



Main Street Memories

Rules & Regulations



Security Deposit & Payment Terms

A security deposit is required to reserve an event date. The deposit amount is based on the rental duration: \$50 for reservations of six (6) hours or less and \$100 for full-day reservations.

The security deposit is separate from and in addition to the rental fee. The remaining rental balance must be paid in full no later than ten (10) days prior to the scheduled event date.

The security deposit is intended to cover any damages to the facility, as well as any missing or damaged equipment, furnishings, décor, linens, serving ware, drinkware, or other venue property provided for the event. It also covers excessive cleaning beyond normal use. If such charges are incurred, the applicable costs may be deducted from the security deposit. If the total cost of damages, missing items, or additional cleaning exceeds the amount of the security deposit, the Client agrees to pay the remaining balance. An itemized statement of any deductions or additional charges will be provided upon request.

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

Cancellation Policy

Cancellations made seven (7) days or more prior to the scheduled event date shall receive a full refund of the rental fee/deposit. Cancellations made fewer than seven (7) days prior to the event will result in forfeiture of the deposit; any refund of the rental fee will be issued at the sole discretion of the rental company.

Any specialty items or custom purchases made specifically for the client's event are non-refundable, and the client remains responsible for all costs associated with such items.

In the event of cancellation due to circumstances beyond the client's control, including but not limited to acts of God, the rental company reserves the right, at its sole discretion, to apply payments toward a future event date or issue a partial refund.

Decoration & Setup:

The Client agrees that no permanent alterations or damage to walls, floors, or other surfaces shall be permitted, including but not limited to the use of nails, screws, staples, or any fasteners that may create holes or marks. Removable tape may be used for temporary decorating purposes only, provided it does not damage, discolor, or leave residue on any surface. The Client is responsible for removing all tape and adhesive materials prior to final departure. All decorative items must be installed and removed in a manner that preserves the premises in its original condition, normal wear and tear excepted. The Client assumes full responsibility and liability for any damage resulting from a violation of this provision and agrees to pay all costs associated with repair or restoration.

Food & Drink:

Outside food and beverages, including catering services, are permitted on the premises. All parties bringing food or drinks assume full responsibility for proper cleanup, including the prompt removal of all spills, trash, and food-related debris prior to departure.

Failure to adequately clean the space may result in additional cleaning fees charged to the responsible party. The Client agrees to maintain the facility in a clean and sanitary condition and to leave no residual food or debris that could attract pests or cause damage to the property.

No Smoking and/or Drugs:

Smoking and the use of illegal drugs are strictly prohibited on the premises at all times. No person under the age of twenty-one (21) shall consume, possess, or be under the influence of alcoholic beverages while on the premises.

Children:

All children on the premises must be continuously supervised by a responsible adult at all times. Children are strictly prohibited from entering the storage rooms or kitchen/prep area and shall not be permitted to operate window blinds or the thermostats, as misuse of may result in property damage.

Cleanup & Exit Requirements:

- All trash must be bagged and placed in the designated receptacle located by the back door.
- All drops, spills and messes must be cleaned promptly.
- A sink is available in both back areas for cleanup purposes.
- All tables and chairs must be returned to their original locations.
- All rented linens and décor must be returned to their original locations in the storage room:
- Place all used linens in the designated bin.
- If décor was set up prior to your event, it may remain as found.