

Terms and Conditions

ROOM DEPOSIT

Room deposit is 50% of the basic room rental. Space is not obligated until a signed contract and a non-refundable deposit is received by THE RUTH. If contract and deposit are not received within 24hrs, space will be released for reservation by other parties without notification. Final balance is due 2 weeks prior to the event. Deposits are non-refundable and non-transferable. Deposits will not be refunded in the event of a cancellation.

CHANGES

If an unforeseen circumstance arises, a date change could be allowed if the Event is a minimum of 3 months in the future. There will be a \$500 rescheduling fee charged. The new date must be set at the time of the change request and the new rental price will be in accordance with the current pricing for the new season/year selected. All promotions from the original booking will be forfeited. Changes will be permitted at the discretion of THE RUTH and subject to availability. Changes are not guaranteed. All changes must be submitted in writing.

CANCELLATIONS

- 3 -12 months' advance notice, the client is liable for 50% of the Rental Fee.
- 2 weeks - 3 months' advance notice, the client is liable for 50% of the rental fee plus 25% additional cancellation fee.
- 1 day to 2 weeks advance notice, the client is liable for 100% of the Rental Fee.

REFUNDS

THE RUTH does not issue refunds.

MAXIMUM OCCUPANCY

- **Ballroom:** 225 | **Club Lounge:** 86 | **Boardroom:** 14 around the conference table, 25 for the room

RENTAL INCLUSIONS

Depending on availability, rental includes up to twenty-five of our in-house 60" round tables and up to 225 chairs. Tables do not include linens. We do not keep or supply any linens.

ADDITIONAL SET-UP/BREAK-DOWN FEES

We will set up and break down tables and chairs prior to and after your booking. All other set-up and break-down must take place within your booked reservation time. Please factor set-up and break-down into your total event booking time. Additional time you are here outside of the agreed parameters will incur additional charges.

DAMAGES/PROPERTY

Client is responsible for any property damages and/or losses to the premises by Client's attendees, guests, and service providers, including outside contractors hired separately. THE RUTH maintains the right to charge the credit card on file for the cost of repair and cleaning service fees. Clients shall not move any Facility items from their current location or attach any items to any of THE RUTH's property without prior approval from management. THE RUTH will not be held responsible for any personal items lost, stolen, damaged or left on the premises.

Policies

BUILDING HOURS

The building is generally open Monday through Saturday from 9:00 am to 11:00 pm. The building must be vacated by 11:00 pm unless other arrangements have been made in advance with Facility Administration.

DELIVERIES

All packages to be delivered must be addressed in the name of your company, c/o THE RUTH THEATER Box Office, 401 S Pleasant Grove Boulevard, Pleasant Grove, Utah, 84062. Large deliveries and load-ins/outs (such as scenic elements, risers, furniture, large musical instruments, technical equipment and road boxes) must enter through the loading dock and be scheduled in advance.

RESPONSIBLE PARTY/ON-SITE CONTACT

The Renter shall designate a responsible adult, On-site Contact to supervise activities during the event and to coordinate with our Events Manager. The On-site Contact must stay until clean-up and load-out is complete and do a final inspection with the Events Manager.

RIGGING/EFFECTS

Do not attach anything to rigging pipes without prior Facilities Management approval. Please note the maximum static load at any one pipe is 250 lbs. Dynamic loads are never permitted.

No special effects (fog, pyro, fire, smoke, water, etc.) may be used without approval by THE RUTH Management. No toxic or flammable materials are permitted in the building.

ELECTRICAL POWER

The Ballroom is equipped with wall-mounted outlets of standard 15 amp circuits. Coffee makers, food warmers, additional lighting, etc may overburden any given circuit. Please consult with Facilities Management when plugging in equipment.

CLEAN UP

You are responsible for returning the Facility to the state it was in when you arrived. Do not put any liquids in trash bins. Liquids must be disposed of in designated utility sinks only. Do not dump ice or liquids in drinking fountains or restrooms. There will be a \$25 charge for each instance of wall damage due to adhesives, impacts, etc.

ALCOHOL POLICY

Alcoholic beverages are not allowed anywhere in THE RUTH Facility or on the doTerra Campus.

SMOKING/VAPING POLICY

There is no smoking/vaping permitted anywhere in the Facility. To comply with Utah law, smoking/vaping is not permitted on outside decks or patios as they are within 25 feet of entrances.

FLORAL AND DECOR POLICIES

Any décor and/or signage inside or outside the building are subject to approval by THE RUTH. No confetti, rice, bird seed, loose glitter, marbles, rocks etc. are allowed inside or outside the venue property. Candles are allowed but must be in a container with a rim that extends higher than the top of the flame. Please keep in mind when using real candles, should wax get on carpets, furniture, etc, there will be additional charges for cleaning or damage. No adhesives, glue, tape, etc. will be allowed on the walls.

Policies Cont'd

OUTSIDE RENTALS

Outside rentals such as tables, chairs, dinnerware, linens, etc will need to be dropped-off/picked-up within a reasonable timeframe. Drop-offs/pick-ups the day before or after your event must be scheduled with management and will be permitted at the discretion of THE RUTH.

HEATING/COOLING

All heating/air-conditioning is centrally controlled. If you would like to make temperature adjustments, please contact facility staff.

HALLWAYS

Hallways must remain free of obstruction at all times. Please keep quiet in the hallways out of consideration for those occupying neighboring spaces. Do not fasten anything to the walls in the Facility. Keep hallways free of signage unless approved by management.

PARKING

Parking is self-service. Drop off zones should be used for loading/unloading only and kept clear during the event so guests can easily access these areas. Items need to be loaded/unloaded as quickly as possible. Larger items may need to come in through the back entrance.

Theater patrons attending shows have priority access to the main parking lot. If the guests at your event are not attending a show, they may be required to park in lots across the street.

LOADING DOCK

Loading dock access must be scheduled with management prior to equipment delivery and pick-up.

CHILDREN

Children must be carefully supervised at all times. Children are not permitted to climb in the flower beds, on railings, etc, or to be in the elevator without an adult. The client is responsible for any damages caused by children associated with their event. THE RUTH will not be held responsible or liable for any accident or injury related to unattended children.

MULTI-VENUE PROPERTY

THE RUTH is designed for multiple shows and events to occur simultaneously. Sharing is required for the parking lot, drop off/loading zone, lobbies, and front plaza areas. There may be sound bleed into your event from other spaces, especially between the Boardroom and Lounge. You may be asked to lower amplified sound that may affect other spaces.