

3. All decorations must be discussed with the Aqua Turf so arrangements can be made for installation and removal. **NO GLITTER OR CONFETTI, INCLUDING METALIC SHAPES, IS ALLOWED ON THE TABLES. IF IT IS USED THERE WILL BE A \$500 CLEAN UP FEE IMPOSED.** The Aqua Turf will provide a jeweled lantern centerpiece on each table. If you choose to decorate with balloons you may not tie the balloons to the lantern. Please check with the nurse's office to make sure there aren't any latex allergies in your class, as that is a big allergy now.
4. There is no dancing allowed until after the main course has been served. **NO BUBBLE OR CONFETTI MACHINES ARE ALLOWED.** We are located in a residential area and are a multi-use facility, so the Aqua Turf does reserve the right to limit the noise to an appropriate level.
5. All proms are required to hire a Southington Police Officer who will remain on duty in the foyer of your room. Once dinner has started no one can leave the building unless they are leaving for the evening or are escorted by a faculty member. The Aqua Turf Club will schedule the police officer and the fee will be added to your invoice. *The cost for an officer for the 2023 prom season is \$529.62.*
6. Your floor plan will show where the photographer will set up for taking pictures. The foyers may not be used by photographers for pictures. Outdoor photography set-ups may not be done without prior permission from the Aqua Turf Club. No sales are allowed 15 minutes prior to serving dinner until the main course has been completed. If space permits, an extra table will be set up for group pictures. Two photographers are suggested if over 150 couples to ensure the students do not stand in lines all night.
7. Please consider how you want your favors handled. The Aqua Turf Club is not responsible for favors once they are put at the tables. We do have schools that have faculty hand them out to students on their way out to be sure that they leave with a favor and no one takes it off the table. Either way, please make sure the favors arrive at the Aqua Turf Club one to two days before your prom so we can set them up.
8. **TWO weeks before the prom we will need an e-mail with a tentative count of each dinner choice and TWO days before will be the final count.** We ask you to e-mail us your guest lists and floor plan so we can go over them to make sure they are correct and that they balance. We will then send so you can bring a check the night of the prom for final payment. *If your school qualifies for tax exemption (the school receives 5 functions in a calendar year for tax exemptions for fundraising or social events, make sure you are one of the five!) we will need your tax-exempt cert (cert 119 for private schools and 134 for public schools) **BEFORE** the function takes place. If you do not have a cert you can download one from the CT Dept. of Revenue Services website.*

If you have any questions, please don't hesitate to contact us at 860-621-9335 or info@aquaturfclub.com.

Thank you!