

Three Twenty on Main | Venue Policies

Please review the following policies that pertain to use of the venue. Clients and their vendors are kindly asked to observe these policies.

Access to the Venue

- **Preview** – you and your vendors are welcome to visit on any Open House Wednesday between 1-6 pm or by appointment prior to the event to take measurements, photos and make plans for your day
- **Rental Time** –the hours stated in your agreement are your total time in the venue. Be sure to book adequate hours to cover your set-up/decoration, event, breakdown and removal of décor.
- Our venue closes at midnight. The fee for parties not “all out” by midnight is \$250/hour.

Deliveries

- **Vendor/Rental deliveries** may arrive the day of your event and must be removed by midnight unless arrangements have been made with venue for pick up after your event. Please ask vendors to call 918-344-0791 to arrange delivery time. Depending on events the day after yours, next day pickup is subject to availability however we'll do our best to accommodate you.

Decorating

- **No nails, adhesive tape, putty, command strips or any other substance** is to be affixed to the walls or furniture within the venue. We have permanently installed hooks in a variety of places which you are welcome to use. Painter's tape is acceptable on some surfaces – please ask.
- **No live flame candles** are to be used within the venue
- **No rice, real flower petals, birdseed, silly string, glitter or confetti** is to be used within the venue or on the sidewalk in front of the venue. **Sparklers** for use outside must be approved by the City of Claremore. **Bubbles** may be used outside the venue only.
- Clients are not permitted to place decorations, lights, drapes etc. in places which would require use of a ladder. Please make arrangements with vendors or the venue staff to set-up and remove these items.

Kitchen & Clean-up

- Clients accept responsibility for ensuring these areas are left clean by completing or having their caterer complete the clean-up checklist posted in the kitchen.
- **Cooking is not allowed in the venue.** This includes caterer cooking stations on buffet, no use of stove in bridal loft. **Chafing dishes, crock pots and similar "keep warm" service is permitted.**
- Clean-up and re-crating of rental china, silver, glassware must be completed by client or caterer.
- The venue clean-up checklist includes removal of all decorative items, flowers, catering supplies, china/drinkware, food, linens, and all other personal or rental property belonging to the client or their vendors.
- We provide trash bags. **All trash must be placed in trash bin in the alley or removed from the venue at the end of your event.** Absolutely no trash left on the ground in the alley - City of Claremore will not pick up if on the ground. **Pizza Boxes** and other boxes must be removed from premises.

Event Planning

- Guest safety should be considered in your event plan e.g. spacing of tables & chairs, DJ, photo booth etc to facilitate easy traffic. Exit doors may not be blocked.
- No extension cords may run across the floor in the guest or staff traffic pattern
- Private security is required for 50+ guests when serving alcohol
- **ALL alcoholic beverages (beer & wine included) MUST be served by licensed & insured bartenders – no shots or BYOB alcohol is allowed.**

Post-Event

Cleaning Checklist

Please ensure the following are completed before you depart. Failure to complete the check-list may result in the loss of a portion or all of your damage deposit. We recommend providing this list to your caterer to ensure the kitchen clean-up details are communicated in advance of the event.

Kitchen

Caterers typically include kitchen clean-up in their services. Please make this list available to your caterer.

- Bag all trash, food waste and other garbage in bags supplied by venue & place in trash cans in the alley.
- Pizza and other boxes are to be removed from the premises.
- All food waste should go into the garbage can – we do not have a garbage disposal in the sink
- Wipe down all countertops and the sink
- Clean up any spills on the floor or splatters on the walls
- Wipe up spills in the refrigerator, freezer, microwave if you used them
- Remove all leftover food and alcohol
- Remove all personal property
- If rental china, silver and glassware is used it must be rinsed and re-crated for pick-up
- Remove all rental and vendor property unless prior arrangements have been made with venue staff for next day pick-up

Ballroom and Gallery

- Bag all trash in bags supplied by venue
- Remove all personal property
- Remove all vendor and rental property unless prior arrangements have been made with venue staff for next day pick-up
- Remove all flowers, decorations etc.
- Notify venue staff of any damage or cleaning issues
- Leave all 320 on Main décor and florals in place. We will collect and clean them up.
- Leave all 320 on Main furniture in the arrangement you found upon arrival
- Leave 320 on Main linens, if used, in place. We will remove for cleaning