

General Procedures

Function Room Time

Events held in either the Grand Ball Room or the Tuscan Room are booked for four hours. Additional time may be booked with prior request and at additional cost. Evening functions may not continue beyond 12:30 A.M. Our full service bar will stop serving a half hour prior to the end of the event and go no later than 11:45 P.M.

Comfort Level

Heat and air conditioning will be set at a comfortable level determined by the event consultant.

Parking

Parking for guests is in the adjacent La Salle Reception Center parking lot and, if necessary, in the public parking lot on Marcy Street. Parking regulations in the driveway between the church and the reception center must be observed so emergency vehicles will be able to negotiate the area without being hindered. The driveway is a one-way entry only from Main Street and the exit is by the connector behind the Reception Center to the lower parking lot with the return to Main Street.

Liability

Management of La Salle Reception Center claims no responsibility for any personal property brought to the function by your vendors or guests.

Damages

The person whose name appears on the contract is responsible for any damage, loss or liability incurred by La Salle Reception Center from any of the contract holders, guests or their vendors during the contracted event. The contract holder shall reimburse La Salle for any and all such losses.

Miscellaneous Information

Only battery operated candles are allowed. No decorations can be nailed, taped, or stapled to the walls, stage, fixtures or furniture. **Likewise, confetti, bubbles, rice seeds of any nature, live animals (with the exception of service animals), insects, or other products that may damage the premises are not permitted.**

It is our recommendation that a suitable and appropriate container be used for gifts cards (if applicable) and that a responsible person is given the task of keeping your gifts and envelopes safe.

Initial:_____

Date:_____