

Common Rules

Prohibited Activities and Materials

To ensure the safety, cleanliness, and integrity of Soho Banquet & Event Center, the following activities and items are strictly prohibited on the premises:

- A. Throwing flowers, petals, or similar materials on the dance floor, carpeted areas, lobby, or any part of the property.**
- B. Use of confetti, glitter, or comparable substances.**
- C. Mixing, applying, or using henna in any form.**
- D. Use of paint or artistic materials that may cause damage.**
- E. Access to bridal suites or designated bridal spaces by anyone other than the couple.**
- F. Hair styling, makeup services, or any "glam" services conducted within the bridal suites.**
- G. Outside food or beverages of any kind.**
- H. Affixing, taping, or attaching items to walls or surfaces (all décor must be free-standing and non-damaging).**
- I. Fireworks, sparklers, open flames, or any flammable or combustible materials.**
- J. Moving, rearranging, or relocating any furniture, including tables and chairs.**
- K. Dance recitals, performances, or similar activities in the lobby or any areas not included in the rental agreement without prior written approval.**
- L. Leaving children unattended at any time.**

Compliance with these policies is mandatory. Failure to adhere to the above rules may result in additional fees, immediate removal from the premises, or other actions deemed necessary by management to protect the facility.

For questions or clarification regarding these policies, please contact Soho Banquet & Event Center management.

The above represents a summary of our rules. For the complete Rules and Regulations, please visit sohobanquet.com.



SoHO
BANQUET & EVENT CENTER

Event Planning Highlights

- Planning Meeting
- Decoration Policy
- Payments
- Final Head Count
- Common Rules



Client Process Highlights

Thank you for booking at SoHo. Below is our process to help you plan a successful event.

- 1. Planning Meeting:** SoHo staff will contact you approximately 30-45 days before your event to go over layout, timeline, vendor list, linen colors, table arrangements, space configuration and any other items necessary. Please bring the form with you to the meeting.
- 2. Vendors:** SoHo has a wide variety of vendors that have already done work with SoHo, they are already familiar with our rules and regulations. We can make a recommendation to our clients if needed. Clients can also bring in vendors of their choice. Please have your vendor visit our website to register and review rules. We highly recommend you don't pay or enter into a contract with a vendor before they review and sign the vendor contract agreement. The vendor can send us the signed "Vendor Agreement" directly by email. Our website is www.sohobanquet.com, link Vendor Registration.
- 3. Decorations:** Decorations must not be attached to the building by using nails, staples, cellophane tape or any other material that causes any damage to the property. No confetti, sequences, glitter, gum, silly string, flower petals and other material of loose decoration. Decorations may not be hung from light fixtures. All decorations must be removed without leaving damages directly following the departure of your guest unless special arrangements have been made between the Customer and the SoHo.
- 4. Payment and Balance:** If paying by cash, full payment must be paid 7 days before the event. If paying by check, full balance must be paid at least 45 days before the event. We do not accept credit cards unless the client agrees to pay a 5% credit card service fee.
- 5. Head Count:** If the final head count is within 95% of the contract agreement, SoHo will be able to accommodate your guest without adjustments to the contract. If there is a significant reduction (greater than 5%), we must be notified in writing 120 days before the event. Reducing the number of guests will increase the rate per person charged.



- 6. Increase in Head Count:** A client can increase the head count up to 3 days before the event. SoHo can accommodate accordingly as long as the ballroom capacity allows. Tables added the day of the event will incur additional fee of 20% for emergency service (charge is for table of 10 guests).
- 7. Ala Carte:** Any services not specified on contract must be paid for, see our ala carte menu for details.
- 8. Change of Event Dates:** No refunds will be provided for cancelled events. However, we do our best to help our clients change to a new date. Please notify us a minimum of 120 days if you need to change your event date. Deposits are not refundable.
- 9. Use of Lobby:** While the use of lobby is common space for all of our clients. Special accommodations can be made upon request to accommodate for the use of the lobby. However, SoHo is not required to provide exclusive use of any part of the lobby for any client. A written permission is required to use any part of the lobby for any purpose.
- 10. Professional Courtesy:** SoHo owners, directors, event managers do their very best to develop a good relationship with all of our clients. Our goal is to help you have a successful event for you and your guests. We ask all of our clients to be mindful of our time, courtesy, and willingness to help beyond our contractual obligation. We also ask our clients to show patience, politeness and mutual respect. It is always our goal to help, however at times we might not be able to accommodate certain request and ask for your cooperation and understanding. We also ask that you respect our rules and policies including additional charges for requested products and or services.

Thank you for booking at SoHo. We look forward to working with you.