

Caterers:

- Pack Place does not offer catering services or subscribe to a preferred caterers list.
- Pack Place request there be no cooking on the premises.
- Caterers are welcome to use Canned Heat.

Parking:

- Parking is available on the street or in the private covered parking garage located on Biltmore Ave.
- Fees are as followed: Weekdays before 4pm \$2 first hour, \$1 each additional hour; Weekdays after 4pm \$5 flat rate; Weekends \$5 flat rate.
- Please contact the parking garage for more information at 828.252.2198.

Load in:

- Set-up/delivery arrangements must be made at least two weeks prior to your event.
- Delivery access is located on S. Market St. across from Municipal Building.
- There is no shore power available in the loading dock.
- We cannot allow diesel vehicles or generators to run for extended periods of time in the loading dock.

Event Staff/Security:

- Events must have an Event Manager present; the Event Manager is responsible for visitor services, public safety, security, setting up/striking event equipment and cleaning rental space.
- Event Managers are billed at \$15.00 per hour. After midnight the hourly pay for an Event Manager will go to time & a half.
- All charges& additional charges will appear on your final bill.
- No armed security guards or bodyguards will be allowed in Pack Place.
- Concealed firearms are prohibited and will be asked to be left with the Event Manager or outside the premises.
- Security staff must be in contact with the Events Coordinator two weeks prior to event.

Decorations:

- All decorations must be approved through the Events Coordinator two weeks prior to the event.
- Any electrical or wireless concerns must be addressed two weeks prior to your event.
- All Lobby spaces must be open for public ingress/egress until 5:00pm.
- All extension cords must be taped down to ensure safety.
- All decorations must be fire retardant. Fabrics will be determined on a situational basis and may not cover more than 10% of the wall space.
- You may not affix any article, drill holes, nails, screws, or staples in walls, ceilings, floors, woodwork and doors.
- You may not have open flames (see Events Coordinator).
- You may not block emergency exits, smoke detectors, or fire sprinklers with decorations or equipment.
- All decorations must be removed directly following the event from the facility (unless arrangements have been made prior to the event).
- Any equipment or supplies left behind without the permission of the Events Coordinator will be disposed of at the discretion of the Event Manager.

Space Capacity:

- The number of people allowed in each space has been determined by the Fire Marshall and is non-negotiable. Pack Place reserves the right at any time to end an event if the capacity exceeds the allowable number.

Alcohol:

- The renter may serve beer and unfortified wine at a function without a permit if circumstances are consistent with the policies of the North Carolina Alcoholic Beverage Control Commission. See www.ncabc.com for guidelines.
- If the renters collecting funds for the event or selling beer or unfortified wine the renter would need to apply for a Special One Time Application.
- If the renter would like to serve liquor or fortified wine (Non-Profit: must apply for a Special One-Time Application) (Individual: must apply for a Limited Special Occasion Permit) A caterers license does not apply. Under NO circumstances can you charge for liquor.
- Alcoholic beverages served during your event must stay on the premises.
- The renter or caterer must remove all alcoholic beverages from the building immediately after the event.
- Since Pack Place does not provide any alcohol, the host is legally responsible for drinking guests.

Public Safety and Liability:

- The renter agrees to conduct their activities with full compliance with applicable laws & Pack Place rental guidelines.
- All doorways must remain unobstructed at all times.
- Although Pack Place does not require insurance, it is a good idea to secure insurance for your event (check with your homeowner's insurance policy to see if you are covered) (You may also purchase wedding insurance at www.wedsafe.com).
- The renter assumes full responsibility for the conduct of all persons in attendance and for any damage done during the time period that premises are under the patronage of the renter.
- The renter agrees to not bring any materials onto the premises that are likely to endanger any person on the premises or harm the property.
- The Event Manager has the right to refuse any such materials and require it removed from the facility.

Clean-up:

- Any garbage or recyclables in excess of what will fit in the trashcans for our normal scheduled pick up is the responsibility of the renter and must be removed from the property immediately following your event (unless otherwise arranged prior to your event).
- If arrangements have been made for a special trash/recycle pick up, the charges incurred will be noted on your final invoice. Documentation of this pick up will need to be on file with the Events Coordinator.
- Any excess cleanup (to be determined by Events Coordinator) out of the norm will be charged an extra \$100 cleanup fee to the Final Invoice.

Cancellation:

- In the event that the renter has to cancel, the renters 50% deposit can either be applied towards rescheduling or is non-refundable.

Additional

*Events occurring after midnight will be charged time and a half for the rental space.

*Events occurring after midnight will need to have security personnel (see Events Coordinator)

*All Events must end by 2am (unless with prior approval from the Events Coordinator)

*Events not ending by 2am will be charged an extra \$100 on top of regular room fees each hour

TAX ID NUMBER: 56-1538809