permitted at The Gathering Place: bird seed, rice, confetti, party string, Chinese Sky Lanterns, sparklers, or fireworks. These items are a danger to The Event Space and other guests. If these items are used Client will be charged an Illegal Celebration Fee (see Miscellaneous Fee section of Special Events) for each illegal item.
* The following items may be used OUTDOORS ONLY: bubbles, shakers, or Eco-Friendly dissolvable confetti. If any of these items are used inside The Event Center, Client will be charged an Excessive Cleaning Fee (see Miscellaneous Fee section of Special Events).
* Balloons may be used in moderation. Balloons must be removed during the Access Period and any broken pieces must be placed in a trash receptacle. If balloons (inflated, deflated, or pieces) are left after the Access Period, Client will incur an Excessive Cleaning Fee (see Miscellaneous Fee section of Special Events).

**4.) SMOKING**

Smoking is permitted ONLY in the designated area. Guest must use provided ashtrays. Guests smoking outside of the designated area will be classified as damage to the Event Center and a fee will be assessed.

Our Alcohol Policy for All Events

**Event Center Rental Agreement-Exhibit B**

**The Gathering Place Alcohol Policy**

Any and all liabilities arise from the consumption of alcoholic beverages or illegal substances are the responsibility of the Client. All Kentucky State Laws and Federal Laws must be adhered to at all times. **The following are additional rules that must be followed by Clients, Client’s Guests, and Vendors. Non-adherence to these rules may lead to the cessation of bar service or expulsion.**

**1.) SERVICE GUIDELINES**

* All alcohol must be served by designated representatives of The Gathering Place.
* No alcohol can be served unless there is food available.
* In compliance with the National Minimum Drinking Age Act, The Gathering Place reserves the right to request a valid form of identification to verify age of any guest.
* The Gathering Place serves 1.25 oz. pours.

**2.) CESSATION OF SERVICE:** The Gathering Place reserves the right to refuse bar service to individual guests, evict Clients or their guests from the property, or to close the bar at any time during the Event. Client will not be refunded unconsumed alcohol.

Specific behaviors that will result in expulsion or bar closure include, but NOT limited to:

* Displaying intoxicated behavior, including but not limited to: swerving, slurring, stumbling, fighting, destruction of property, disrespectful behavior (to other Guests, Vendors, or The Gathering Place staff), and getting sick.
* Attempting to prevent a bartender or other representative of The Gathering Place from refusing service to any guest.
* Allowing minor persons to consume alcohol
* Possession and/or consumption of personal supply of alcohol –this includes private vehicles located in parking areas.
* Consumption of alcohol not served by bartender

**3.) BAR CLOSURE AT THE END OF THE EVENT:** All bars shall close according to the following schedule:

* One hour before the end of the Event, the bar will switch to plastic cups if glass has been used.
* Last call will be announced 45 minutes before the end of the event.
* The bar will close 30 minutes before the end of the event.
* Bars will not close any sooner than 30 minutes prior to the event end, unless required for safe alcohol service.

**4.) BAR PACKAGES:**

* The Gathering Place Bar Packages do not include bartenders or table service. Table service is available upon request.
* The Gathering Place reserves the right to determine appropriate levels of bar staff to maintain its standard of providing excellent and safe alcohol service.
* The Gathering Place may provide an estimate for the amount of alcohol recommended to serve each event. However, the final amount is at the discretion of the Client.
* Where alcohol is purchased per consumption, The Gathering Place may provide an estimate for the amount of alcohol required to serve each Event.
* The Gathering Place is not required to provide alcohol beyond the amounts ordered by client.
* Unless previously agreed on, The Gathering Place will not credit the Client for unconsumed alcohol.

At The Gathering Place reserves the rights to:

* Evict any person(s) engaging in unacceptable activities outlined above, or not complying with the decisions of The Gathering Place Staff.
* Close the bar and remove *all* alcoholic beverages from The Gathering Place property.

Withhold Clients Security Deposit.