

WalkWay Event Guidelines

Fees

Weekend (Fri - Sat)	\$825.00
Weekday (Sun - Thurs)	\$100.00 per hour (min. of three hours)
Non-refundable deposit	\$300.00
at time of booking	(balance due prior to event)
Refundable damage	\$200.00
deposit <i>(when alcohol is provided)</i>	

Decorating

WalkWay facility will be available the morning of the function for decorating and set-up or one (1) day in advance if the building is not being used for another function. If decorating is done a day early, two hours will be allowed for that purpose. Then, on the day of the event, no other "set-up" will take place earlier than four hours before the arrival of guests. Otherwise there will be a \$100.00 per hour charge on the day before an event for decorating.

Decorations must be approved by management.

Wall strips are provided for affixing items. Absolutely no items are to be attached to the sprinkler system pipes.

All lighted candles must be enclosed. Examples are floating votives and taper candles in hurricane glass.

No glitter, confetti, or small pieces of materials, foggers or bubbles are to be used.

All decorations are to be removed immediately following the event by the patron or by assigned persons. If Walkway personnel provides this service, there will be a charge of \$100.00 per hour. Walkway will provide floor cleaning as part of the building rental.

Customer's Responsibilities

Damage to the property and the premises during the rental period is the customer's responsibility. Included are damages resulting from the actions of the customer, customer's contractors, guests or vendors. Management has the right to cease a function should violations of policies occur, in particular the alcohol policy. Cleanup following

the event will take place immediately following the event. (See above under "Decorating")

Food

Food must be catered into the banquet facility if the bar is to be opened. A certificate of insurance must be provided by the caterer the customer has selected. Beverages such as tea, lemonade, and coffee may be served by the caterer.

Alcohol Policy

All alcohol and soft drinks consumed on WalkWay premises is to be purchased at the facility. Exception: Alcohol may be brought into the facility for use as a toast at a wedding for the head table only(limit of three bottles). Alcohol must be consumed on the premises and not brought in from outside the property and cannot leave the premises. Management reserves the right to refuse alcohol service to anyone. Alcohol will not be served to minors. Individuals must be 21 years old to be served. The bar will ask for photo I.D. Alcohol will not be served to individuals who appear to be intoxicated. Alcohol will not be served on Sundays before 12:00 p.m. Beer kegs must be ordered and paid for in advance of an event(limit of two kegs). If bar service is provided, the bar will be open at the time guests are expected to begin arriving and will remain open until the event has ended or until management feels it is necessary to close.

WalkWay will not be responsible for:

Participants of a function who are minors and obtain alcohol from individuals of drinking age.

Those persons who obtain alcohol through the use of fraudulent, altered, or illegal identifications.

Participants of a function who have been refused alcohol service because they exhibit symptoms of intoxication and obtain alcohol from individuals of legal drinking age.

Individuals of a function who are using illegal drugs.

Smoking

WalkWay is a smoke-free facility. Smoking is allowed outside the building.

Music

Musicians or a DJ may be hired by the customer using the facility.

Personal Property

WalkWay assumes no responsibility for the loss and/or damage of property of customers.

City Codes

Events at WalkWay are to end by 1:00 a.m. WalkWay will abide by this law.

Notes

WalkWay will not be held responsible if an event must be cancelled due to unforeseen circumstances beyond our control. Examples: fire, water, wind damage to the building. It is customary for persons renting the facility to tip the bartender a reasonable amount.

(These event guidelines were updated on 8/15/07 and take effect immediately.)