

Cleveland L. Dennard (CLD) Conference Center Event Policies and Procedures

1. The CLD Conference Center has no policy for holding dates. Reservations are issued to the first party to complete a contract and all required steps to guarantee their reservation. If you have no contract and have not given a deposit on a specific date, then your date is still available and may be rented to another party.
2. Your rental time must include your setup and cleanup. (This means the time needed for your event contractors to setup and breakdown their area, remove all personal items, etc.). If you go over your contracted rental time, you will be responsible for additional fees.
3. The Conference Center will provide setup and breakdown of *our* items as agreed upon and initiated on the agreed upon diagram. Once a room is setup by our staff, it cannot be changed or altered.
4. A **required** caterer must be used if holding your event in the ballroom.
5. Caterers must inform you or the conference center of the number and arrangement of tables that are needed for food and beverages. The conference center is not responsible for adding tables that are not in the layout.
6. If you plan to serve alcohol at your event, you must complete and submit a Request to Serve Alcohol form at least 60 days prior to your event. The College president reviews form for approval or denial. If approved, we reserve the right to discontinue distribution of alcohol if rules are not followed.
7. We do not allow cash bars and no alcohol is permitted outside of the building.
8. The conference center closes at midnight. No exceptions.
9. To ensure compliance with conference center closing time, all music, etc must be completed by 11:00 p.m.
10. All special needs (dance floor, PA, lights, linens) must be ordered and paid for (in full) two weeks before the event.
11. There will be a \$75 charge per hour for use of the building for a wedding rehearsal. The space is not guaranteed to be available the night before the wedding.
12. No smoking is allowed on the campus. If a guest of your event is caught smoking, they will be asked to leave the premises immediately.
13. Linens are not included in your rental. They are available at an additional charge. We must know 2 weeks prior to your event re: linens.
14. Rice, birdseed, confetti and fireworks are not allowed inside or outside the center.
15. No skates, rollerblades, or other wheeled objects are allowed inside the building or on the premises. Exceptions are only made for wheelchairs and strollers.
16. All decorations/equipment must be removed at the end of any event. Any items left for more than 24 hours without a phone call or prior approval will be thrown away or become property of CLD Conference Center.
17. ALL centerpieces and decorations MUST be removed from tables and other used areas at the end of every event. Failure to assign someone to this duty will result in an additional charge of \$10 per table that has to be cleared. This also applies to any materials, etc. left in storage areas or outside of CLD.
18. Please do not throw food or wedding cake at your event. Doing this may result in your losing your deposit.
19. No open candles allowed on tables. They must be domed, LED or contained in some way. Please check with staff concerning centerpieces or decorations that will include candles. You will not be allowed to use decorations that do not fit the guidelines and will be charged.
20. No furniture or equipment is to be moved or removed without prior approval. Doing this may result in you losing your deposit.
21. All tables and chairs must remain in their proper, assigned rooms.
22. No equipment, furnishings, or similar items are allowed in the building or on the premises without written permission from CLD staff.
23. No structures of any kind are allowed in parking lot or grass area of conference center without prior approval.
24. No grills are permitted outside.
25. No banners are allowed inside or outside of conference center without prior approval. If approved, banners cannot be hung on building or fixtures. The banners must be stand-alone.
26. Advertisements or public announcements identifying the Cleveland L. Dennard Conference Center (other than wedding invitations) should not be used or distributed without written approval from conference center staff.
27. Decorations may not be attached in any way to the surface or walls of the facility. No nails, tacks, staples, tape, or other items should be used to hang objects anywhere in the building or on the premises. You will lose your deposit if you do not follow this rule.
28. No items should be hung from the wall scones or any other lighting fixtures.
29. Proper etiquette is expected in common areas, including Atrium, lobbies, restrooms, hallways, etc. that may or may not be shared by those renting the building at the same time.
30. Children are expected to be supervised at all times and should not be allowed to run or be in any room other than the one where your event is being held.

Signature _____ Date _____