

EMPIRE MILLS



Exhibit A

Venue Rules

1. Any damage that occurs to the Venue during the Event will be the responsibility of the Renter.
2. The Renter is responsible for all actions of its guests and vendors, including without limitation, its Florist, Band/DJ, Photographer, Wedding Coordinator, Rental Companies, etc.
3. We will provide a dedicated facility manager to assist with venue details only. To ensure proper use of the Empire Mills, we do require you to obtain the services of a professional Event Planner for all Weddings and Ceremonies. In order to appropriately manage the event, they may not be someone who is also attending the wedding as a guest. The Event Planner is required to stay the duration of the event.
4. All deliveries, installations, and cleanup must be completed during the hours listed in the Venue Rental Agreement unless approved by the Venue. Failure to do so will result in additional fees being charged to Renter in accordance with the Venue Rental Agreement.
If the venue space is unoccupied, additional rental hours are available to add to the rental
5. All vendors are expected to supply any equipment needed to perform and execute their contracts with the Renter. For example, EM does not provide ladders, extension cords, lighters, scissors, etc.
6. Any materials or items brought in by the Renter or vendors are not the responsibility of the EM. Vendors or the Renter are required to remove any items immediately after any event unless prior arrangements have been made and approved by EM.
7. EM is not responsible for any items left behind after the event. Any items left at the Venue after the event date will be held by EM for 1 month. If the items are not claimed, they will be discarded after this time.
8. Absolutely nothing is to be attached to the walls or floors- NO TAPE, GLUE, NAILS, SCREWS, ETC. Items may be hung from the ceilings or poles, IF permission is requested and details of the same are provided to EM prior to the Venue Date. Nothing may be hung from the fire sprinkler supply piping.

Sales Representative _____

Host Initials

9. All candles must be enclosed in glass globes or in non-flammable containers to prevent wax from being spilled.

10. No glitter, birdseed, rice, confetti are allowed at the Venue.

11. Absolutely NO SMOKING in the Venue. There are designated smoking areas outside the Venue with butt cans that must be used.

12. All Vendors and Vendor Staff must park in areas designated by EM vendor area to allow maximum parking for the Renter and guests.

13. All Vendors requiring appropriate licensure with the state and/or local authorities must maintain such licensure for the Event Date.

14. Any plumbing, HVAC, or electrical issues are to be handled ONLY by EM staff. Please advise EM staff of any issues that arise during the event.

15. Owner does not assume any liability for any equipment or materials brought in by Renter or Renter's contractors for this event.

16. None of the Owner's equipment is to be removed.