



## PRIVATE PARTY GUIDELINES

The hours of operation and available rental times are Monday-Saturday from 11am-2am. No rental is available on Sunday or some holidays.

**The space is available for viewing and set-up by appointment only.** Please call 706-295-0546 for an appointment. A 24 hour notice is required for all appointments. An Old Havana employee must be present during your visit.

Room rental is \$300 for a 6-hour time block. This fee includes staffing, set-up and clean up. A \$100 non-refundable deposit is required to reserve the room. If no deposit is received, the room is considered available and may be booked by others. The remaining \$200 balance must be paid before the event begins.

The maximum capacity for the space is 75 people. No exceptions!

No cover charge (entrance fee) may be charged for entrance to the event.

**Beer, wine and non-alcoholic beverages are served and provided by the drink by Old Havana servers. Liquor is not permitted. No outside beverages are permitted. Non-compliance of this rule terminates party!**

Food catering is permitted. Use of Old Havana utensils, plates, ice, etc. is available upon request and approval. Old Havana can handle the catering if requested.

Live music or DJs are permitted. The room is also equipped with a stereo system, satellite radio, IPOD dock and 5-disc CD changer for your use.

Decorations are allowed but must be approved by Old Havana. No confetti is allowed on the premise. Early decorating is allowed by appointment. Furniture and fixtures may only be moved with prior approval. Please call ahead to schedule decorating and setup times. Decorations must be removed at the end of the event.

No guests under the age of 18 allowed on the premise.