# *Lower Level FAQ*

**Are there limitations on décor?**

Yes, we do not allow adhesives of any type on the walls or windows. This includes painters tape and 3M adhesives. Glitter, confetti, sand and birdseed are prohibited. No fog, bubble machines or sparklers are allowed on premises. No open flames. Nothing is to be hung from the light fixtures. ***A breach of any of the above rules or*** *adhering anything to the walls, windows, lights or door frames will result in a lost deposit.*

**Do we take out our own garbage?**

Yes. All garbage (including restrooms) must go to dumpster located behind fire department in far end of parking lot. *Leaving garbage in the building will result in a lost deposit.*

**Can we move tables outside?**

No. All tables/chairs must stay inside the building for the duration of the event.

**May we use the play set?**

Yes. The play set is for community use. Please use at your own risk.

**Can we rearrange tables and chairs?**

If you choose to do so they must be returned to original position at event end.

**Do we have an attendant to work event?**

Lower level rental does not include an attendant.

**What is the standard set up?**

There are 12 eight-foot tables, in lower level. 8 of those tables are for guest seating and each have 8 chairs. Remaining tables can be used for food service, beverage service, decoration, etc.

**Do tables have to be covered?**

Yes. Clients are required to bring in their own table coverings.

**Do we bring in our own food and drinks?**

Yes. You are welcome to bring in any food/beverage that you would like. No glass bottles are allowed.

**When do we set up?**

Doors at bottom on parking lot steps will be unlocked two hours prior to event start time for you to set up. Any food and beverage deliveries would be done during this time also. All deliveries will enter through lower level doors, via steps or ramp.

**Will we have access to the upstairs?**

No. Guests will enter the lower level doors via the ramp or stairs located off of the main parking lot. There will be no elevator or stairwell access to the upstairs for the duration of your event.