

# HEARTH

WEDDINGS & EVENTS

# House

VENUE

## Family Room Policy

The Family Room is commonly used as a family gathering space prior to the event. It is a great space to store boxes and crates, and to stage the wedding party before the Ceremony.

1. **Rental Fee:** \$500
2. **Pre-Event Access:** From 10:00AM – 4:00PM (or until your event begins)
3. **Post Event Access:** One (1) hour after your Event concludes (during cleanup)
4. **Emergency Access:** Once your Event begins, the Access Code will be changed to protect your belongings, and to keep people from using The Family Room inappropriately. If you need access during the Event, contact the Onsite Facility Manager who can give you immediate access.
5. **Checkout:** Follow Checkout Instructions posted at The Family Room
6. **Inclusions:** Keurig Coffee Brewer, refrigerator, and microwave.
7. **What to Bring:** Food, beverage, paper towels, paper plates, napkins, personal toiletries.
8. **Missing or Broken Items:** Items missing or broken will be deducted from the Damage Deposit.
9. **Food:** You are welcome to bring your own food.
10. **Adult Beverages:** No Alcohol consumption is allowed in The Family Room without approval.
11. **Personal Use:** If using the Family Room for young children; no more than 4 children are allowed and must be supervised by someone 18 years of age or older.