

## Front Yard Policies & Regulations

**Violation of any of these rules will result in a forfeit of your key/cleaning deposit and/or rental deposit.**

- You **may not** use or go into the room outside of your scheduled time. Please call or go to the office to see the room if you need to look at it before the event. Doing so will cause immediate forfeit of your deposit. Any set-up or decorating time is considered part of the rental time; **you may not come in early to set up for your event and you must have everything cleaned up by your contracted end time.**
- The Front Yard can accommodate up to 60 people reception style, 40 seated.
- There is no kitchen on the premises.
- Eight 6 ft. long rectangular tables with 50 chairs are available at no cost.
- The fee is \$30 per hour (with a 2 hour minimum) for all Front Yard rentals. This fee is based on up to 6 hours, after that the fee is \$200 for the day (which will give you up to 12 consecutive hours). Rental fee is to be paid in full at the time of your registration. Please call or email for rates and availability.
- A \$30 key/cleaning deposit is required in the form of a check or cash; this can be paid when the key is picked up. Keys may be picked up 48 hours before the event. Your deposit will be returned to you when the key is returned and the room has been left in pre-rental condition.
- The half-circle patio in front of the Front Yard may be used, but not the whole plaza or café tables.
- All alcohol must be purchased through The Center Bistro (336.677.6006). No outside alcohol is allowed on the premises.
- Cleaning supplies are available in the janitor's closet behind the curtain, near the bathroom.
- All trash must be removed from the Front Yard and placed in the dumpster at the south end of the Plaza, on Elm Street. Do not place trash in the bins that are located on the plaza.
- **DO NOT:**
  - o **Tape or hang anything from the walls or ceiling. We have just repainted the building.**
  - o **Move or cover existing artwork.**
  - o **Use candles or have open flames in the building.**
  - o **Smoke inside the building.**
  - o **Bring pets inside the building.**