



Northeast Park Event Center

The Natural Setting for any Gathering

Thank you for considering the Event Center at Northeast Park as the site for your upcoming event. We are providing this general information about the center to better acquaint you with the facility and answer frequently asked questions. Please feel free to contact (336)641-2074 to schedule an appointment or visit our website www.guilfordparks.com.

The Meeting & Event Center serves as the ideal setting for weddings, business functions, and family gatherings of all sizes. The Banquet Room measures 2400 square feet and offers the luxury of exclusive use of the building and surrounding property for your gathering. Rental of the facility includes the beautiful garden gazebo, wrap-around porch, parking area and restrooms. The high ceilings feature natural wood beams and the large windows offer picturesque views of the park. The kitchen includes a warming oven, freezer, refrigerator, microwave, sinks, and spacious counter space. One truly has to visit the Meeting & Event Center in order to appreciate all it has to offer.

FEE STRUCTURE

We are committed to keeping our prices affordable. There are three basic fees associated with utilizing the Event Center: Facility Rental Fee, Food Service Fee, and Event Host Fee.

FACILITY RENTAL RATES

The facility rental rate includes the exclusive use of the banquet room, wrap-around porch, gazebo, restrooms, parking area, chairs, tables, and the set-up and breakdown of your event. You may have access to the center between the hours of 8am – midnight based on availability. The base rental rate is based on the number of guests attending your event:

	Mondays-Thursdays Half-Days & Full Days, and Fridays 1st Half-Day			Fridays 2nd Half Day and Full Days, and <i>*Saturdays, Sundays, & *Holidays</i>		
	1st Half-Day Base Rate 8am-2pm	2nd Half-Day Base Rate 4pm-Midnight	Full-Day Base Rate 8am-Midnight	1st Half-Day Base Rate 8am-2pm	2nd Half-Day Base Rate 4pm-Midnight	Full-Day Base Rate 8am-Midnight
Up to 50 people	\$100	\$100	\$100	\$130	\$160	\$175
51-100 people	\$125	\$175	\$275	\$290	\$330	\$350
101-150 people	\$250	\$300	\$450	\$400	\$475	\$550
151+ people	\$400	\$500	\$600	\$575	\$625	\$700

**Minimum rental rate applies*

FOOD SERVICE FEE

Food provided by client: Clients are welcome to provide their own food and/or have their guests bring covered dishes. You will need to provide all serving pieces related to your food. A nominal food service fee is assessed based upon the number of guests attending your event:

# of people	1-25	26-50	51-100	101-200	201-300	301+
Fee	\$25	\$50	\$75	\$125	\$200	\$250

Food provided by a caterer: Many clients choose to engage the services of a professional licensed caterer when arranging for their food. Your caterer will be required to provide documentation in order to use the facility. The caterer is assessed ten percent (10%) of their total invoice before taxes as a fee for conducting business at Northeast Park and using the facilities. This charge will appear on the bill you receive from your caterer, not on your Northeast Park bill. This does not apply to events where the customer picks up the food from the caterer or restaurant or in cases where the caterer or restaurant simply drops off the food.

Bar Service: Wine and beer may be provided only by Northeast Park Event Center clients for their guests. All wine and beer inventory must be overseen, dispensed, and served by our bartending staff. All liquor must be purchased and served by a professional licensed caterer approved by Northeast Park with the appropriate ABC permits and by bartenders provided by that caterer. Under no circumstance is brown bagging permitted. Paid security officers may also be required for the event. The charge is \$40 per officer, per hour.

EVENT HOSTS

Event Hosts are present to ensure clients enjoy a successful and stress-free event. An Event Host must be present during all consecutive hours the facility is occupied. The fee for the Event Host is \$15 per consecutive hour. The Event Host will be in the building and available throughout your event, remain until all guests have left and will perform a final clean-up and secure the building.

LEASE AGREEMENT, DEPOSIT, CANCELATION, & FINAL PAYMENT

Reservation & Deposit: Your reservation will be confirmed when we receive a signed copy of the Event Center Lease Agreement, Rental Estimate, and Policies, along with the advance deposit. The advance deposit is the sum of the room rental rate plus \$100.

Final Payment: Your balance will be due in full no later than ten (10) days prior to the date of your event. Any incidental expenses incurred on the date of your event will be due by the end of your event.

Cancellation: If you must cancel your event for any reason, a written notice is required. The \$100 is non-refundable and is retained in the event of cancellation. If the event is held it is applied to your balance. If a cancellation is received in writing with at least 90 days-notice, the room rental portion of the advance deposit is returned. If the cancellation is within 90 days of the event, the room rental portion of the advance deposit is also retained unless the space is re-rented to someone else.

Clean-up Requirements: Customers are expected to clear their tables of all trash and place all disposables in the trash cans provided by the facilities, remove anything they brought in for the event, and leave the kitchen in the condition in which it was found. If this is not done, a \$100 clean-up fee will be assessed to the customer.

Additional Amenities: Table linens, napkins, sound system, LCD projector, screen, television, DVD player, and podium are available at nominal costs.