

HURON EVENT CENTER MEETING POLICIES

FOOD & BEVERAGE

All food and beverage must be supplied through the Huron Event Center. Health Department Regulations prohibit us from allowing food and beverages to be brought in or removed from the Huron Event Center premises. **This includes ice cream, smores station food, cupcakes, cookies, donuts and chocolate fountain.** An exception to this would be a decorated cake purchased from a licensed baker, candy station, homemade mints and nuts with prior authorization from the Sales & Event Manager. *There is a \$100.00 clean up fee for popcorn stations and a \$50.00 clean up fee for Smores Stations.*

Absolutely no outside food, alcoholic or non-alcoholic beverages is allowed in the Event Center, without prior approval of the Event Center Manager. There will be a \$500.00 fine assessed to the final bill if outside food or liquor is brought into the Event Center

All food & Beverage is subject to 18% service charge and 7.5% sales tax. Menu prices are subject to change due to fluctuating market prices.

Kids meals, vegetarian, vegan and gluten free meal option are available with advance request. Your menu selections should be submitted to the Sales & Event Manager one month prior to the event. The number of guests attending must be confirmed 72 hours prior to the event.

You are required to pay 95% of your guarantee, or the actual number of guests served, whichever is greater. If the number of guests actually attending falls short of the guaranteed number, billing will reflect charges for food, service and tax based on the guaranteed number of guests.

If no guarantee is received, the original number expected will be used as the guaranteed number of guests. We will set the room for ten percent over your guaranteed count and will accommodate extra guests with a menu that is as close as possible to your menu.

Pricing. Banquet prices are subject to change due to fluctuating food costs. We will be able to guarantee your price 90 days prior to your event.

BILLING & PAYMENTS

You may be asked to pay a deposit for your event. Advance deposits, when required, are non-refundable. All deposits can be re-applied if the function is rescheduled.

Cancellation: Should you decide to cancel your event; your deposit is returned under the following:

If the event is more than 2 years in advance, you shall receive 75% refund

If the event is more than 6 months in advance, shall receive a 50% refund

If the event is cancelled less than 6 months before the event, 100% of the deposit is forfeited.

If you need to reschedule, it may be transferred to another date.

AUDIO VISUAL EQUIPMENT

A wide selection of audio-visual equipment and services are available on a rental basis. Audio visual requirements must be requested prior to your event. A list of AV equipment is listed.

DECORATIONS:

Use of candles that are not inside a container is prohibited due to fire code. **All flames must be contained inside a fire proof container.** For example: a votive in a votive holder or a tea light in an ivy bowl would be approved containers. You may bring your own decorations. However, you must help avoid damages to walls, table cloths, table skirting, etc. **Glitter and confetti are not allowed.** If decorations are rented from the Event Center, the Event Center will provide the set up and take down of these items. **No nails, pins, tacks or tape are allowed to be used on the walls.**

The Event Center staff will set your room according to the specification on your contract. If any last-minute changes are requested, an additional fee will be added to your invoice.

The Event Center does not allow taping, tacking or attaching poster, flyers or any other materials to walls or doors without prior consent from the center. Any unnecessary clearing or damage to the physical property (ex. Stains on the carpet, damage to walls, doors, etc.) will be your responsibility. The charges will be determined by the extent of the damages, based on the replacement costs. An inspection of the area can be arranged with the Catering Department prior to and after the event.

ROOM ASSIGNMENT & SET UP

The Event Center reserves the right to assign rooms based on the guaranteed number of guests. The room rental includes tables, chairs, linens, china, flatware and glasses. There are several ways that meetings, banquets and weddings can be set up. Your set up requirements must be submitted to the Sales & Event Manager two weeks prior to the event.

ALCOHOL POLICIES

All alcohol must be supplied by the Huron Event Center. Absolutely no outside alcohol is allowed. All alcohol purchased at the Event Center may not leave the facility. If alcohol is brought into your banquet room which is not purchased from the Huron Event Center, it will be confiscated. **No exceptions.** The Huron Event Center prohibits anyone under the age of 21 to purchase or consume alcohol even in the presence of their parents.

Bar service must end in accordance with state liquor laws. "Last call" will be given at 1AM. The Event Center required that all alcoholic beverages be dispensed by the Center's staff. The Center's alcoholic beverage license requires the Center to (1) request proper identification of any questionable ages and refuse service to any person either under age, or unable to produce proper identification, and (2) refuse alcoholic beverage service to any person who, in the Center's judgment appears "obviously" intoxicated. These policies will be strictly enforced. You, the customer, are responsible to help control any problems with underage consumption. Anyone under the age of 21 found consuming an alcoholic beverage will be escorted from the premises.

We will provide 1 bartender for every 250 guests. Additional bars are available upon request at an additional fee of \$75 per bar. Each bar requires a minimum of \$250.00 in sales or a \$75.00 set up fee will be applied to each bar which does not meet the minimum.

If the host is purchasing keg beer, certain restrictions apply. One keg per 200 guests is allowed during the social hour. No keg will be tapped after the dance begins.

LOST AND FOUND

Any items left behind will be put in the Lost & Found. We cannot be responsible for damage or loss of any article or merchandise left. We are not responsible for any loss or damage to your property. The Event Center is unable to assume any responsibility for the damage, loss or theft of any merchandise or articles left on the property prior to, during or following an event. However, we will make every effort to assist you in finding lost property.