

## PANNA MARIA HALL RULES

1. Lease Agreement must be signed and rental paid either before picking up keys or when keys are picked up.
2. Price paid is for the day of the event. One day before the event to decorate, and one day after the event to clean up, is allowed if building is available. Any additional days for decorating will result in an additional fee of **\$25 PER DAY**.
3. Price paid includes air conditioning for the event **ONLY**. If air conditioning or heater is used the day before the event or the day after the event, an additional charge of **\$50 PER DAY** will be assessed. **ALSO**, air conditioning, heater, and/or fan unit **MUST BE SHUT OFF** at night.
4. Entire building must be completely cleaned. This includes **sweeping the entire floor area** and mopping where necessary. This also includes cleaning all counters, tables, and restrooms. **CLEANUP IS MANDATORY, NOT AN OPTION**. If cleanup is not done properly, you will be subject to losing part or all of your deposit.
5. Hall management **might** be able to put you in touch with someone to clean up after your event; **however**, you must tell management at the time you book your event.
6. All folding tables and chairs must be cleaned, broke down, and placed on racks in order to properly sweep.
7. All trash cans must be emptied (including those in the bathrooms, and cleaned, if necessary). Also, all trash must be removed from the building and placed in the dumpster behind the Diner.
8. You will lose your booking deposit if you cancel your booking less than 60 days from the scheduled date of your function.
9. Deposit will be reduced or lost if there are any damages, missing inventory, etc. **IT IS NOT FOR CLEANUP EXPENSES.**
10. All damages to building must be reported to hall management immediately.
- 11. STAPLING OF DECORATIONS IS PROHIBITED.** Also, all tape residue must be properly removed.
12. Discarding of food on the premises is prohibited.
13. You are responsible for providing your trash bags (55-gallon and 13-gallon / tall kitchen containers), toilet tissue, and any other items needed for your occasion.
14. All consumption of alcoholic beverages must be in compliance with the Texas Alcoholic Beverage Commission.
15. If you would like the bar to be open for your event, you must tell hall management the hours you want it open (5 hours maximum) when you pay your deposit. A second option to opening the bar is to order enough refreshments for the entire night / event. In order for the bar to be open, your event is required to have a minimum of 200 attending guests.
16. You are responsible for providing any required law enforcement / security for crowd control. Hall management strongly recommends law enforcement / security if the bar will be open.
17. Keys must be returned the next working day after the event or placed in the "Drop Box Slot" at the end of the day following your scheduled event. The "Drop Box Slot" is located just north of the Hall main entry doors.

## PANNA MARIA DINER RULES

1. Lease Agreement must be signed and rental paid either before picking up keys or when keys are picked up.
2. Price paid is for the day of the event. One day before the event to decorate, and one day after the event to clean up, is allowed if building is available. Any additional days for decorating will result in an additional fee of **\$25 PER DAY**.
3. Price paid includes air conditioning for the event **ONLY**. If air conditioning or heater is used the day before the event or the day after the event, an additional charge of **\$50 PER DAY** will be assessed. **ALSO**, air conditioning, heater, and/or fan unit **MUST BE SHUT OFF** at night.
4. Entire building must be completely cleaned. This includes **sweeping and wet mopping** the entire floor area. This also includes cleaning all counters, tables, utensils, and restrooms. **CLEANUP IS MANDATORY, NOT AN OPTION**. If cleanup is not done properly, you will be subject to losing part or all of your deposit.
5. Hall management **might** be able to put you in touch with someone to clean up after your event; **however**, you must tell management at the time you book your event.
6. All folding tables and chairs must be cleaned, broke down, and placed on racks in order to properly **SWEEP AND WET MOP EVERYWHERE**.
7. All trash cans must be emptied (including those in the bathrooms, and cleaned, if necessary). Also, all trash must be removed from the building and placed in the dumpster behind the Diner.
8. Cooler must be turned off, and door must be left open. Any cooler malfunction must be reported to management immediately.
9. You will lose your booking deposit if you cancel your booking less than 60 days from the scheduled date of your function.
10. Deposit will be reduced or lost if there are any damages, missing inventory, etc. **IT IS NOT FOR CLEANUP EXPENSES**.
11. All damages to building must be reported to hall management immediately.
12. Stapling of decorations is **PROHIBITED**.
13. Taping of decorations to insulation is **PROHIBITED**. Also, all other tape residue must be properly removed.
14. Discarding of food on the premises is prohibited.
15. Skate boards, scooters, washers, and washer boards are **PROHIBITED** inside the building.
16. You are responsible for providing your trash bags (55-gallon and 13-gallon / tall kitchen containers), toilet tissue, and any other items needed for your occasion.
17. All consumption of alcoholic beverages must be in compliance with the Texas Alcoholic Beverage Commission.
18. If you would like the bar to be open for your event, you must tell hall management the hours you want it open (5 hours maximum) when you pay your deposit. A second option to opening the bar is to order enough refreshments for the entire night / event. In order for the bar to be open, your event is required to have a minimum of 200 attending guests.
19. You are responsible for providing any required law enforcement / security for crowd control. Hall management strongly recommends law enforcement / security if the bar will be open.
20. Keys must be returned the next working day after the event or placed in the "Drop Box Slot" at the end of the day following your scheduled event. The "Drop Box Slot" is located just north of the Hall main entry doors.

## PANNA MARIA PIT BUILDING RULES

1. Lease Agreement must be signed and rental paid either before picking up keys or when keys are picked up.
2. Price paid is for the day of the event. One day before the event to prepare, and one day after the event to clean up, is allowed if building is available. Any additional days will result in an additional fee of **\$25 PER DAY**.
3. No fires are allowed to be built in any of the pits.
4. Entire building must be completely cleaned after cooking. This includes cleaning all tables and rinsing the floor. **CLEANUP IS MANDATORY, NOT AN OPTION**. If cleanup is not done properly, you will be subject to losing part or all of your deposit.
5. Pit grills must be cleaned after cooking.
6. All coals and ash must be removed from fire boxes, and fire boxes must be rinsed.
7. All trash cans must be emptied. Also, all trash must be removed from the building and placed in the dumpster behind the Diner.
8. Driving on the slab is an **AUTOMATIC FORFEIT OF YOUR DEPOSIT**.
9. You will lose your booking deposit if you cancel your booking less than 60 days from the scheduled date of your function.
10. Deposit will be reduced or lost if there are any damages, missing inventory, etc. **IT IS NOT FOR CLEANUP EXPENSES**.
11. All damages to building must be reported to hall management immediately.
12. Discarding of food on the premises is prohibited.
13. You are responsible for providing your trash bags (55-gallon containers) and any other items needed for your occasion.
14. All consumption of alcoholic beverages must be in compliance with the Texas Alcoholic Beverage Commission.
15. You are responsible for providing any required law enforcement for crowd control.
16. Keys must be returned the next working day after the event or placed in the “Drop Box Slot” at the end of the day following your scheduled event. The “Drop Box Slot” is located just north of the Hall main entry doors.