



The Lafayette Grande - Traveling Chef Catering

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LAFAYETTE GRANDE RULES & POLICY

When using our banquet rooms, we ask our guests to respect our facility. This is a historic building and would like to preserve it for future guests. If you wouldn't do it in your house, please don't do it in ours!

Please see rules below:

NO OUTSIDE FOOD OR BEVERAGES ALLOWED including Chocolate Fountains which are very messy and stain linens, walls, carpet, & floors. Cakes are the only exception and can be delivered & setup the day of the event only.

You have access to your rented room 9:00am, day of the event ONLY! No exceptions! If your ceremony is here, you are allowed 1 hour rehearsal time; no decorations can be setup during this time. The rental fee for the ceremony in reception ballroom is \$500.00. Ceremony should start ½ hour before reception begins.

Please ***Do Not*** rearrange or remove any artwork, mirrors, occasional tables, curtains, plants, permanent fixtures, etc. LG staff will setup tables / room in a manner which fits the size of your event and benefits the appearance of our facility. ***No last minute changes or additional tables will be setup during event.***

NO LOOSE GLITTER, CONFETTI, ROSE PETALS, RICE, POTPOURRI, STONES, SAND, FAKE SNOW, BALLOONS or Other Small Decorations. Any of these items can be contained in the center of the tables in vases. ***Decorations that fall on the floor create unsafe conditions for guests. Safety First!***
All decorations must be confined to rented room only. Foyer, stairwell & outside are off limits.
No Fog Machines! They set off the Fire System and Firefighters will respond! Any false alarm fines will be directed to the persons responsible.

NO scotch tape, duct tape, staples, tacks, pushpins, etc. on walls, wood trim, light fixtures, bar areas, DOORS or ceiling grids. ***Additional charges will apply for any damage, repair or cleanup!***

All Centerpieces / Decorations Must Be Approved for the Safety of Guests! All outside vendor appointments must be scheduled in advance and at the Lafayette Grande staff's convenience.

Children must be under adult supervision at all times, especially when out of the banquet room. ***NO RUNNING or PLAYING*** on stairs, in banquet rooms, bathrooms, elevator, kitchens, bars or outside! Children prices are 2 for the price of 1, up to 10 kids ages 3 to 10, must reach adult minimum for banquet hall, for special price.

Entertainment should be completely set-up at least ½ hour prior to guest arrival time and stop ½ hour after bar closes. NO LAST CALLS! Alcoholic Beverages may not be served to a minor, intoxicated or disorderly person. We reserve the right to refuse bar service to anyone.

Once the bar closes, you have 1 hour to remove any additional decorations, i.e. chair covers, centerpieces, etc. This includes your DJ's equipment, bands, etc. Additional charges may occur if you don't comply.

Additionally, the Lafayette Grande is not responsible for any damaged, lost, or stolen property. No excess damage to rooms, bathrooms, etc. or pulling of fire alarms will be tolerated. Guests are subject to additional charges or fines.

The Lafayette Grande hopes that your event is thoroughly enjoyable and safe; however, abuse of this policy may result in **TERMINATION OF YOUR EVENT!** Thank you for your cooperation! **Lafayette Grande Staff**

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