Venue Rental Terms, Rules & Regulations

Welcome to Main Street Memories Event Hall. By completing a reservation, the person making the booking (“Client”) confirms that they have read, understood, and agreed to the following terms. The Client is responsible for ensuring that all guests, vendors, caterers, and other individuals attending or working at the event comply with these rules.

1. Reservation and Rental Period

A reservation is confirmed once the required initial payment of 50% of the total reservation amount, including the rental fee, selected add-ons, and refundable security deposit, has been received and a booking confirmation has been issued.

The rental period begins and ends at the times shown in the booking confirmation. The Client may not enter the venue before the scheduled start time and must complete all required cleanup and exit the premises by the scheduled end time.

Setup and decorating time are part of the reserved rental period unless a venue setup service has been purchased. When Main Street Memories Event Hall performs a purchased setup service, the setup may be completed before the Client’s scheduled arrival time; however, this does not provide the Client with early access to the venue.

The venue may only be used for the general purpose stated in the reservation. All activities must be conducted safely, lawfully, and in accordance with these terms and applicable laws.

Extra Rental Time

When additional time is available, the Client may purchase an **Extra Hour** through the online booking system, including on the day of the event.

Each Extra Hour purchased extends the current reservation by **one consecutive hour**.

An Extra Hour may only be purchased when the booking system shows that additional time is available and there is no conflicting reservation. Availability is not guaranteed.

The Extra Hour must be booked and paid for **before the Client remains in the venue beyond the current scheduled end time**. Once successfully booked and paid through the online system, no additional approval from Main Street Memories Event Hall is required.

Remaining in the venue beyond the reserved rental period without purchasing available additional time may result in additional charges.

2. Security Deposit and Payment

Reservation Payments

An initial payment of 50% of the total reservation amount, including the rental fee, selected add-ons, and refundable security deposit, is required at the time of booking to secure the event date.

The remaining 50% balance must be paid in full no later than ten (10) days before the scheduled event.

Reservations made within ten (10) days of the event require payment in full at the time of booking.

Add-ons purchased after the final payment deadline, including eligible day-of additions, must be paid in full when added to the reservation.

Late or Unpaid Balances

Reservations that are not paid in full by the ten-day payment deadline will be canceled by Main Street Memories Event Hall unless the Client has communicated with the venue and alternative payment arrangements have been approved in writing.

The Client is responsible for contacting Main Street Memories Event Hall before the payment deadline if special arrangements are needed.

Any payments already received for reservations canceled due to nonpayment will be subject to the Cancellation and Refund Policy outlined in Section 3.

Refundable Security Deposit

A refundable security deposit is required for all reservations:

- $50 for reservations of six (6) hours or less
- $100 for full-day and full-weekend reservations

The security deposit is separate from the rental fee and is included in the total reservation amount. It is collected through the reservation's scheduled payments and is not applied toward the rental fee.

Security Deposit Deductions

The security deposit may be used to cover expenses resulting from:

- Damage to the building, furnishings, equipment, decorations, linens, tablecloths, serving ware, drinkware, or other venue property
- Missing, broken, or damaged items
- Excessive cleaning, including stains or damage requiring special treatment or replacement
- Unauthorized or unpaid additional rental time
- Unpaid balances, fees, or other charges
- Violations of these terms resulting in additional expenses to Main Street Memories Event Hall

If damages or additional charges exceed the security deposit, the Client is responsible for paying the remaining balance.

An itemized statement of deductions or additional charges will be provided upon request.

Provided there are no damages, missing items, excessive cleaning requirements, unpaid charges, or other outstanding amounts, the security deposit will be refunded within five (5) business days following the event.

Refunds of security deposits for canceled reservations are addressed separately in Section 3.

3. Cancellation, Refunds, and Rescheduling

Cancellation and Refund Policy

We understand that plans sometimes change. However, reserving an event date prevents Main Street Memories Event Hall from accepting other reservations for that date. For this reason, the following cancellation and refund policy applies:

- **30 days or more before the event:** 100% refund of rental payments received.
- **15–29 days before the event:** 50% refund of rental payments received.
- **14 days or less before the event:** Rental payments are nonrefundable.

All cancellation requests must be submitted in writing. Refund eligibility is determined by the date the cancellation request is received by Main Street Memories Event Hall.

Security Deposit Refunds

The refundable security deposit will be returned in full when a reservation is canceled before the venue has been used, provided there are no outstanding charges for damage or other authorized deductions.

The security deposit is separate from rental payments and is not forfeited solely because a reservation is canceled.

Add-Ons and Special Purchases

Payments for standard add-ons that have not been provided or performed will be refunded, provided no expenses have already been incurred specifically for the reservation.

Specialty items, custom décor, personalized products, or other items purchased specifically for the Client's event are nonrefundable once expenses have been incurred.

Cancellation Due to Nonpayment

Reservations that are not paid in full at least ten (10) days before the scheduled event may be canceled by Main Street Memories Event Hall unless alternative payment arrangements have been approved in writing.

Reservations canceled by Main Street Memories Event Hall due to nonpayment are subject to the same cancellation and refund policy outlined above.

Failure to communicate or respond to payment reminders does not exempt the Client from these terms.

Rescheduling

Requests to reschedule an event are subject to venue availability and must be approved by Main Street Memories Event Hall.

Payments already received may be transferred to a new available date at the discretion of Main Street Memories Event Hall. Rescheduling is not guaranteed, and additional charges may apply if the new reservation has different pricing or requirements.

Severe Weather and Unforeseen Circumstances

When an event must be canceled due to severe weather, emergencies, acts of God, or other circumstances beyond the Client's reasonable control, Main Street Memories Event Hall may, at its discretion and subject to applicable law, offer a credit toward a future available date or issue a partial or full refund.

Cancellation by the Venue

Main Street Memories Event Hall reserves the right to cancel or terminate a reservation when an event is unsafe, unlawful, materially different from the event described during booking, or in violation of venue policies. Refund eligibility will depend on the circumstances and applicable law.

If Main Street Memories Event Hall must cancel a reservation because the venue becomes unavailable through no fault of the Client, all payments received will be refunded.

4. Add-Ons and Optional Services

Optional services and add-ons may be offered with eligible reservations.

Availability, pricing, inventory, and specific inclusions may vary. The description displayed for each add-on at the time of purchase is considered part of the Client’s reservation agreement.

Purchasing one add-on does **not** automatically provide access to or include another add-on unless the booking description specifically states otherwise.

Add-ons do not extend the Client’s rental period unless the purchased service specifically includes additional rental time.

Linen Package

The Linen Package provides access to available venue linens during the reservation.

Available inventory may include tablecloths, stretch table covers, table runners, and other coordinating linens.

Colors, sizes, quantities, and styles are subject to current inventory and are not guaranteed unless specifically confirmed.

Purchase of the Linen Package does not include table setup, chair setup, decorating, centerpieces, or other setup services unless separately purchased.

Décor & Linen Package

When offered or included with a rental package, the Décor & Linen Package provides access to available venue linens and selected décor inventory for use during the Client’s event.

Inventory may include available table décor, centerpieces, decorative accessories, serving ware, drinkware, linens, and similar venue-owned items.

Availability of specific colors, styles, quantities, or décor pieces is not guaranteed.

Unless specifically stated in the selected rental package, access to the Décor & Linen Package does **not** include setup, decorating, styling, place settings, or cleanup by venue staff.

All venue property used by the Client must remain on the premises and be returned to its designated location after use unless otherwise instructed.

Basic Set-Up

Basic Set-Up includes:

- Placement and arrangement of venue tables
- Placement of venue chairs
- Installation of standard black tablecloths, or selected table linens from the venue's available inventory when included with a full-day rental or purchased as an add-on.

The Client may provide a preferred table arrangement, subject to the venue’s available furniture, space, and safety considerations.

Basic Set-Up does **not** include centerpieces, table décor, place settings, decorating, custom styling, balloons, backdrops, or setup of personal decorations.

Enhanced Set-Up

Enhanced Set-Up includes:

- Table and chair placement
- Installation of tablecloths selected from available venue inventory
- Basic table styling
- Centerpieces and/or table décor selected from available venue inventory

The Client may provide preferences regarding table arrangement, linen colors, theme, or overall style. Main Street Memories Event Hall will use available venue inventory to create a coordinated table setup based on those preferences.

Enhanced Set-Up includes the use of linens and décor specifically selected for the completed setup. It does **not** provide the Client with unrestricted access to additional venue linens, decorations, or other inventory.

Clients wishing to independently select or use additional venue linens, décor, serving ware, drinkware, or other available items must purchase the applicable Décor & Linen Package separately unless it is already included with their rental.

Enhanced Set-Up does **not** include individual place settings, custom décor, fresh flowers, balloon installations, elaborate backdrops, specialty purchases, or extensive setup of Client-provided decorations unless separately arranged.

Post-Event Cleanup

When Post-Event Cleanup is purchased, Main Street Memories Event Hall will perform the general cleanup and reset of the venue following the event.

This service generally includes:

- Gathering and removing event trash
- Wiping tables and general surfaces
- Returning venue tables and chairs to their designated arrangement
- General sweeping, vacuuming, and routine cleanup of the event space as needed

The Client remains responsible for removing all:

- Personal belongings
- Gifts
- Food and beverages
- Client-provided decorations
- Vendor equipment and supplies
- Catering items and other property brought into the venue

Post-Event Cleanup does not cover excessive cleaning, stains, damage, biohazards, unusually large amounts of trash, abandoned property, or cleaning beyond normal event use.

Additional charges may apply when cleanup exceeds the normal scope of the purchased service.

5. Client, Guest, and Vendor Responsibility

The Client is responsible for the conduct and supervision of all guests, children, vendors, caterers, entertainers, and other individuals present during the rental period.

The Client is responsible for damage, missing property, excessive cleaning, injuries, disturbances, or policy violations caused by the Client or anyone attending or working at the event.

Vendors and outside service providers must perform their work safely and may not damage, permanently alter, or improperly use the venue or its contents.

The Client is responsible for communicating relevant venue rules to all vendors and service providers.

6. Decorations and Setup

Nails, screws, staples, tacks, permanent adhesives, or other fasteners that may create holes, marks, residue, or damage are prohibited.

Removable adhesive dots are provided by the venue for decorating purposes and are available for guests to use. Clients are encouraged to use these instead of bringing their own adhesives to help prevent damage to walls and other surfaces. All adhesive dots must be completely removed from walls, floors, and other surfaces before leaving the venue.

Decorations must be installed and removed carefully. The Client is responsible for repair or replacement costs resulting from improper setup, decorating, or removal.

Furniture, equipment, décor, linens, serving ware, drinkware, or other venue property may not be removed from the premises.

Setup and decorating performed by the Client must take place entirely within the reserved rental period. Purchasing a setup service from Main Street Memories Event Hall does not provide the Client with access to the venue before the scheduled rental time.

Custom or extensive decorating services are not included unless specifically listed in the Client’s selected package or separately arranged.

7. Food, Beverages, Alcohol, Smoking, and Drugs

Outside food, beverages, and catering services are permitted.

The Client is responsible for promptly addressing spills, food, grease, trash, and beverage residue during the event. The venue must be left sanitary and free of food or debris that could attract pests, stain surfaces, or damage the property unless Post-Event Cleanup has been purchased.

Smoking and the use or possession of illegal drugs are prohibited on the premises.

No person under the age of 21 may possess or consume alcoholic beverages on the premises.

The Client is responsible for ensuring that all alcohol-related activities comply with applicable laws and are conducted safely and responsibly.

Main Street Memories Event Hall reserves the right to end the event when behavior becomes unsafe, unlawful, destructive, or disruptive.

8. Children and Restricted Areas

Children must be continuously supervised by a responsible adult.

Children are not permitted in storage rooms or kitchen and preparation areas unless specifically authorized.

Children may not operate window blinds, thermostats, venue equipment, appliances, or other facility controls without adult supervision and permission.

The Client is responsible for damage caused by unsupervised children or misuse of venue property.

9. Cleanup and Exit Requirements

Unless Post-Event Cleanup has been purchased, the Client is responsible for leaving the venue in the same clean condition and arrangement as it was found upon arrival. This includes returning all furniture, equipment, and venue-owned items to their original locations and completing the following before departure:

- **Tables, Chairs & Furniture:** Return all tables, chairs, trash cans, and other furniture to their original locations and arrangements.
- **Serving Ware & Equipment:** Thoroughly wash, dry, and return all used dishes, utensils, serving pieces, drink dispensers, and other washable venue items to their designated locations.
- **Tables & Linens:** Remove food, crumbs, and debris from all tables and table linens. Wipe down table surfaces and gently wipe linens to remove food residue and spills.
- **Linens:** Leave tablecloths on the tables for inspection. Any additional used linens not on tables should be placed in the designated linen bin.
- **Décor & Supplies:** Return all venue decorations, supplies, equipment, and other items to their original locations.
- **Trash & General Cleaning:** Bag all trash including bathroom trash and place it in the designated receptacle near the back door. Clean up spills, food residue, and other visible messes. Leave all event spaces, sinks, serving areas, and restrooms reasonably clean.
- **Personal Belongings:** Remove all personal belongings, leftover food and beverages, personal decorations, gifts, and vendor equipment or supplies.

Sinks are available in both back areas for washing and cleanup.

Linen Care & Damage

Tablecloths should remain on the tables after the event so venue staff can inspect them for stains or spills that may require special treatment before laundering.

Clients should gently wipe away food residue and spills but should not scrub, wash, or attempt to treat stains with cleaning products. Significant spills or stains should be reported to venue staff.

Table linens that are permanently stained and cannot be restored through normal cleaning will incur a replacement charge of $25 per linen. These charges may be deducted from the security deposit, with any additional costs remaining the responsibility of the Client.

Venue-Provided Setup & Décor

When tables or décor have been arranged by Main Street Memories Event Hall as part of a purchased setup service, those arrangements may remain in place after the event unless otherwise instructed.

Post-Event Cleanup Service

Clients who purchase Post-Event Cleanup are not responsible for the general cleaning and venue reset tasks included in that service. However, they are still responsible for removing all personal belongings, leftover food and beverages, personal decorations, and vendor property.

Spills or situations that could cause damage should be addressed promptly, regardless of whether cleanup services have been purchased.

Additional Cleaning Charges

Clients who do not purchase Post-Event Cleanup are responsible for completing all required cleaning and returning the venue to its original condition and arrangement before departure.

If required cleanup is not completed, Main Street Memories Event Hall reserves the right to charge for additional cleaning and labor necessary to restore the venue. This includes, but is not limited to, removing trash and debris, washing used serving ware, cleaning tables and surfaces, returning furniture and equipment to their proper locations, and removing balloons, adhesive materials, or decorations left behind.

Additional cleaning charges will be based on the extent of the work required and may be deducted from the refundable security deposit. Any charges exceeding the deposit will remain the responsibility of the Client.

Clients who purchase Post-Event Cleanup are still responsible for excessive messes, damage, or cleaning beyond normal event use. Additional charges may apply in these circumstances.

10. Venue Property, Damage, and Missing Items

The Client must use all venue furnishings, equipment, décor, linens, dinnerware, glassware, serving pieces, and other property responsibly.

The Client is financially responsible for damage, breakage, loss, or missing venue property caused by the Client, guests, children, vendors, caterers, or other attendees.

Charges for damaged or missing items may be deducted from the security deposit.

If repair, replacement, cleaning, or other charges exceed the security deposit, the Client agrees to pay the additional balance.

Normal wear resulting from ordinary and appropriate use will not be charged to the Client.

11. Personal Property and Liability

Main Street Memories Event Hall is not responsible for lost, stolen, forgotten, or damaged personal property brought onto the premises.

Any items left at the venue after the reservation may be disposed of or handled at the discretion of Main Street Memories Event Hall if arrangements for retrieval are not promptly made.

To the fullest extent permitted by law, Main Street Memories Event Hall, its owners, employees, and representatives will not be liable for injuries, losses, property damage, or claims resulting from the Client’s use of the venue except when directly caused by the legally established negligence or misconduct of Main Street Memories Event Hall.

The Client agrees to indemnify and hold harmless Main Street Memories Event Hall, its owners, employees, and representatives from claims, damages, liabilities, or expenses arising from the event, the conduct of the Client’s guests or vendors, or a violation of these terms, to the extent permitted by law.

12. Photographs, Reviews, and Promotional Use

We love seeing the special memories created at Main Street Memories Event Hall and encourage Clients to share photos of their celebrations!

Clients are welcome and encouraged to share event photos on social media, tag Main Street Memories Event Hall on Facebook, or send photos directly to us by email or text. We also greatly appreciate reviews, especially those that include photos of the venue and event setup.

Sharing photos and leaving reviews is entirely optional but helps others see the different ways our venue can be used and enjoyed.

Main Street Memories Event Hall will not photograph or record private events for promotional purposes without permission.

Photos voluntarily submitted directly to Main Street Memories Event Hall may be considered for use on our website, social media pages, or other promotional materials. We will obtain the Client's permission before publicly sharing submitted photos for promotional purposes.

Clients should only submit photos they have permission to share, particularly when photos include other guests or children.

Sharing photos does not transfer ownership of the original photographs to Main Street Memories Event Hall.

13. General Terms

These terms, together with the booking confirmation, invoice, selected rental package, purchased add-ons, and any written addenda, represent the agreement between the Client and Main Street Memories Event Hall.

Descriptions, inclusions, pricing, guest counts, and other selections shown on the confirmed reservation are incorporated into this agreement.

Changes to an existing reservation or agreement must be made through the booking system or otherwise approved in writing when approval is required.

Optional services that are specifically offered for self-service online purchase, including eligible Extra Hours and other available add-ons, may be added and paid for through the booking system without separate written approval.

Updates made to Main Street Memories Event Hall’s general policies apply to future bookings and will not materially change an existing confirmed reservation unless required by law or agreed to by both parties.

A decision by Main Street Memories Event Hall to make an exception or not enforce a provision on one occasion does not waive the right to enforce that provision on future occasions.

If any portion of this agreement is determined to be invalid or unenforceable, the remaining provisions will continue in effect.

By completing the reservation and accepting these terms, the Client confirms that they have read, understood, and agreed to follow all venue terms, rules, and regulations.