

# South Charlotte

## ♦ BANQUET ♦ CENTER ♦

### Reception & Private Party Policies

1. A building manager will be assigned to each event and must remain on the property during the event. A person attending the event will be designated as the customer or the event coordinator. The assigned manager will be responsible for the following during an event:
  - a. Responding to emergency situations
  - b. Being a direct point of contact for the customer/event coordinator.
  - c. Providing building guests with assistance when necessary
  - d. Understanding building policies and ensuring they are followed
  - e. Understanding and instructing guests on use of equipment (i.e. coffee maker, audio visuals, etc..)
  - f. Locking and securing the building at the end of the event
2. Prior to an event the specifics of the contract will be communicated to the event manager by the calendar keeper. Unless specifically stated in the contract policies will be enforced by the event manager. Failure to follow stated policies and comply with building manager requests can result in the loss of the client's security deposit. Determinations of security deposit loss or retention will be made by a simple majority of the CCSC board.
3. All decorations, florals, chair covers, catering display items that are NOT rented through the SCBC must be removed at the conclusion of the event. No items belonging to SCBC can be removed from the facility.
4. The SCBC will furnish tables, chairs and basic linens. Any other special items SCBC needs to rent will be billed to you.
5. The SCBC is not liable for any personnel special items brought in for your event. Special items should be cleared with the event planner or building manager prior to the event.
6. Decorations which are attached to the building must be approved prior to decorating for an event. No nails or push pins can be used to adhere items to the walls. Building decorations or furnishings will not be moved for an event. Pool table cannot be used by clients and cannot be moved from its current location. Charge if moved is \$300.
7. All events in the facility require set-up and clean up. Due to the nature of the facility's usage, this needs to be incorporated in the event's time frame. In most cases you will be able to enter the facility and decorate *two* hours prior to your contracted starting time unless other arrangements have been made.
8. In the event of using a non-preferred caterer 3 documents are required prior to the event; valid business license, health department rating sheet for caterers kitchen, and proof of liability insurance. Clean-up and removal of trash to dumpster or in caterers vehicle is required when any event ends. See caterer's event checklist for specific requirements for caterer on day of function.
9. If you are planning on the service of alcoholic beverages, please be aware that the liquor license requires that beverages only be dispensed by our employees and bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are underage.

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### **Rental Kitchen Policies**

1. Any use of the kitchen must be approved in advance.
2. All pots/pans utensils etc... that were used must be cleaned. Kitchen surfaces must be wiped down with an antibacterial cleanser. All small equipment in the kitchen (i.e. coffee maker, hot dog roller etc..) must be cleaned and unplugged from the wall after use. Cleaning supplies will be available. The event manager can assist and answer any questions about cleaning.
3. Nothing can be stored on top of ice machine except an empty bucket or a box fan. It has a 35lb weight limit.
4. Instructions for use of the dishwasher are posted in the kitchen
5. After an event, all food left over from that event must be removed from the premises.
6. All trash must be collected, removed and placed in the dumpster – in the back parking lot after each event.

### **Rental Bar Policies**

1. Any use of the bar must be approved in advance.
2. Bartenders must know and understand the rules and regulations that must be followed per the liquor license and ABC laws.
3. Bartenders cannot consume alcohol while bartending.
4. Only officially purchased ABC liquor can be served.
5. No alcohol can be removed from the premises.
6. All liquor must be locked in a designated location when not being used.
7. Liquor inventory must be maintained per ABC board regulations including empty bottles.
8. Alcohol cannot be taken outside unless it is in a cup.
9. All utensils etc. that were used during an event must be cleaned. Bar surfaces need to be wiped down with an antibacterial cleanser. All small equipment in the Bar (eg. popcorn machine) must be cleaned and unplugged from the wall after use. The event manager can assist and answer any questions about cleaning.
10. All trash (except for cans to be recycled and tabs) must be removed and placed in the dumpster after each event. Cans and tabs to be recycled must be placed in the appropriate containers behind the bar. Full bags of recyclable cans may be temporarily placed on the patio

### **Charges to cleaning / security deposit**

A security/cleaning deposit may be required for certain non-catered or when using a non-preferred caterer. This deposit will be returned after the event providing above stipulations are met. Deduction will be made from the cleaning / security deposit for the following;

Trash removal to dumpster	- \$50.00
Vacuuming	- \$50.00
Carpet stain removal	- \$40.00
Kitchen cleaning (min.)	- \$50.00