

# The Hacienda

## Rules and Regulations for Private Parties

### Event Staff, Referrals and Vendors

- We offer the Referral List as a courtesy to our clients. While we stand beside our referral choices, we ultimately are not responsible for any vendors, their policies, procedures or any contractual agreements made between the client and the vendor.
- All vendors need to supply their own equipment (speakers, extension cords, batteries, etc.) and are not permitted to bring or consume alcohol while on the premises.
- We require that your choice of DJ must come from our pre-approved referral list.
- For set-up purposes only, vendors may arrive 1 hour before guests' arrival time. If extra time is required, vendors will be charged additional fees.

### Food and Beverage

- The bar will always close 30 minutes prior to the event end time.
- We strictly adhere to all Alcoholic Beverage Control regulations. We do not serve minors; we do not serve overly intoxicated guests, we card individuals that look under 30 years of age, etc. Any infraction of the ABC regulations may result in the complete closure of the bar.
- If you wish to bring in your own wine or champagne, there is an \$18.00 corkage fee per bottle.
- If you bring in an outside cake, it must be from a licensed bakery and a cake waiver form will need to be signed.
- No other outside food or beverage will be allowed onto the property.

### Guests

- As hosts, you will assume responsibility for the conduct of all of your guests and vendors.
- These facilities are not amenable to children. We are not child-proof and therefore cannot accept responsibility for the behavior or safety of any child on the premises. All children are to be under parent, guardian or nanny guidance at all times while on property.
- A child age 4 and up is full price. A child age 3 and under is free.

### Ambiance and Decor

- The movement of plants, pots, statuary or decorations is not allowed. Decorations brought are not allowed to be hung, draped, tacked, taped, etc. to our property or fixtures. If you bring your own decorations, they need to be free standing or you can set them up on top of a table only.
- The Hacienda also reserves the right to relocate your event due to inclement weather, natural disaster or other unforeseen events out of the control of The Hacienda.
- The addition of flowers to our house included centerpieces is not allowed.
- Smoking is permitted in designated areas only.
- No rice, birdseed, confetti, streamers or real rose petals may be thrown on the property.
- If you provide candles for decor, they must be enclosed in glass.
- We do not assume personal or financial responsibility or liability for personal items left at the premises for storing, installation or distribution by client.

X \_\_\_\_\_

Date \_\_\_\_\_