

THE RIZZO CONFERENCE CENTER AT MEADOWMONT CATERING SERVICE AGREEMENT

FOOD

All food items must be supplied and prepared by the Conference Center. **No catered food may be removed from the event room.** Dietary substitutions are available upon request at meals where those guests are identified by place card or nametag (up to 5% of guarantee).

SPLIT MENUS

The Conference Center is happy to accommodate split entrée requests for a maximum of 50 guests and at the discretion of the Director of Conference Services. Guest counts for each entrée must be received by noon 3 business days prior to the event. A maximum of 3 entrees, including vegetarian, may be chosen and guest entrees must be identified with place cards or nametags. Meal pricing for this type of event is at the discretion of the Direction of Conference Services and will equal, at a minimum, the highest priced entrée.

BEVERAGE SERVICES

The Conference Center, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the North Carolina State Legislative Commission's regulations. The Conference Center will strictly enforce these regulations. Underage drinking or consumption of non-conference center purchased alcohol will result in immediate event termination. Bartenders are required for the disbursements of all alcoholic beverages (fee details below).

FUNCTION SPACE

Function space is assigned according to setup requirements and number of guests. The Conference Center reserves the right to reassign function rooms as needed to ensure maximum efficiency and guest service. Management will make every effort to inform client of a room change; however, prior notification is not guaranteed. **Scheduled event start and end times are contractual and must be adhered to by the group.**

GUARANTEE POLICY

For all events, the Conference Center must have a specific attendance number. An estimated guest count is due at the time the reservation is made. The estimated guest count and type of function will be used to determine contracted revenue commitment and applicable deposits. A guaranteed minimum guest count and menu selections must be confirmed no later than 14 days prior to the function date via a signed event order. **A final guarantee count is due by 12 noon 3 business days prior to the function** and may not fall short of the guaranteed minimum.

SURCHARGE

If the number of non-guaranteed guests attending a function exceeds 5% of the guaranteed number, the conference center cannot guarantee to provide identical services for these additional guests. Any service or meal provided for these additional guests will be subjected to a 10% surcharge on the menu price. Special meal requests including vegetarian requirements must be confirmed prior to the event. Special meals or additional food added by a guest or client during the event are subject to the 10% surcharge.

DISPLAYS, EXHIBITS AND DECORATIONS

Displays, exhibits and decorations must conform to city codes and fire ordinance rules. The Conference Center will not permit affixing of anything to walls, floors, or ceilings of rooms with nails, staples, tape or any other substance unless approved by Management. Any damage caused by event attendees will be the responsibility of the client. The Conference Center may require additional security or damage deposits. Signs, posters and banners for a group must be professionally designed and approved by Management. Group signage must stay within the confines of the function space unless otherwise approved by the Director of Conference Services. Public areas and corridors are reserved for facility use. Due to fire codes, taper candles are prohibited. Absolutely no smoke or fog machines allowed at any time. Dry ice is also prohibited.

SET UP EQUIPMENT

All equipment needs must be conveyed to your catering manager at the time of booking. Functions that require excessive set up equipment may incur additional rental and set up fees. Special engineering requirements must be specified to your catering manager at least 3 business days before the event and may incur an additional charge.

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AUDIOVISUAL EQUIPMENT

Your Catering Manager can provide you with a list of standard AV equipment, special order equipment and pricing. For events with AV needs, there will be an AV Support/Equipment fee of \$35/hour for the duration of the event. Due to the unique nature of the DuBose House, there are certain setup or AV requests that cannot be offered in that space. **DuBose House set up and AV needs must be conveyed to your catering manager at the time of the booking.** If set up or AV needs were not known or communicated at the time of the booking, or if they change after the contract is signed; the Conference Center will make every effort to relocate the event to a function room in another building. If alternate space is not available, the originally contracted event must be honored as it was booked. An agenda change that brings about an AV or set up change that cannot be accommodated in the DuBose House will not invalidate the contracted revenue commitment.

LIABILITY

The Conference Center reserves the right to inspect and control all private functions. Groups reserving space with the conference center assume liability for damages incurred during their visit. The Conference Center reserves the right to require security deposits to guard against potential damage to the facility. The Conference Center does not assume responsibility for any damages or lost articles left in the conference center (event space, coat racks, lobbies, etc) prior to, during, or following an event. If valuable items must be left in a function room, it is recommended that the client retain security coverage.

SECURITY

The Conference Center reserves the right to require groups to provide professional security as deemed necessary by Management. Security coverage can be arranged and fees quoted by your Catering Manager.

SPECIALTY ITEMS AND SERVICES

The Conference Center must arrange all specialty items that will be received and set up by the Conference Center staff. This includes rental items such as linens, staging, risers, tables, chairs, etc. Fees for items and services contracted with an outside vendor that are arranged through the Conference Center are subject to a 35% surcharge.

SMOKING

In accordance with Durham County law, the Conference Center is a non-smoking facility. Smoking is not allowed in banquet or public spaces.

LABOR

A \$25/hour charge will be assessed for all bartenders, cashiers, butlers and other dedicated servers. A \$50 Chef Attendant fee will be charged for each Chef Station. A \$75 per room charge will be assessed for set ups in Dining Rooms A&B outside of the existing set up.

OUTDOOR EVENTS

Outdoor events will be subject to a surcharge of **\$3/person for seated events and \$1/person** for stand up receptions using the existing set up of the space with a minimum of \$75.00.

PARKING

Parking for events will be located in the main parking lot at the entrance to the facility and will be complimentary for guests. Reserved parking in close proximity to your event may be arranged with your event planner for elderly or handicapped guests. Valet parking may be arranged for your attendees through your Catering Manager and will be subject to an additional charge depending on the specific requirements of your event. Your Catering Manager can provide you with a customized electronic map and directions that you may forward to your guests.

SERVICE CHARGE AND TAX

A service charge of 21% will be applied to all products sold by the Conference Center. We are required by North Carolina State Law to levy a state tax on products sold by the conference center unless a group provides us with written documentation of their tax exempt status. Please note that this tax will be imposed upon the service charge and room rental as well, as required by state law.