

PARTY SUITE GUIDELINES

The intent of Party Suites, in Paganicon's view, is to offer another extra perk to our attendees, beyond the other programming and entertainment options. The intent of Party Suites, in your organization or group's view, is to connect with old friends, make new friends, raise awareness about your organization's activities and goals, and to have such a great time that legends are created. These guidelines are meant to align our goals so that we're all happy with the outcome. Please read and understand the rules before submitting a party suite request. As a general guideline, just remember that Party suites should be open and welcoming to all, not cliquish and unfriendly to outsiders. They should also not be used solely as a crash pad or meeting room for your group. If you have any specific questions about these guidelines, please email parties@paganicon.org.

- **We require all party rooms to be open for at least 15 hours over the course of the weekend, at least 6 of which should be on our full programming day, Saturday, but there must be some open hours on Friday and Sunday as well.** Hours published ahead of time in the programming book must be upheld unless there is an emergency.
- **All moving in of supplies and furniture must be completed before the conference begins and items should not be moved out until the conference ends without special permission from the Operations Director.** This does not mean you need to be completely set up before the conference starts or that you cannot tear down/pack up before the conference ends (so long as you are open for the required 15 hours), but you cannot be carrying boxes in and out while the conference is still going on.
- **Noise levels can be moderate but not loud**, and after midnight conversations should be kept inside the rooms.
- **If you are serving alcohol, you MUST have a "bartender", i.e. the alcohol cannot be out in the open or provided for self-serve. You are responsible for the welfare of those you are serving, and you are bound by Minnesota law and hotel rules.** In other words: do not make ANY alcohol available to minors or those under the age of 21 (card them if you're not certain!), or those who are obviously inebriated or incapacitated. Remember that if someone chooses to drive after drinking in your suite, legally speaking you share liability for any damages or injuries, so let's all keep a good eye on each other. If you need help with an obviously inebriated person (especially one with the intention of driving) please seek help from Paganicon Con Ops or a Board Member. Party hosts are also responsible for ensuring that no alcohol leaves their suite (alcohol is not allowed in public spaces.) DRINK AND SERVE RESPONSIBLY!
- **No cooking or open flame is permitted in the party suites.** Rewarming (crock pots, coffee pots, etc) is allowed. There is no refrigeration available from the hotel; you must provide your own coolers. The hotel can provide a tub of ice for a \$50 fee if requested 1 week in advance. If you choose to provide food and drink, be careful that any spills are cleaned up promptly. Plastic film covering the floors is not a bad idea if you have anything that could potentially stain.
- **Hosts are expected to leave the space in excellent condition.** Freestanding decorations within the suite are fine, as are table-based sign holders or material holders. Be certain that anything you use to affix decorations to the walls will not damage them or leave residue. There is a \$150 fee if the rooms require any extra cleaning, and if there is any damage to the room, those charges will be passed on to you. Have fun but be careful!
- **Monetary policy:** Yes, it can be quite an investment to throw a party, and you are free to solicit free-will donations to cover the costs involved or to support your organization, as well as requesting donations for drinks if you so choose. However, you may *not* name a fixed price, or bar entrance to anyone not giving a donation. You also may not set up a store front in your party suite. You may sell a few small items to help promote your organization (buttons, bumper sticker, t-shirts, or water bottles with your logo) so long as that is entirely voluntary and does not take up a significant portion of your suite. If you have questions on what is acceptable, please email us in advance to clarify the policy.
- **Only participants of the con, wearing badges, should be admitted to your Party Suite.** Party Suites are a part of the convention and thus are for paid attendees only. If necessary, you may have unregistered people helping you set up your suite Thursday evening/Friday morning and tearing down Sunday evening, but they should not be there once the convention has started and you are open. Please note that if we notice non-badged people in your suite, they will be asked to leave.

Violation of any of these policies may lead to your party suite being shut down. If a party suite is asked to shut down due to a violation, no refund will be given.