

# Room Information and Rules

Full rental prices include tables, chairs, set-up, clean-up, security and linen tablecloths. All rooms have refrigerated air-conditioning and heating. All rooms have dance floors.

A \$200 deposit is required to reserve the room. Rooms are not held without this deposit. The amount will be deducted from the room rental price. The deposit is not refundable if you cancel unless we can rebook the room for the date that was reserved.

A \$300 damage deposit is required in **cash** before the dance can begin. This deposit is refunded the Monday following the dance if there is no damage to any room in the building, outside of the building or vehicles around the building. If damage occurs, you are given the opportunity to fix it yourself.

Payments may be made in advance on the dance. Any payment made in the **last 7 calendar days** before the event must be made in cash. No checks will be accepted. The room rental and damage deposit must be paid in full before the dance can begin.

The availability of the room for decorating depends on various functions. You may call one week before the event to find out what time you may decorate. **Heat and air are not turned on in the room until the day of the event.** Danny's Catering personnel will assist you with entry into the building. **We do not give out keys.**

The dance must end by 1:00am. You and your guests must be out by 1:15am. Your band or DJ must have all equipment out of the building by 1:45am or a charge of \$50 per hour will be deducted from the damage deposit.

You are welcome to bring in food that you or your family has prepared. **We do not have a kitchen that you may use.** You may not have another catering company cater in our building and you may not bring in any commercially prepared food. We offer discounted meal prices to groups that have rented the building.

Sherriff's deputies are here for safety reasons. They do not check invitations; you must have someone else do that. They will assist in removing any unwanted guests. Deputies also prevent entry of anyone wearing gang-identifying clothing.

Banquet rooms are rented for times of the banquet or dance only. The hall is not "yours" for the entire day, unless scheduling permits. The decorating times will not be scheduled until the Wednesday before the dance – please call the office. We will try to work with your schedule.

Please do not use:

- Nails or staple guns on walls (push pins OK on most walls)
- Dark colored crepe paper
- Burning candles or open flames (candles must be enclosed)
- Glue on walls
- Duct tape or packing tape on painted walls or doors
- Door decorations which would prevent use as an emergency exit
- Spray paint in building

Please do not paint banners at the Koko Palace.

We also ask that before you hang anything from the ceiling; please ask the management where the "hot" tracks are located. We have a ladder that reaches the ceiling that you may use.

If there are any decorations or props that you do not want to keep, leave them in the banquet room and we will dispose of them.

Trashcans will be provided while you are decorating, if needed.

You are responsible for any damage your band or DJ does to the building. Bathroom stoppages resulting in a plumber will be paid out of the damage deposit.

Danny's catering would like to thank you for renting the Koko Palace and hope we can help make it a special event.

Following these guidelines will help with the return of your damage deposit and future bookings.