



Smithfield Center
Policies & Procedures-Banquets, Weddings, Receptions
Adopted by Town Council October 5, 2011

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 cannot 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 be billed to client.
4. _____ Rental time cannot begin 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 **cannot** be transferred from one day to the other.
6. _____ Rentals that fall on designated holidays and holiday weekends will be charged at a Saturday rate.

DEPOSITS, CANCELLATIONS & RESCHEDULING:

7. _____ 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 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. _____ The Center does not accept bookings for reoccurring events except for those that reoccur on an annual basis.
10. _____ 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.
11. _____ Rescheduling of an event requires the client to pay a fee of \$100 and must be done within 5 business days of notifying the Center. Deposits of rescheduled events are non-transferable. Cancellation of a rescheduled event forfeits all payments made.



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BUILDING CAPACITIES, FURNITURE SETS & DECORATING:

12. _____ The number of guests and furniture configuration are determining factors in how much space you will need to rent.
13. _____ 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.
14. _____ The stage may be removed at an additional fee of \$100.00.
15. _____ Due to limited space, the Smithfield Center **cannot** provide storage.
16. _____ The Smithfield Center **does not** provide linens- this includes tablecloths and napkins.
17. _____ Decorations are permitted with the advanced approval of the center director. Clients are required to remove and appropriately dispose of all decorations immediately following an event unless prior arrangements have been made with the staff.
18. _____ No decorations may be affixed to walls, floors, ceilings or chandeliers.
19. _____ Confetti, including glitter is not permitted for decorating.
20. _____ Candles are permitted as table decorations and must be globed. Open flames are restricted to candles used in ceremonies.
21. _____ Portable dance floors are not allowed.
22. _____ Delivery and pickup schedules for rental equipment must be submitted at your event checklist appointment and approved by the center director.
23. _____ The Smithfield Center does not assemble, disassemble or move items from rental companies.
24. _____ The lobby is designated as business space and the furniture in that space may not be moved but may be used at the discretion of the director. No food or beverage sets are allowed in the lobby.

ALCOHOL POLICIES:

25. _____ 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.

WEDDINGS:

26. _____ 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.



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- 27.** _____ Rehearsals are scheduled based on availability and **cannot** be scheduled until **two months** 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.
- 28.** _____ Catering/food is not allowed during rehearsals.
- 29.** _____ The set for your event may not be in place during your rehearsal. Furniture **cannot** be moved during your rehearsal.

USE OF KITCHEN:

- 30.** _____ The Smithfield Center has a three tiered kitchen use structure. At the final checklist appointment, two weeks prior to the event, a tier selection must be made, at which time additional charges may be incurred depending upon tier selection. *(Please refer to page 2 of fee and tier structure document to view items included and applicable charges).*
- 31.** _____ The counters and equipment must be cleaned and the kitchen floor must be swept and mopped. All trash must be placed in the dumpster beside the service entrance.
- 32.** _____ 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.

EVENTS OPEN to the PUBLIC:

Events open to the public are defined as any event 1.) that is promoted to the general public whether or not an admission fee is charged; and/or 2.) that requires a ticket or admission fee for entry.

- 33.** _____ Events open to the public which have a guest count of not more than 200 will require a minimum of two off-duty officers from Smithfield Police Department. Events which will have a guest count of more than 200 will require 1 additional off-duty officer for each 100 guests (for example 200-300 guests=3 officers, 300-400 guests=4 officers).
- 34.** _____ Events open to the public will require a certificate of insurance for liability coverage.
- 35.** _____ If a client misrepresents that an event is not open to the public when in fact the event is open to the public as defined above then the Center may void the contract, cancel the event and retain the deposit.

GENERAL POLICIES:

- 36.** _____ Your rental includes a paved parking lot that can provide parking for up to 124 vehicles.



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- 37.** _____ The Center Director has the authority to end an event if there is a danger to participants or Center staff or a threatening situation arises during the event.
- 38.** _____ Clients are responsible for missing or damaged equipment. Clients will be billed for actual costs incurred to repair any damages or replace damaged equipment after the event. The Smithfield Center is not responsible for lost or misplaced items belonging to users or caterers.
- 39.** _____ 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.
- 40.** _____ I agree to allow the Smithfield Center to use photographs and video from my event for use in promotional materials.
- 41.** _____ 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.