



Top Rental Reminders

Thank you for hosting your event with us!

Here are some friendly reminders for your rental:

RESTRICTED ACCESS: No access to downstairs or any rooms not listed on your agreement.

BALCONY: Standing room only. No smoking or beverages (alcoholic or non) allowed.

BEVERAGES: All beverages must be contained in the room that is booked and are not permitted on the balcony, in the hallways, lobby or the outdoor grounds.

SMOKING: Is only permitted outside the front entrance. Cigarettes are to be disposed of in the designated ashtrays provided.

LAST CALL: If your event has alcohol the DJ, Band or MC must announce last call one hour before the end of the rental (11:45pm if late night rental) No alcohol is to be served past midnight.

MUSIC: Music must be lowered to a respectful level with all doors and windows shut past 10:00pm in accordance to the city bylaws. Music must be turned off and lights turned on at 12:30am if rental ends at 1:00am.

DOORS AND PARKING GATE: The CSR or Security Guard are required to lock the doors and the outdoor gates at the end time of your rental. Please vacate the building on time and do not leave your vehicle parked in the MTC lot past this time.

CLEAN UP: All clean up must be completed by the end of rental time listed on the agreement. This includes wiping tables and chairs, putting tables and chairs away as you found them, removing all decorations and sticky tack, removing all personal belongings, if booked tidy the kitchen counters, floors and used appliances, remove all garbage and recycling replace with new bags and dispose of them in the designated bins located on the west side of the parking lot, sweep and mop all floors in all rooms and common areas and finally complete the post-inspection with the CSR or Security Guard on duty.

Any additional clean up required by our staff will result in a \$50.00 per hour charge. This includes but is not limited to disposal of cigarette butts, cups and garbage that is not properly disposed of by the renter.

Late departure will result in a \$50.00 charge for every 15 minutes you are on site past your rental time. This includes delay in closing the parking lot gate.

Thank you for your cooperation.