



## *Smithfield Center*

### *Policies & Procedures-Banquets, Weddings, Receptions*

Adopted by Town Council May 6, 2008

#### **RENTAL TIME:**

1. \_\_\_\_ All rentals include a total of 8 consecutive hours. This time includes set-up, event hours and cleanup.
2. \_\_\_\_ Client may add time at a rate of \$50.00 per hour. All hours must be consecutive and must be decided on and paid for during the checklist appointment (2 weeks before the event).
3. \_\_\_\_ **Time can not be added on the day of the event.** If the event does not end on the time decided on during the checklist appointment, a fee of **\$100 per half hour** will incur.
4. \_\_\_\_ Rental time can not start before 10 AM on the day of your event.
5. \_\_\_\_ Two day packages are available to provide extra time for set up. The cost is determined by totaling the cost for renting the space for two days (prices vary depending on day of week) and applying a 20% discount. The first day is to be used for set up exclusively. The furniture set will remain the same for both days. Each day includes 8 hours of rental time and hours **can not** be transferred from one day to the other.
6. \_\_\_\_ Rentals that fall on designated Town Holidays will be charged a Saturday rate. The holidays are listed on the fee structure and are available upon request.

#### **DEPOSITS, CANCELLATIONS & RESCHEDULING:**

7. \_\_\_\_ A deposit of 50% of the total price is required at the time of booking. Reservations are not confirmed and can not be held until a deposit is received. All events must be paid in full two weeks before the scheduled event date.
8. \_\_\_\_ A security deposit maybe required of any user. This is in addition to the booking deposit. Security deposits are 100% refundable providing all accounts are settled and that no damage to property or equipment have been incurred.
9. \_\_\_\_ All cancellations more than 180 days prior to the event date will result in a fee of 50% of the booking deposit. If the event is cancelled less than 180 days prior, the entire deposit becomes non-refundable and non-transferable.
10. \_\_\_\_ Rescheduling of an event requires the client to pay a fee of \$100. Cancellation of a rescheduled event forfeits all payments made.

#### **BUILDING CAPACITIES, DECORATING & FURNITURE SETS:**

11. \_\_\_\_ The number of guests and furniture configuration are determining factors in how much space you will need to rent.
12. \_\_\_\_ Clients are required to pay a \$50 set change fee, if major changes are made to the floor plan less than 48 hours before the event. This policy does not include adding or subtracting tables.
13. \_\_\_\_ The stage may be removed at an additional fee of \$100.00.
14. \_\_\_\_ Due to limited space, the Smithfield Center **can not** provide storage.



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15. \_\_\_\_ The Smithfield Center **does not** provide linens- this includes tablecloths, napkins or table skirting.
16. \_\_\_\_ Decorations are permitted with the advanced approval of the center director. No decorations may be affixed to walls, floors or ceilings. Clients are required to remove and appropriately dispose of all decorations immediately following an event unless prior arrangements have been made with the staff.
17. \_\_\_\_ Candles are permitted as table decorations and must be globed. Open flames are restricted to candles used in ceremonies.
18. \_\_\_\_ Delivery and pickup schedules for rental equipment must be submitted at your event checklist appointment and approved by the center director.
19. \_\_\_\_ The Smithfield Center does not assemble, disassemble or move items from rental companies.
20. \_\_\_\_ The lobby is designated as business space and is the furniture in that space may not be moved but may be used at the discretion of the director.

#### **ALCOHOL POLICIES:**

21. \_\_\_\_ All events which serve, sell, distribute or allow BYOB alcohol at the Smithfield Center require an ABC license. The license must be posted at the event. The Commonwealth of Virginia Alcoholic Beverage Control policies should be strictly enforced at all times. There are no exceptions to this policy.
22. \_\_\_\_ Events which are open to the general public and serve alcohol are required to have security.

#### **WEDDINGS:**

23. \_\_\_\_ Booking of the Smithfield Center, as both a ceremony and reception site, will require the rental of the Main Hall plus Suites and the maximum number of guests is 150 people.
24. \_\_\_\_ Rehearsals are scheduled based on availability and **can not** be scheduled until **one month** prior to the event. The charge for rehearsals that take place **after** regular business hours (Monday – Friday 9 AM to 5 PM) is \$50 per hour.
25. \_\_\_\_ Catering/food is not allowed during rehearsals.
26. \_\_\_\_ The set for your event may not be in place during your rehearsal. Furniture **can not** be moved during your rehearsal.

#### **USE OF KITCHEN:**

27. \_\_\_\_ Rental of this area includes usage of all equipment (including dishes, glassware, silverware etc.); **however, the Smithfield Center does not guarantee numbers of items.**
28. \_\_\_\_ **At the end of the event, all dishes must be cleaned and placed back on the correct shelves and the silverware in the correct bins. Also, the counters and equipment must be cleaned and the kitchen floor must be swept and mopped. All trash must be placed in the dumpsters beside the service entrance.**
29. \_\_\_\_ Everyone using the kitchen area is required to follow all public health regulations as prescribed by local and state government. The Smithfield Center is not responsible for the quality of food service provided for private or public events unless provided by the Center staff.



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30. \_\_\_\_ Use of deep fryers: Only licensed and insured caterers are permitted to use the deep fryers. There will be a \$50 charge per use for the deep fryer.

**GENERAL POLICIES:**

31. \_\_\_\_ Your rental includes a paved parking lot that can provide parking for up to 124 vehicles.

32. \_\_\_\_ The Center Director does have the authority to end an event if there is a danger to participants or Center staff or a threatening situation that arises during the event.

33. \_\_\_\_ Clients are responsible for missing or damaged equipment. Clients will be billed for actual costs incurred to repair any damages or other unexpected charges after the event. The Smithfield Center is not responsible for lost or misplaced items belonging to users or caterers.

34. \_\_\_\_ In case of a local disaster, such as extensive hurricane damage, the Smithfield Center will be used as an emergency facility. Every effort will be made to reschedule your event for a later date or a full refund of your deposit can be made upon your request.

35. \_\_\_\_ In consideration for being permitted to use the facilities, the client, on behalf of itself and invitees, hereby releases the Town of Smithfield from and against all liability, claims and demands on account of injury, loss or damage including property loss or damage, bodily injury, or sickness, that the client or invitees may incur as a result of such use.