

PRESERVATION STATION

RULES AND REGULATIONS

Street Address: 100 Preservation Place, Jeffersonville, IN 47130

Mailing address: P.O. Box 752, Jeffersonville, IN 47131

No activity after 11:00 P.M. on weeknights or 12:00 A.M. on weekends. Building must be vacated and all clean-up should be completed by this time for your deposit to be refunded.

No DJ's are allowed. Outside music is limited to wedding ceremonies.

Maximum capacity is eighty (80) persons inside building.

All decorations and food are to be brought in the day of the event. All candles must be contained - no open flames. All decorations must be approved by scheduler. **No taping, stapling, or thumb tacking** of decorations to interior or exterior walls, ceiling or ceiling fans. Exit doors must not be blocked. These are safety measures by order of the Fire Marshal. There is **no smoking** allowed at Preservation Station.

There ***must*** be someone ***21 years*** of age or older on premises at all times of event to assume responsibility.

Draft dispensers must be kept in the kitchen. No alcoholic beverages may be sold on the premises.

No *rice, birdseed* or *confetti* allowed inside the building, deck or surrounding area.

Leave Preservation Station as you found it:

- Tables are to be cleared, trash contained and all decorations, etc. removed from the premises ***immediately after the event or deposit is forfeited***. Trash receptacles are provided outside kitchen door.
- Floors are to be swept. Please mop up any spills or sticky areas as needed.
- Tables and chairs are to be ***cleaned*** and ***replaced where found***.
- Return thermostat to 60 during heating months and 80 during cooling months.
- Lock all doors and leave key on kitchen counter.
- ***Do not move the piano***. Doing so ruins the floors and your deposit will be forfeited.

Any damage must be reported to scheduler, (812) 288-7246. Non-compliance of rules and regulations forfeits part/all of the damage deposit. An inspection of the premises will be made by the Preservation Station Representative before the damage deposit will be refunded.

NOTE: ***You cannot receive calls into Preservation Station.*** The phone is forwarded to the answering service and will not ring at the Station. Please do not have guests call the Station number regarding your event.