

## Things You Need to Know

- 1) All items that are brought into the venue must be removed at the end of the event. This includes empty boxes, decorations, and florals.
- 2) If you have deliveries or rental items they must be removed at the end of the event. It is your responsibility to let the rental company know this.
- 3) You and your vendors have access to the space only during your contracted hours. It is your responsibility to inform your vendors of this.
- 4) Bar Services, if applicable, must buss tables and take away trash from the facility. If not, the client's cleaning deposit will not be refunded.
- 5) You may not leave things here or set-up the day before your event.
- 6) You may not attach anything to the Galleria walls (painters tape ok in meeting rooms).
- 7) It is your responsibility to notify your vendors of the Galleria policies. You should print several copies of the Additional Terms and Conditions to give to vendors.
- 8) Please refer to the Additional Terms and Conditions attached to your contract for a full list of Galleria policies.

Initials \_\_\_\_\_

Event date \_\_\_\_\_