

Banquet Hall Usage Policy Document

Date: _____

1. Purpose

This policy outlines the terms and conditions for the use of the banquet hall by individuals or organizations.

2. Reservation

- All reservations must be made in advance through the proper channels.
- A reservation confirmation is required to secure the date and time.
- Changes or cancellations must be communicated promptly.

3. Usage Guidelines

- The hall may only be used for approved events and activities.
- Occupancy limits must be strictly observed.
- Decorations must not damage the facility or fixtures.
- Smoking and open flames are prohibited inside the hall.

4. Cleaning and Maintenance

- Users are responsible for the cleanliness of the hall after the event.
- All waste must be disposed of properly.
- Any damage to property must be reported and may incur charges.

5. Liability

- The organization is not liable for personal injuries or lost property.
- Users must ensure that all activities comply with safety regulations.

6. Prohibited Activities

- Unlawful activities are strictly forbidden.
- Use of unauthorized equipment or substances is not allowed.

I have read and agree to abide by the Banquet Hall Usage Policy.

Name: _____

Signature: _____ Date: _____