

Rental Rules & Regulations

1. Lessee will be held responsible for all actions of his/her event planner, caterer, florist, and guests. These individuals must be informed of all rules and regulations of Marbury Center that are relative to their work.
2. No furniture or equipment may be moved without prior consent from Management.
3. Management must approve all electrical hookups for additional lighting. **All candles must be covered.**
4. Smoking is strictly prohibited in any area of Marbury Center and is allowed only in the courtyard area outside.
5. **Do not staple, nail, tack, duct tape or otherwise affix items to the floor, columns, walls, windows, doors, furniture, etc.**
6. No artificial platforms and no carpentry work are allowed inside the building. Only approved risers may be used.
7. No pets of any kind are permitted on the grounds of Marbury Center, other than those assisting the visually impaired.
8. Rice, birdseed, glitter, confetti, liquid string, rose petals, etc. may not be used inside the build. **The above may be used on the outside of the building, but must be removed by lessee after the event.** Liquid string and rice are prohibited inside or outside the building.
9. Matches, sparklers, bubble machines, or smoke machines are not allowed inside the building and lessee must obtain permits for use outside of building.
10. Marbury Center reserves the right to refuse any items brought into the building by the lessee or agents thereof, which could cause damage to the building or injury to the guests.
11. All functions are to end at the agreed time. Marbury Center reserves the right to insist that event planner, guests, caterer, florist, band members, etc. leave the building at the agreed time. **Marbury Center reserves the right to bill lessee for over time charge of \$100.00 per hour.**
12. Management must approve any publicity concerning Marbury Center.
13. Marbury Center will not assume responsibility for any items left by the lessee, event planner, caterer, florist, lessee and/or guests.
14. It is very important that you provide a copy of these rules to everyone involved with your event and to any friends or family members who are helping with your event.
15. All live bands and music must cease by 12:00 midnight of the event without exception, and the facility must be cleaned and empty by 1:00 am at the latest if an earlier time is not stated in The Lease.
16. **Children must not be allowed to play in or around the fountain to include the rocks. No rock throwing. No rocks in the fountain.**