



THE PAYNE MANSION - Rules and Regulations

1. All deliveries for any event are to be made through the front or back door (ramps to be provided)
2. Floor mats (to be provided) are to be used whenever a cart or delivery is made in order to protect the marble floors.
3. All carts must have pneumatic wheels to avoid damaging the marble floors.
4. All ice sculptures are to have a mat under them to protect any woodwork or flooring.
5. All trash must be taken away the evening of the event or a trash bin must be ordered for the day of the event and removed no later than the next morning.
6. Parking is the responsibility of the licensee. 2 or more spaces **may** be available to the organizer after 7PM only. We recommend using **Central Parking Systems at Post and Market (Ali, Manager, 415/317.4902) or a Valet Company.**
7. **Parking or blocking the Spanish Consulates spaces and/or driveway is strictly forbidden. This is foreign territory and may not be used by any vendor or attendee for any purpose, ANYTIME!**
8. All items and refuse must be picked up from the floors by the end of the event, the kitchen floor must be mopped, and the counters cleaned.
9. All items must be removed from the Refrigerator at the end of the event unless the House Manager or the Facility Rental Coordinator gives approval.
10. Real candles may not be used but battery operated candles are a great substitute. Sterno may be the only open flame used for an event.
11. Nothing may be attached to the wall or ceiling unless the Facility Rental Coordinator grants approval.
12. Every public event must have a police presence or an approved security guard unless the event includes diamonds, then we require 1 or 2 armed security personnel. Please ask us for our approved security company.