

Following are guidelines that must be followed by Clients, Client's guests, and vendors. Non-adherence to these guidelines will lead to fines and/or damages. Fees are quantified on the *Event Packages* document.

VENUE WALLS

Painter's tape or Command strips are the preferred methods to attach decor items to walls or fixtures in the venue. Tape or Command strips must be removed completely along with the decor items during tear-down. Use of nails or screws in any wall, picture or equipment is prohibited. Any other decor items must be freestanding.

CANDLES

The use of candles is only permitted with the use of a votive or glass enclosure. Battery powered candles are also permitted. An open flame of any kind is prohibited.

MUSIC/ENTERTAINMENT

Clients and client vendors must adhere to the following rules: Volumes must be kept at a reasonable volume at all times. No music allowed after 11:00pm on Friday or Saturday and 10:00pm Sunday through Thursday. All equipment must have felt/rubber bottoms or be placed on a carpet or other protective material. Equipment that gets hot during use must be mounted on appropriate fireproof materials. All equipment must be installed and removed during the Access Period. Building 801 reserves the right to end Music/Entertainment for not following these rules.

RENTAL EQUIPMENT/WEDDING SUPPLIES

Rental equipment/wedding supplies procured from outside vendors must be delivered and removed during the Access Period. Should that not be possible, Client will incur a Pick-up/Delivery Fee (see the Miscellaneous Fee section of the Package Pricing document). All equipment must have appropriate materials to ensure no damage is made to the venue floor.

SMOKING

Smoking is not permitted on the premises. No exceptions.

CAPACITY

The building occupancy load must not exceed 75 guests, this limit has been determined by the City of Woodward Fire Marshal.

ALCOHOL

Any and all liabilities arising from the consumption of alcoholic beverages or illegal narcotics on the premises are the responsibility of the Client. Specific behavior that will not be tolerated at Building 801 can include, but are not limited to, the following;

- Fighting
- Destruction of property
- Disrespectful conduct (to other Guests, Vendors or staff)
- Allowing minor persons to consume alcohol

All Oklahoma State Laws and Federal Laws must be adhered to at all times.

CELEBRATION MATERIALS

Please refrain from the use of glitter, fireworks, sparklers, and confetti inside the venue.

TRASH

All trash must be removed from the building and taken to the dumpster located in the alley to the back of the building.

CATERING

All caterers and bar service vendors must be approved by staff prior to the event. Vendors, remove any food and drink from the refrigerator, microwave and clean-up spills (including inside appliances).

SECURITY

If alcohol is consumed at the event, a security fee will be applied to your rental. Please see the Miscellaneous Fee section of the *Event Packages* document.

CANCELLATION POLICY

If an event is rescheduled within 6 months of the original event date, there will be no penalty fee applied. Events may be canceled up to 14 days prior to the event with a \$100 cancellation fee. If an event is canceled within 14 days of the event date, the client will forfeit their rental deposit.

ACKNOWLEDGMENT & ACCEPTANCE OF GUIDELINES

By signing below, the client acknowledges they have reviewed the Building 801 Guidelines and agrees to follow them accordingly.

Signature

Date