



Included in pricing is the set-up, breakdown and cleaning of the room.

Setup

- Two weeks before the event, renter is required to submit layout to Rental Coordinator
- Coordinator must approve all layouts
- Layouts may be adjusted to meet Fire Code, and safety standards
- The setup renter gives us, is the setup we do- any changes made by the renter after we setup is the responsibility of the renter (or additional fees may be charged)
- Renter is responsible for bringing in and setting up their own decorations and rental equipment

Breakdown

- Once the event is over, TRAHC will reset/ put away all TRAHC equipment
- TRAHC will take care of sweeping, mopping and vacuuming
- Renter is still responsible for removing any leftover food and trash from facility
- Renter must remove any personal items or décor from facility by next business day
- Renter is responsible for the removal of rental equipment by either removing it himself or herself, or a scheduled pickup on next working day by rental company
- Renter must notify TRAHC Staff of any damages to the room including stains, equipment damage and interior damage

FOR AN ADDITIONAL \$300 WE WILL RESET ROOM BETWEEN CEREMONY AND RECEPTION (not included in package)

- Renter is required to submit the reset layout along with the initial setup two weeks before the event to allow TRAHC to schedule personnel
- Coordinator must approve all layouts
- Layouts may be adjusted to meet safety standards
- The setup renter gives us, is the setup we do- any changes made by the renter after we setup is the responsibility of the renter
- Renter is responsible for the setting up and removal of their own decorations and rental equipment
- **Be aware all of 2nd floor must be vacated during this change according to fire marshall and insurance purposes.**

For more information, please contact Rental Coordinator at:
(903) 792- 8681