

ATITHI Venue

9060 Independence Pkwy, Plano, TX 75025

AtithiVenue.com | 945-283-4932 | info@atithivenue.com



Rules and Guidelines

1. The renting party is responsible, and upon demand shall pay the venue for all damage to the facility that arises during the event and if excessive cleaning is required. This includes, but is not limited to damage to the restrooms, tables, chairs, lights, doors, windows, mirrors, walls or any other property or asset owned by Atithi Venue. Damage costs will be deducted from **the required** debit card in the file. The customer is responsible for any damage caused by any outside vendors and/or guests attending the event.
2. Final selections (Menu or décor) cannot be changed during the 15 days prior to the event. Client may increase the number of guests and add services to fit the event; however, price adjustment cannot be done for reduced scope.
3. For safety compliance, the maximum capacity of the building cannot exceed 650 during any time of the event.
4. The chair and table set up cannot be changed during a week prior to the event. Tables will not be moved around once decorated and cannot be added on the day of the event.
5. **The sale of alcoholic beverages is strictly forbidden on site.** Client is allowed to bring their own alcohol, however, **no glass** beer bottles allowed. If alcoholic beverages are served during the event, a licensed bartender (TABC Certified) must be present for the distribution of any alcoholic beverages and must be served only by bartender. Liquor must be brought in before the event, **not during the event or by any of the guests.** If a 3rd Party is serving the liquor, a Certificate of Insurance must be provided by the 3rd Party showing current liquor liability coverage.
6. If any acts of violence or fights against any person, property damage or police calls take place, the event can be canceled at any given time. Security Officers and Police have absolute authority and ability to stop and close events at any time given regardless of the time of day if any incident in which you or any of your guests may be in danger of being hurt or at risk. If such being the case, there is no refund on deposits and payments.
7. Atithi Venue, its owners, managers, and employees are not responsible for accidents and/or injuries to event guests, hosts, vendors, or any other individuals.
8. The following items are forbidden and not permitted: Loose glitter, confetti, stain-able food products or decorations, chocolate fountains, glow-sticks, sparkles, any open fires, candles, and fog machines. Please consult with management on any of these or any other products not listed.
9. Nails, hooks, staples, spikes, thumbtacks, screws, double sided tapes, adhesive tapes, or any object as such are **not allowed** to be inserted into the walls, ceiling, doors, floor, or to any part of the premises. Absolutely no holes or adjustments can be made on the premises. Duct tape or any other adhesives are **not allowed** to be placed on walls or any surface of the premises.
10. Atithi Venue will not be responsible for DJ's equipment overloading circuits. If the sound system is rented, the renting party will be responsible for any damage to any of the components of the system. If an outside DJ is hired, the maximum number of loudspeakers that can be used is **6** between subwoofers and regular speakers.
11. Customers must use the assigned and legal Parking spots. Atithi Venue is not responsible or liable for any cars towed, and items stolen out of any cars.
12. Atithi Venue is not responsible for items left behind after the event. Lights may be turned on 10 minutes before the end of the event. No Food or drinks should be served 30 minutes before the end of the event. DJ and other vendors will be allowed an additional 30 minutes maximum to remove equipment. Use of facilities after designated time by renting parties or vendors may result in additional charges.
13. Violation of rules and guidelines may result in additional costs and will be charged to the customer.