Smithfield Center Policies & Procedures

Adopted by Town Council 10/5/11; Updated 1/9/17

RENTAL TIME

1._____Rental includes 10 consecutive hours of time. This block of hours includes your time for decorating and vendor set-up, event hours and cleanup. The earliest you may start your block of hours is 10 AM and the latest you can end your block of hours is 12 AM.

2._____Time may be added at a rate of $50 per hour. All hours must be consecutive and must be decided on and paid for during the checklist appointment (4 weeks before the event). Added hours are restricted, as indicated above, to starting after 10 AM and ending by 12 AM.

3._____Time cannot be added during 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 be billed to client.

4._____When renting a multi-day package, the furniture set will remain the same each day or package pricing will not apply. WEDDING REHEARSALS-Due to the popularity of our venue, rehearsal times are not available. A multi-day package provides time for a rehearsal.

DEPOSITS, CANCELLATIONS & RESCHEDULING

5._____ A deposit of 50% of the total price is required at the time of booking. Reservations are not confirmed and cannot be held until a deposit is received. All events must be paid in full three weeks before the scheduled event date.

6._____A credit card on file is required from all clients at the time of booking. The credit card on file will be charged to settle unpaid balances which may include, but is not limited to, damage to property or equipment, going past set event hours etc.

7._____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. If you decide to cancel the event and do not notify the Smithfield Center your credit card on file will be charged for the final balance 4 weeks prior to the event date.

8. _____A onetime rescheduling of an event is allowed. The rescheduled event will be billed at the current fee structure and subject to current policies. At the time of rescheduling, client will be required to pay the change of date fee of $100 as well any additional deposit required for the current fee structure. Deposits of rescheduled events become non-transferable and non-refundable.

USE OF KITCHEN

9._____The Smithfield Center has a three tiered kitchen use structure. A tier selection must be given to the Smithfield Center 4 weeks prior to your event and any additional charges must be paid at the time of the checklist appointment.

TIER 1 NO additional charges.

Warming Kitchen-Use of sinks, warmer and fridges; no dishware nor dishwasher is available. This tier level is for clients bringing in or having food delivered ready to eat and using disposable dishware.

TIER 2 Additional charge of $ 1 PER GUEST.

Full kitchen and dishware- The caterer you select must be full service and present a current business license, a certificate of insurance and kitchen health department certification in order to use the full kitchen and dishware. If the caterer cannot present these items and sign our kitchen policy document 1 month out from your event then you will only have use of the warming kitchen and no dishware.

TIER 3 NO additional charges.

Full kitchen and dishware- Using one of the full service, licensed and insured caterers listed with the Smithfield Center.

10._____ All kitchen tier levels must follow the Smithfield Center kitchen policies and all trash must be placed in the dumpster outside the service entrance.

11._____ All kitchen tier levels are 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 events.

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FURNITURE SETS & DECORATING

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.

13. _____The stage may be moved or removed for a fee of $100.

14._____ The Smithfield Center does not provide linens, nor storage of items.

15._____ No decorations may be affixed to walls, floors, ceilings or chandeliers. Confetti, including glitter, is not permitted for decorating. Clients are required to remove and appropriately dispose of all decorations immediately following an event during their cleanup hours.

16._____ Candles are permitted as table decorations so long as the candle is globed in glass, sand or water. Open flames are restricted to candles used in ceremonies.

17._____The lobby shall be maintained open as an entrance and exit to and from the Main Hall. No food or beverage sets are allowed in the lobby as there is not enough space in this area.

RENTAL ITEMS

18._____ The following rental items are not allowed: rental chairs, portable dance floors nor fog machines.

19._____Delivery and pickup schedules for rental equipment must be scheduled during your event hours.

20._____ The Smithfield Center does not assemble, disassemble or move items from rental companies.

ALCOHOL POLICIES

21._____All events which serve, sell, distribute or allow BYOB alcohol at the Smithfield Center require a Virginia ABC license. The license must be posted at the event. The Commonwealth of Virginia Alcoholic Beverage Control policies shall be strictly enforced at all times. There are no exceptions to this policy.

a. Please note that “cash bars” are not allowed at private events where an individual has been issued an ABC permit or a “Banquet License”.

GENERAL POLICIES

22._____Your rental includes a paved parking lot that can provide parking for up to 124 vehicles.

23._____ The Smithfield Center is not responsible for lost or misplaced items belonging to clients or vendors.

24._____I agree to allow the Smithfield Center to use photographs and video from my event for use in promotional materials.

25._____ The Center Director has the authority to end an event if there is a danger to participants or staff.

26._____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 will be made upon your request.

27._____In consideration for the use of the facilities, the client, on behalf of itself, its guest and invitees, hereby releases the Town of Smithfield from and for 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 suffer as a result of such use.

EVENTS OPEN to the PUBLIC are defined as any event

A.) that is promoted to the general public whether or not an admission fee is charged and/or B.) that requires a ticket or admission fee for entry.

If your event fits the above criteria, then you must complete the special event application process.

28._____ If a client misrepresents that an event is NOT open to the public when in fact the event IS open to the public, then the Center may void the contract, cancel the event and retain the deposit.