

POLICIES

1. The Group is responsible for all damages and/or injuries to any person(s) or property resulting from inadequate supervision or carelessness on the part of the Group. Building and/or grounds will be examined prior to and after usage by WPHF staff and Group to determine condition and any potential damages.
2. The WPHF is not responsible for items lost or stolen on premises.
3. For safety purposes, preferred floor layout of tables/chairs/catering/additional floor items must be provided to the Project Coordinator thirty (30) days prior to the event. Please note that floor layouts will be adjusted at the WPHF's discretion to adhere to fire and safety guidelines.
4. Loud voices and phone conversations will disturb the other WPHF guests. Please be mindful of other guests and ongoing events.
5. Event participants must place all trash, food and litter in appropriate containers. The WPHF requires that recyclables are placed in the appropriate containers.
6. Group event organizers are responsible for ensuring that event attendees do not access restricted areas including but not limited to: WPHF office space, Crosby Wellness Center, Kids' Corner, medical and rehabilitation facilities, and areas which have not been reserved by the Group.
7. The WPHF does not provide break rooms/green rooms/staging areas for events for client companies, nor food or beverage of any kind. This includes the use of microwave ovens and refrigerators.
8. The WPHF is a smoke-free campus. The use of nicotine products, including electronic cigarettes, on the premises is prohibited.
9. Pre- and post-activity or program storage will not be provided.
10. Decorations, posters, and any other items are not to be taped, tacked, stapled or nailed to any walls, tables or any other structure or equipment.
11. Animals are not permitted in the WPHF with the exception of service animals.
12. Certain types of event décor are prohibited. Meetings and events may not use decorations which include:
 - a. Balloons
 - b. Confetti (including birdseed and rice)
 - c. Glitter
 - d. Sparklers
 - e. Release lanterns
 - f. Open flame (candles, tiki torches, etc.)
 - g. Fog/smoke machines
13. Catering vendors may not use plastic drinking straws or coffee stirrers. Paper straws and wooden coffee stirrers are an acceptable alternative. The Group is responsible for notifying the catering service of these requirements.
14. All booking requests are considered on a first come, first served basis based on available space.
15. A detailed timeline of your event is required one week prior to your event date. Please be sure to include set-up and break-down times in your event timeline.
16. Client is required to load out all event items at the conclusion of the event. Items may not be left behind for later pickup. The WPHF is not responsible for disposal of items brought by the Group.
17. A 25% deposit is due at the signing of the contract in order to reserve the event date. Balance is due one week prior to the event date. Deposits are refundable 4-6 weeks after the conclusion of the event unless the deposit or a portion of the deposit is retained due to violation of the policies outlined in the Policies section below.
18. The Group agrees to abide by all WPHF requirements and specifications.
19. Failure to adhere to any of the above conditions may result in the cancellation of existing reservations and impact any future requests.
20. A two-week cancellation notice is required for all events. Any function which is cancelled within two weeks of the event date will forfeit the 25% deposit.