

Foothills Higher Education Conference Center Rules and Regulations (rev. 09/16/15)

1. Renter and members of party are only authorized to use parts of Conference Center that they have contracted to rent. Usage of other parts of the Conference Center is NOT permitted during event. If rooms are used that have not been rented, an additional charge will be imposed.
2. **Serving Alcoholic Beverages** requires approval and compliance with permits, rules and an additional fee. *(Alcoholic Beverage rules are based on a memo from County Manager Bryan Steen, sent to the Board of Commissioners dated August 4, 2011)*
 - Must provide proof of insurance that will cover alcoholic beverages *(1,000,000.00 minimum limit)*
 - Must obtain special one-time permit that complies with ABC laws if selling tickets for event or serving fortified wine or spirituous liquor. (Contact NC ABC Commission abc.nc.gov/permits/special.aspx at or (919)-779-0700) **Note: If serving unfortified wine or beer and it is not a ticketed event, special permit is not required. However 80 liters of beer and 50 liters of unfortified wine is the max. possession limit.*
 - County requires a copy of the Alcohol permit prior to Rental Agreement being signed
 - Before serving alcohol, documentation must be provided that shows the Lessee has obtained a NC licensed bartender or obtained a reliable person over the age of 21 whose background is subject to a criminal history check and reputation is acceptable to the County Manager.
 - County requires documentation from the Sheriff's Department that off duty deputies have been secured for the event. (Contact: Major Banks Hinceman Sheriff's Office at 764-9506 or robert.hinceman@burkenc.org).
 - All beverages *(alcoholic & non-alcoholic)* must be served to guests in plastic or other non-breakable cups or aluminum cans unless renter provides a written guarantee that they will provide adequate wait staff to immediately pick up/clean up all breakage of glassware used during the event.
3. Food and beverage items may not be sold on the premises without special permission from the County Manager. Kitchen may not be used to cook or hold raw meats of any kind. Food may be prepared elsewhere or catered and re-heated in kitchen.
4. Lessee assumes responsibility for all damages caused by the event or any of its guests. *(A damage deposit is required before event and will be reimbursed if determined no damages occurred)*
5. Lessee agrees not to post or exhibit or allow to be posted or exhibited: signs, advertisements, show-bills, lithographs, posters, cards, or other signage in or on the FHEC property without prior written approval. Subject to County's approval, Lessee shall be permitted to utilize available advertising spaces at the rate as may be agreed upon. The County/FHEC is at all time in control of said spaces.
6. Signs or other materials may not be attached to ceilings or walls.
 - Lessee agrees that nothing will be affixed to any FHEC surface by tape, glue, nail, screw, etc.
 - No self-adhering decorations are permitted on any surface.
 - Lessee may decorate only in those rooms Lessee is renting, not lobbies, hallways, restrooms or any other non-leased area.
 - Any type of tape to be applied to the floor (including any brand of double-faced carpet tape) by Lessee, exhibitors or third party vendors must be approved in advance by Burke County. Lessee is forewarned that many brands of tape do not easily peel off the floor. The cost for cleanup is substantial and will be the responsibility of Lessee.
 - No confetti or glitter is allowed.
 - Lessee shall be responsible for removing all decorations and floor tape following the close of the event. Should this function not be performed, Lessee will incur labor, material and equipment cleanup charges that will affect reimbursement of damage fees.

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7. Animals: Other than certified guide or service animals, animals including fish are not permitted inside FHEC. Approval must be set forth in writing by Burke County.
8. Lessee agrees to begin function promptly on scheduled time and agrees to vacate the building at closing time indicated on agreement.
9. Lessee agrees to remove any food, displays, items on tables, etc. and deposit trash in designated areas immediately following the event. Failure to do so may affect reimbursement of damage deposit.
10. If use of the facility involves bringing in items for shows or sales, the Lessee must obtain a fire permit from public safety. (432-2692) *Note: Candles with a live flame are NOT allowed in the Conference Center.*
11. No later than ten days prior to the event date, Lessee is required to provide a certificate of insurance to use facilities for special events.
12. Access to facility is determined by the agreement.
13. Lessee is responsible for having a working cell phone to contact 911 for emergencies (*medical/fire/law enforcement*).
14. Lessee will leave the facility in the same condition it was in before event.
15. Lessee shall be responsible for all damages to the building, furnishings, fixtures, equipment, or grounds, whether caused by Lessee or his/her patrons, exhibitors, guests, etc.
16. County will be responsible for repairing or arranging for repairs.. Costs of repairs may affect reimbursement of damage deposit fee.