



RULES & REGULATIONS

1. All food and beverage serviced in The Oak Room must come from Renaissance Chef Catering or an approved outside caterer. No home prepared or non-health department approved food products are permitted.
2. Lessee is responsible for providing trash bags and dish soap. All trash must be removed to the dumpster.
3. The Lessee and related vendors will have access to the facility only during the agreed upon rental time. All items must be delivered and picked up within the rental time unless otherwise arranged. Deliveries prior to the event or items left after the event may incur additional fees.
4. **THE ROOM CAPACITY IS 220 GUESTS, THE PERSON RENTING THE ROOM IS RESPONSIBLE FOR REMOVING AND RETURNING CHAIRS AND TABLES TO AND FROM THE CLOSET.**
5. No smoking is permitted on the premises.
6. No tape, nails, staples, or screws may be used on the floor, walls, or ceiling. Cleanup of any decorations or flowers is the responsibility of the Lessee. Removal of all decorations must take place within the rental time.
7. All deliveries by vendors of the event, i.e. florists, musicians, entertainment, must be completely setup a minimum of ½ hour before the start of the event.
8. All vendors will be liable for any damages caused by their equipment.
9. No smoke machines are permitted.
10. **Decorations: Candles. Any use of candles must be approved by The Oak Room Staff. All candles must be contained or enclosed in glass. The flame may not be taller than 2 inches in height. Confetti. The use of confetti in any part of the premises is strictly prohibited. No confetti, glitter, or rice may be thrown or distributed either inside or outside of The Oak Room.**
11. All events are to be completed by the scheduled conclusion time. ***Overtime fees will be charged by The Oak Room if event runs later or hours are extended (\$500.00 per additional hour or a fraction thereof).***
12. Lessee is responsible for ensuring the Oak Room is clean and empty upon the conclusion of the rental time. Any damage, extra cleaning or trash removal may incur additional fines.
13. A representative of The Oak Room will be present to monitor adherence to these rules & regulations and to address any facility issues.

I have read and agree to follow the rules and regulations for The Oak Room.

Lessee Signature

Date of Signature

Lessee Printed Name

Event Date

***Please sign and return with your signed rental contract and deposit to:**

Renaissance Chef Catering
c/o The Oak Room
244 S. Jefferson Street, Unit C
Frederick, MD 21701