

DECORATIONS

1. **Nothing is to be taped, tacked, nailed, stapled, etc. on the walls, ceilings, doors, etc. without permission of the management.**
2. **Confetti, glitter, rice, bird seed, crepe paper and other similar objects are not permitted inside or outside the facility. If you or your guests use these objects, you will be charged a cleanup or damage fee of \$200.**
3. **All candles must be shielded. No open flames are allowed.**
4. **Decorations must be coordinated with management and all fire regulations must be followed.**
5. **KCBC will setup tables, tear down and clean up for the scheduled event. If more than the standard cleanup is required, an additional fee will be charged.**

KCBC IS A NONSMOKING FACILITY

The undersigned host of the event agrees to abide by all applicable laws and regulations. Liability for damage will be the responsibility of the undersigned host. The host is responsible for the conduct of all in attendance.

Cut here

Please return this portion with your deposit. I have read, understand, and agree to abide by the policies of the KC Banquet Center.

PRINT NAME _____

AUTHORIZED SIGNATURE _____

Today's Date _____ **Date of Event** _____

Amount enclosed _____