

The Hangar		

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When reviewing the rates for each facility, please note:
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damage deposits will be refunded via check no later than 14 business days after the event. Please note – checks will be made out to the entity/person and address given to us on the W9 that must be submitted with your reservation.

The damage deposit may also be forfeited if any person from your organization/group enters areas of the facility they are not permitted or for taking items from on-site storage rooms and break rooms without the permission of the Event Services staff.

Deposit may also be forfeited for failure to clean the facility properly before leaving.

All equipment and decorations provided by the group must be removed immediately following the event (no later than 11:59pm the evening of your event). Additional charges may be applied to your group or deducted from your security deposit if removal of items or extensive cleaning by the Event Services staff is required.

Prohibited Items:

Taping, stapling, gluing, or otherwise attaching items to any walls, doors, curtains, windows, posts, columns, floor, or ceilings.

Open flames of any sort or size

Glitter & confetti

Fresh flower petals cannot be used on the floor.

Unsecured helium tanks

Fog & bubble machines

Sparklers may only be used outside and away (at least 25 feet) from the building. A large bucket of water must be provided for guests to dispose of the sparklers once they are done with them.

Ice sculptures without proper drainage

Candles may be used as part of table centerpieces only and must be housed in glass containers.

The Event Services Department at ULM does not supply tablecloths. You can bring your own or rent them through local rental companies. Closer to your event, if any rental items need to be dropped off, our office will need to be notified of a time and date for drop-off. We are not responsible for items left by a rental company and will not sign off to verify items dropped off. Once the event

Failure to remove all trash from the facility by 11:59pm the evening of your event may result in the forfeiture of your security deposit.

There is an optional \$300 cleaning fee available. If the client chooses to pay this fee, we will provide staff to remove the trash during and after the event. Even if the fee is paid, it is still the client's responsibility to ensure all trash is put in provided cans. Our staff will not be responsible for bussing tables or picking up excess trash on the ground.

circumstances are guests of the event allowed to bring in their own alcohol. If such an event occurs, the Event Services office reserves the right to immediately shut down the event.

4. All alcohol must be served from a designated bar by a licensed bartender.
5. UPD must be present while alcohol is in the facility.
6. There are no storage facilities for alcohol in our facilities. The user group must bring in the alcohol immediately before the event and remove it immediately after the event's end.

It is your responsibility to secure a caterer should you need food for your event. Only approved catering vendors may be used for your event. Coordination of delivery must be made with the Event Services Director. All approved caterers have met State of Louisiana Health Code standards and have an occupational license to provide catering services. The Event Services Department can provide you with a list of the approved caterers. The list can also be found on our website: www.ulm.edu/eventservices.

Exceptions to this rule would be:

Bottled/canned soft drinks, waters, etc.

Pre-packaged snacks

Cake for a wedding, birthday party, shower, etc

For events held at Bayou Pointe, the food service provider agrees to pay 8% of the total gross sales (less taxes) reported after each event. The 8% catering fee ONLY applies to those events happening at Bayou Pointe as it is the only facility with access to a kitchen with warming facilities, ice machine, prep areas, and a commercial refrigerator.

**Due to its contract with ULM as our food service provider, Aramark Catering is exempt from the 8% catering fee.

Use of tobacco products are prohibited anywhere on the ULM campus. This applies to all University faculty, staff, students, visitors, and contractors. Tobacco use includes but is not limited to:

Cigarettes

Cigars

Smokeless tobacco (dipping, etc.)

E-Cigarettes

Juuls

Vapes

Chewing tobacco

The use of tobacco products is prohibited in all University buildings and leased spaces. This prohibition area applies to any area enclosed by the building's perimeter walls including restrooms, storage areas, balconies, patios, and stairwells. In addition, the sale, distribution, or advertisement of tobacco products is prohibited in University buildings and public areas. It is the client's responsibility to ensure all guests are aware of this policy.

No equipment may be removed from the facility without the written permission of the Event Services Department. In addition, all employee areas (office, break room, employee bathroom, storage rooms) are not to be entered or have items removed.

The responsible party on the contract must be present at the event. An individual or group may not "front" for another organization, community group, or for any, or for any, or e90340,3(o29034)10(al-5(p)9()-3(an)()-t3(a)-3