

# EVENT RENTAL INFORMATION

220  
NORTH  
TRYON

*at Foundation For The Carolinas*

# 220 NORTH TRYON

## WELCOME

220 North Tryon at Foundation For The Carolinas is home to the Levine Conference Center and is located in the heart of Charlotte's Center City. We offer state-of-the-art spaces for meetings, conferences, fundraisers, corporate and private parties, and special events. Event spaces include the Sonia & Isaac Luski Gallery on the first floor of the building, multiple board and conference rooms, a rooftop vertical garden terrace and a solarium.

This location is also the headquarters for Foundation For The Carolinas, a nonprofit that connects people, companies and organizations to needs and philanthropic opportunities across our region. Revenue generated from 220 North Tryon supports the operations of Foundation For The Carolinas, allowing us to share our building with the community.

As part of our civic leadership role, we are pleased to share our board and conference rooms with regional nonprofit organizations at no cost during weekday business hours, 8:30 am until 5:30 pm. If you are a regional nonprofit organization interested in more information in reserving a board or conference room, please call 704.973.4500 or email [events@fftc.org](mailto:events@fftc.org).

### For more information, please contact:

**Sara Rae**  
Conference Center Manager  
704.973.4519  
[events@fftc.org](mailto:events@fftc.org)

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# EVENT POLICIES AND PROCEDURES

## FACILITIES AND SERVICES

### 220 North Tryon Operating Hours

Monday – Friday, 8:30 a.m. to 5:30 p.m., Evening hours, Saturday and Sunday available upon request

### Rental Includes:

3 hours set-up

4 hours for event (all events must end no later than 1 a.m.)

1.5 hour breakdown

Security Officer

Janitorial Staff

Special Event Manager

### The following equipment may be used by Renter at no extra charge, if available:

5 ft round tables

Chiavari chairs standard and bar height

6 ft long tables

Classroom tables

Podium

High round cocktail tables

Seminar Tables

Conference Chairs

### The following items are *not* provided by 220 North Tryon:

Flatware      Glassware

Plates      Bartenders

Linens      Staging

Free Parking      Wait Staff

### The following items or services are available from 220 North Tryon at an additional cost:

Additional hours needed for event rental: \$500 per additional hour

Additional hours needed for set-up or breakdown: \$200 per additional hour

Additional security: Based on request

Portable audio and/or visual equipment: \$300

Portable L.E.D lit bar: \$200

Removal and return of furniture in Gallery: \$200 per set

### Special Event Manager

220 North Tryon at Foundation For The Carolinas' event staff are on-site to oversee the operation of the facility and to help with facility logistics. The 220 North Tryon at Foundation For The Carolinas' Special Event Manager of your event does not perform the duties of a professional event planner. As such, Renter shall provide a designated point of contact to handle any event planning or onsite event needs. 220 North Tryon at Foundation For The Carolinas event staff reserves the right to close down the event if the property or guests are in danger for any reason.

### Parking

Parking is not provided by 220 North Tryon, and parking arrangements are the sole responsibility of Renter. Please contact the Special Event Manager for pricing and valet quotes.

### Inclement Weather Policy

220 North Tryon reserves the right, at its sole discretion, to determine when an event must be rescheduled based on available space due to inclement weather. Whenever it is determined that the health or safety of persons, clients or employees would be placed at risk or that conditions or events prevent performance of regular operations, services or responsibilities, the facility may be closed. This is also in accordance with State and Municipal Building Codes. In the event of inclement weather, 220 North Tryon will do its best to accommodate the event space with an alternate interior location and/or date (based on availability).

The Vertical Garden on the Rodgers Sculpture Garden Terrace is a living plant wall and will grow in differently every season due to the fluctuating weather patterns in Charlotte. 220 North Tryon at Foundation For The Carolinas cannot guarantee the condition or appearance of the plants. During the colder months, it is 220 North Tryon's discretion to cover the vertical garden to protect the plants from freezing.

# EVENT POLICIES AND PROCEDURES

## GENERAL RULES AND REGULATIONS

### Security Deposit and Rental Fee Information

In order to book an event, 50% of the total rental fee is required upon signing the contract. 30 days prior to the event, 220 North Tryon must receive 30% of the total rental fee for the security deposit (fully refundable if no damage or issues have occurred after the event) and the event rental balance due. If the full rental fee and other charges are not received prior to the event date, the Special Event Manager retains the right to refuse use of the facility. Rentals within 30 days of the event must pay total rental fees due and security deposit upon signing of the contract.

### Cancellation Policy

Written notification of a cancellation must be received by the Vice President & Director of Marketing and Communication a minimum of 120 calendar days prior to the scheduled Event Date in order for 220 North Tryon to refund the Security Deposit, Rental Fee Deposit and any portion of the Rental Fee paid. If written notification of a cancellation is received at a minimum of 60 calendar days prior to the scheduled Event Date then 220 North Tryon will refund to Renter the Security Deposit, 50% of the Deposit and any portion of the Rental Fee paid.

### First Floor Sonia & Isaac Luski Gallery

No dancing is allowed on the first floor level of the Foundation. We do not allow artwork to be removed for events. If furniture in the Gallery needs to be rearranged or moved for an event, **additional charges will apply.**

### Security Process

All vendors and contractors must sign in with 220 North Tryon's security prior to setting up for an event. Vendors and contractors will receive a badge and are responsible for returning the badge upon the completion of the event. Lost badges will result in a fine for the Renter of \$25 per badge.

### Smoking Policy

**Foundation For The Carolinas is a smoke-free facility.** Smoking and vaping is not permitted inside the building, including restrooms, stairwells or outside terraces.

### Prohibited Items

No tasers, sparklers, pyrotechnics, drones, pepper spray, mace, guns or dangerous weapons.

No illegal drugs.

### Candles

All candles must be enclosed in a glass or metal container 2 inches above the flame.

### Decorations

No balloons, glitter, confetti, birdseed, rice, live rose petals or other similar objects or materials.

No decorations shall be used that may cause damage to floors, ceilings, walls or artwork. No material may be attached to walls, ceilings, floors, windows, art pedestals, elevators or staircase.

All Decor must be approved by the special event manager

**Any cost to 220 North Tryon associated with the use of any adhesive or hardware to the aforementioned areas will be charged to the Renter.**

### Post-Event Clean Up

Renter and its vendors are responsible for all post-event clean up. Caterer is responsible for clean-up of kitchen and equipment and caterer related activities. Any and all decorations must be removed by Renter upon completion of event. Any cost incurred by 220 North Tryon for the clean-up or removal of event-related activities or materials will be charged to the Renter. 220 North Tryon is not responsible for any materials left on the premises after the event.

### Qualifying for Nonprofit Rates

Nonprofit organizations must provide a copy of their 501(C)3 documentation to receive 220 North Tryon's nonprofit rate. Nonprofit organizations outside Foundation For The Carolinas specified region will be charged private sector rates. FFTC's region is comprised of the following counties North Carolina: Cabarrus, Charlotte Mecklenburg, Cleveland, Davidson, Iredell, Lincoln, Richmond, Rowan, Gaston, Stanly and Union. South Carolina: Cherokee, Lancaster and York.

### Nonprofit Meetings with Registration Fees

A nonprofit organization seeking to use 220 North Tryon for a meeting involving a registration fee must be approved by the VP, Special Events. The VP, Special Events has the right to decide if the nonprofit organization should pay the private sector rate.

### Nonprofit Consecutive Usage

Due to high demand for space at 220 North Tryon at Foundation For The Carolinas, nonprofit organizations that seek space for greater length than two consecutive days must be approved by the VP, Special Events and may incur a fee.

# EVENT POLICIES AND PROCEDURES

## Age Policy

220 North Tryon does not host primarily youth-attended (i.e. under the age of 21) social gatherings in our event spaces, including but not limited to proms, sweet sixteen parties, high school graduation parties, bar mitzvahs, bat mitzvahs and quinceañeros. Event space renters must be at least 25 years of age.

## Fundraising

An organization seeking to use 220 North Tryon for an event involving an admission charge for fundraising must be approved by the Special Event Manager. Raffles or live and silent auctions are permitted only if the goods or services being sold are donations to the organization to support the organization's nonprofit activities.

## Foundation Name or Logo

Other than using the Foundation For The Carolinas name to designate the location of an event, Renter may not use the Foundation's name, logo, picture or likeness to promote any event.

## Entertainment

All entertainment, including any applicable licenses for live or recorded music is the sole responsibility of Renter. Staging or technical requirements are not provided by 220 North Tryon. All Entertainers must use the Loading Dock and come into the building through our freight elevator. Entertainers, bands or DJs are strictly prohibited from consuming alcohol while working an event at 220 North Tryon at Foundation For The Carolinas.

## Sound System

220 North Tryon has a portable sound system available at an additional charge of \$300.

## Accessibility

220 North Tryon at Foundation For The Carolinas' facility is accessible. Please check with the Special Event Manager for details.

## Animals or Pets

No animals or pets are permitted in the building other than assistance animals, such as guide or service dogs.

## Sporting Events

Due to the celebratory nature of sporting events, such as NCAA Tournament, CIAA Tournament, NASCAR Speed Week, Professional Football/Basketball Games, etc., 220 North Tryon prohibits any event associated with a sporting event to occur within the building.

## Freight Elevator

Any and all deliveries for the event or items for the event - including but not limited to - equipment, tables, chairs, furniture, decorations, beverages and food, shall be transported using the freight elevator only. The weight capacity of the freight elevator is 12,000 lbs., which shall not be exceeded.

Vendors may not use carts or hand trucks in the front guest elevators.

## Force Majeure

Neither party shall be liable for damages and either party may terminate its performance obligations, to the extent that its obligations are prevented by force majeure events or occurrences beyond its control including: acts of God, war, disasters, earthquakes, strikes (other than strikes, labor disputes or work stoppages involving a party's respective employees or agents) civil disorder, terrorist acts, nuclear hazard or a similar intervening cause beyond the reasonable control of either party making it illegal, impossible or commercially impractical to hold the planned rental event at 220 North Tryon's facility.

Renter shall be liable for all damage to the Foundation Building, including damage to building, grounds, artwork, furniture and equipment, exclusive of reasonable wear and tear, and for any bodily injury occurred at 220 North Tryon at Foundation For The Carolinas' building to the extent caused by any act or omission of Renter or any person admitted by Renter. Renter hereby releases and waives any and all claims it may have against 220 North Tryon, Foundation, their Board of Directors, officers, employees, agents or contractors for any loss of or damage to any property of Renter or of any person admitted to the Foundation Building by Renter (whether arising out of a claim involving a third party or between the Foundation, 220 North Tryon and Renter).

## Indemnification

To the fullest extent permitted by law, Renter shall indemnify and hold harmless the Foundation and 220 North Tryon, LLC, its Board of Directors, officers and consultants, agents and employees from and against any and all actions, claims, lawsuits, damages, losses, expenses, and liability for death, injury or alleged injury to any person, including but not limited to attorneys' fees, which arise in any manner, or are alleged to have arisen, from the acts, omissions or wrongful conduct of Renter, in connection with Renter's occupancy or authorized or unauthorized use of the Foundation's premises.

# EVENT POLICIES AND PROCEDURES

## REQUESTED EVENT MATERIALS

For 220 North Tryon at Foundation For The Carolinas to help orchestrate a seamless event for your guests, the following event materials must be provided **two weeks in advance** of event date. Failure to do so may result in delays for your vendors:

1. An event agenda.
2. Amount of time needed for set-up and breakdown of event.
3. A list of all vendors and delivery schedules. The loading dock must have an access form, provided by the Event Office, from each vendor that plans to utilize dock space. It is the client's responsibility to make sure the vendors have filled out a loading dock access form and the vendor has sent the form to **hearsttower@cousins.com**. The Event Office is not responsible for coordinating with the loading dock for space and time of use. The Event Office will sign for all deliveries for the event; however, the Event Office, Foundation For The Carolinas, and 220 North Tryon assume no liability or responsibility for any loss or damage with respect to the delivered goods and will not verify nor guarantee the accuracy of the contents of any deliveries. C.O.D. deliveries will not be accepted.

220 North Tryon uses the Hearst Tower Loading Dock located at 214 N. Tryon Street, Charlotte, NC 28202. The loading dock entrance is between 5th and 6th Streets on North College Street. All deliveries should be made between 9:00 am to 4:00 pm, Monday through Friday. Alternate delivery hours must be pre-approved by the Event Office.

4. Catering Information  
Approved caterers represent firms that have been selected by 220 North Tryon to provide food service within our facility. Any large scale special event or conference meeting is required to utilize a caterer on 220 North Tryon's Approved Caterer List.

Organizations using 220 North Tryon for meetings may bring in their own food items or select a breakfast or lunch purveyor that can provide snacks, boxed lunches, or platters. Caterers who are not on the approved catering list may not use 220 North Tryon's kitchens.

220 North Tryon expects that vendors and caterers treat its facility with the utmost care. Each caterer must complete a site tour and training conducted by a Special Event Manager of 220 North Tryon. All caterers and vendors must show proof of required permits, health inspection, licenses, bonds and/or insurance coverage. Each caterer must sign the Event Policies and Procedures, and caterers are asked to complete the Caterer Check Out Form after each event. **It is at the sole discretion of 220 North Tryon if a caterer will be allowed to use our facility.** 220 North Tryon does not guarantee the quality of the services provided by the approved caterers.

### 5. Vendor Information

All vendors must provide Certificate of Insurance with a one million minimum General Liability Coverage.

### 6. Decor

Decorations on the building's exterior are prohibited. Decorations may not be permanently affixed to any wall, ceiling, floor or other physical structure in the building. Decorations shall be in accordance with all applicable fire codes.

The above listed items are the sole responsibility of Renter to complete and have approved.

**ANY VIOLATIONS OF THESE RULES MAY RESULT IN TERMINATION OR CANCELLATION OF THE EVENT.**

# RENTAL SPACES - 1<sup>ST</sup> FLOOR

## KNIGHT TIER BOARD & CONFERENCE ROOMS AND LUSKI GALLERY



### Williamson Board Room

<b>SEATING CAPACITY</b>	14
<b>INSTALLED EQUIPMENT</b>	Overhead Projector/Screen Privacy Shades Phone
<b>GENERAL DESCRIPTION</b>	Rectangular table for 14. Located in back of gallery on the right. Glass wall with privacy shades. A/V available. In room server cabinet with close proximity to prep kitchen.



### McColl Conference Room

<b>SEATING CAPACITY</b>	6
<b>INSTALLED EQUIPMENT</b>	Privacy Shades No A/V available
<b>GENERAL DESCRIPTION</b>	Round table for 6 in back gallery area on the right. Glass wall with privacy shades.

# RENTAL SPACES - 1<sup>ST</sup> FLOOR

## KNIGHT TIER

### BOARD & CONFERENCE ROOMS AND LUSKI GALLERY (CONTINUED)



#### Tate Conference Room

**SEATING CAPACITY** 12

**INSTALLED EQUIPMENT** Overhead Projector/Screen  
Phone

**GENERAL DESCRIPTION** 12 Person Conference Room. Glass wall facing side entrance and passenger elevators. A/V available. Near restrooms.



# RENTAL SPACES - 1<sup>ST</sup> FLOOR

## KNIGHT TIER BOARD & CONFERENCE ROOMS AND LUSKI GALLERY (CONTINUED)



### Luski Gallery

**SEATING CAPACITY** 150

**STANDING CAPACITY** 300

**GENERAL DESCRIPTION** Beautiful, open-concept space complete with an art collection from the Luski Family, art patrons and philanthropic leaders in the Charlotte community. Marble reception desk turns into a bar for private events. We do not allow artwork to be removed for events. If furniture in the Gallery needs to be rearranged or moved for an event, **additional charges will apply.**

# RENTAL SPACES - 2<sup>ND</sup> FLOOR

## DICKSON TIER BOARD & CONFERENCE ROOMS



### Richardson Conference Room

**SEATING CAPACITY** 16

**INSTALLED EQUIPMENT** Overhead Projector/Screen  
Privacy Shades  
Phone

**GENERAL DESCRIPTION** Rectangular table for 16 people. Located across from passenger elevators. Glass wall. A/V available. Large built-ins for serving.



### Chambers Conference Room

**SEATING CAPACITY** 10

**INSTALLED EQUIPMENT** Overhead Projector/Screen  
Phone

**GENERAL DESCRIPTION** Rectangular table for 10. First conference room to the right after you step off elevators. A/V available. In close proximity to servery area.

# RENTAL SPACES - 2<sup>ND</sup> FLOOR

## DICKSON TIER BOARD & CONFERENCE ROOMS (CONTINUED)



### Halton Conference Room

**SEATING CAPACITY** 12

**INSTALLED EQUIPMENT** Overhead Projector/Screen  
Phone

**GENERAL DESCRIPTION** Rectangular table for 12. Second conference room on the right after you step off the elevators. A/V Available. In close proximity to servery area.



### Belk Conference Room

**SEATING CAPACITY** 8

**INSTALLED EQUIPMENT** No A/V available

**GENERAL DESCRIPTION** Circular conference table for 8. Intimate room with servery nearby. Last conference room on the right after you exit elevators.

# RENTAL SPACES - 2<sup>ND</sup> FLOOR

## DICKSON TIER BOARD & CONFERENCE ROOMS (CONTINUED)



### Brayboy Conference Room

<b>SEATING CAPACITY</b>	8
<b>INSTALLED EQUIPMENT</b>	Flat Screen TV Phone
<b>GENERAL DESCRIPTION</b>	Rectangular table for 8. Across from public stairs (directly in front if walking up stairs). In close proximity to servery areas.



### Turner Board Room

<b>SEATING CAPACITY</b>	14
<b>INSTALLED EQUIPMENT</b>	Overhead Projector/Screen Phone
<b>GENERAL DESCRIPTION</b>	Rectangular table for 14. At North Wall to the left of mezzanine stairwell. Glass walls. Best suited for meetings that do not require a high level of visual privacy. Next to catering kitchen.

# RENTAL SPACES - 3<sup>RD</sup> FLOOR

## GANTT TIER BOARD & CONFERENCE ROOMS



### Thompson Conference Room

**SEATING CAPACITY** 14

**INSTALLED EQUIPMENT** Overhead Projector/Screen  
Privacy Shades  
Phone

**GENERAL DESCRIPTION** Square table for 14. Directly across from passenger elevators. Privacy shades available. A/V available. Large built-in cabinets for serving.



### Bessant Conference Room

**SEATING CAPACITY** 10

**INSTALLED EQUIPMENT** 75" Flat Screen TV  
Phone

**GENERAL DESCRIPTION** Rectangular table for 10. Diagonally to the right outside of passenger elevators. Large built-in shelves/cabinets for serving, can also use hallway server. Glass exterior walls make this room best suited for meetings that do not require a high level of visual privacy.

# RENTAL SPACES - 3<sup>RD</sup> FLOOR

## GANTT TIER BOARD & CONFERENCE ROOMS (CONTINUED)



### Grigg Board Room

**SEATING CAPACITY** 38

**INSTALLED EQUIPMENT** Overhead Projector/Screen  
Privacy Shades  
Wireless Microphone  
Speakers Built-in  
Audio Visual Closet  
Phone

**GENERAL DESCRIPTION** Board room to the right of elevators. Seats 26 at a beautiful marble conference table with 12 additional chairs along the room's wall. A/V available- 2 projectors and 2 screens. Privacy shades. In close proximity to caterer prep kitchen, restrooms, and coat closet. Built-in serveries in the room.



### Bernstein Conference Room

**SEATING CAPACITY** 10

**INSTALLED EQUIPMENT** No A/V available  
Phone

**GENERAL DESCRIPTION** Circular conference table for 10. Interior door into Executive suite, other door accessible from conference center. Completely private room. Servery area in room.

## RENTAL SPACES - 3<sup>RD</sup> FLOOR

### GANTT TIER BOARD & CONFERENCE ROOMS (CONTINUED)



#### Shaw Conference Room

**SEATING CAPACITY** 10

**INSTALLED EQUIPMENT** Overhead Projector/Screen  
Phone

**GENERAL DESCRIPTION** Rectangular table for 10. To the left of the passenger elevators, first room on left. A/V available. Small built-in server area.

# RENTAL SPACES - 4<sup>TH</sup> FLOOR

## OVERCASH TIER



### Silverman Pavilion

<b>CAPACITY</b>	100 Theater Style 45 Classroom 80 Seated Rounds 125 Standing
<b>INSTALLED EQUIPMENT</b>	Overhead Projector/Screen Speakers Built-in Wireless Microphone
<b>GENERAL DESCRIPTION</b>	Large Conference room for events. A/V available. Opens to Kearney Solarium. Beautiful, high ceiling with plenty of natural light.



### Kearney Solarium

<b>CAPACITY</b>	100 Theatre Style 30 Classroom Style 90 Seated Rounds 125 Standing
<b>INSTALLED EQUIPMENT</b>	Overhead Projector/Screen Speakers Built-in Wireless Microphone
<b>GENERAL DESCRIPTION</b>	Unique event space with floor to ceiling glass windows and a NanaWall that opens to expose Foundation For The Carolinas' beautiful view of the Uptown Charlotte cityscape. The Kearney Solarium creates an indoor/outdoor feel unlike any other in the city.



# RENTAL SPACES - 4<sup>TH</sup> FLOOR

## OVERCASH TIER (CONTINUED)



### Legacy Hall

**CAPACITY** 120 Seated Rounds  
175 Standing



### Rodgers Sculpture Garden Terrace

**CAPACITY** 40 Seated Rounds  
50 Standing

**GENERAL DESCRIPTION** *Must be rented with Legacy Hall.*

Outdoor terrace with a NanaWall that opens up into Legacy Hall to create indoor/outdoor feel. Beautiful Vertical Garden done by French artist, Patrick Blanc.

# RENTAL SPACES - 4<sup>TH</sup> FLOOR

## OVERCASH TIER BOARD & CONFERENCE ROOMS (CONTINUED)



Sklut Classroom	
<b>SEATING CAPACITY</b>	40
<b>INSTALLED EQUIPMENT</b>	2 Overhead Projectors/Screens Speakers Built-in
<b>GENERAL DESCRIPTION</b>	Classroom seating for 40 people. A/V available- 2 projectors and 2 screens with wireless sound capabilities. In close proximity to a servery outside of room for catering needs.



Iverson Conference Room	
<b>SEATING CAPACITY</b>	10
<b>INSTALLED EQUIPMENT</b>	No A/V available
<b>GENERAL DESCRIPTION</b>	Conference table for 10. Has windows overlooking rooftop. Great for confidential, private meetings.

# RENTAL RATES AND CAPACITY

## NONPROFIT

Nonprofit organizations must be located within the Foundation's 13-county region and provide a copy of their 501(c)3 documentation to receive the nonprofit rate.

SPACE	MONDAY-FRIDAY DAILY RENTAL 8:30 - 5:30 PM	MONDAY-FRIDAY EVENING 5:30 - 9:30 PM	SEATED	STANDING
<b>Conference Room</b>	Complimentary	\$250	6-16	N/A
<b>Grigg Board Room</b>	Complimentary	\$300	26	N/A
<b>Sklut Classroom</b>	Complimentary	\$350	40	N/A
<b>2<sup>nd</sup> Floor Dickson Tier Atrium*</b>	N/A	\$500	48	50
<b>3<sup>rd</sup> Floor Gantt Tier Lobby*</b>	N/A	\$500	N/A	40

SPACE	MONDAY-FRIDAY DAILY RENTAL 8:30 - 5:30 PM	MONDAY- THURSDAY EVENING 5:30 - 9:30 PM	FRIDAY-SUNDAY	SATURDAY	SEATED	STANDING	SQUARE FOOTAGE
<b>Sonia &amp; Isaac Luski Gallery</b>	N/A	\$2,500	\$3,900	\$4,600	100	300	6,000
<b>Silverman Pavilion &amp; Kearney Solarium</b>	\$700	\$2,500	\$3,900	\$4,600	160	250	2,993
<b>Kearney Solarium</b>	\$500	\$1,500	N/A	N/A	72	125	1,893
<b>Silverman Pavilion</b>	\$400	\$1,300	N/A	N/A	80	125	1,100
<b>Legacy Hall &amp; Rodgers Sculpture Garden Terrace</b>	\$400	\$2,500	\$3,900	\$4,600	120	175	2,886
<b>Overcash Tier (4th Floor)</b>	\$1,100	\$4,200	\$5,200	\$5,400	280	425	5,879
<i>Includes Kearney Solarium, Silverman Pavilion, Legacy Hall, Rodgers Sculpture Garden Terrace, Catering Facility Access, Sklut Classroom and Iverson Conference Room.</i>							
<b>Rental of Full Event Facility</b>	N/A	\$5,500	\$6,500	\$6,800	380	725	11,879
<i>Includes Luski Gallery, Kearney Solarium, Silverman Pavilion, Legacy Hall, Rodgers Sculpture Garden Terrace, Sklut Classroom, Iverson Conference Room and access to two Catering Facilities.</i>							

\*In conjunction with conference room booking

No dancing, bands or DJs are allowed in the Luski Gallery. If furniture needs to be removed for an event, additional charges will apply. Mezzanine Bridge is included in rental of Luski Gallery for musicians or entertainment purposes only.

Evening and weekend event facility rentals are based on four hours rental, three hours load-in time and 1.5 hours tear down time. Additional set-up and breakdown time may be scheduled at \$200 per hour. Additional event time may be added for \$500 per hour. Both must be scheduled a minimum of two weeks prior to event date. Alcohol may be served for a maximum of four hours.

Special rates may apply during holidays and major city-wide events.

**For wedding information, please contact:**

**Kayla Castilleja**

Special Events Manager, Social  
704.973.4561 or kcastilleja@fftc.org

# RENTAL RATES AND CAPACITY

## PRIVATE SECTOR AND CORPORATE

SPACE	MONDAY-FRIDAY DAILY RENTAL 8:30 - 5:30 PM	MONDAY-FRIDAY EVENING 5:30 - 9:30 PM	SEATED	STANDING
<b>Conference Room</b>	\$450	\$450	6-16	N/A
<b>Grigg Board Room</b>	\$600	\$600	26	N/A
<b>Sklut Classroom</b>	\$900	\$900	40	N/A
<b>2<sup>nd</sup> Floor Dickson Tier Atrium*</b>	N/A	\$600	48	50
<b>3<sup>rd</sup> Floor Gantt Tier Lobby*</b>	N/A	\$600	N/A	40

SPACE	MONDAY-FRIDAY DAILY RENTAL 8:30 - 5:30 PM	MONDAY- THURSDAY EVENING 5:30 - 9:30 PM	FRIDAY-SUNDAY	SATURDAY	SEATED	STANDING	SQUARE FOOTAGE
<b>Sonia &amp; Isaac Luski Gallery</b>	N/A	\$2,800	\$4,300	\$5,000	100	300	6,000
<b>Silverman Pavilion &amp; Kearney Solarium</b>	\$1,800	\$2,800	\$4,300	\$5,000	160	250	2,993
<b>Kearney Solarium</b>	\$1,200	N/A	N/A	N/A	72	125	1,893
<b>Silverman Pavilion</b>	\$1,200	N/A	N/A	N/A	80	125	1,100
<b>Legacy Hall &amp; Rodgers Sculpture Garden Terrace</b>	\$1,200	\$2,800	\$4,300	\$5,000	120	175	2,886
<b>Overcash Tier (4th Floor)</b>	\$4,000	\$5,200	\$6,200	\$6,400	280	425	5,879
<i>Includes Kearney Solarium, Silverman Pavilion, Legacy Hall, Rodgers Sculpture Garden Terrace, Catering Facility Access, Sklut Classroom and Iverson Conference Room.</i>							
<b>Rental of Full Event Facility</b>	N/A	\$6,500	\$7,500	\$7,800	380	725	11,879
<i>Includes Luski Gallery, Kearney Solarium, Silverman Pavilion, Legacy Hall, Rodgers Sculpture Garden Terrace, Sklut Classroom, Iverson Conference Room and access to two Catering Facilities.</i>							

\*In conjunction with conference room booking

No dancing, bands or DJs are allowed in the Luski Gallery. If furniture needs to be removed for an event, additional charges will apply. Mezzanine Bridge is included in rental of Luski Gallery for musicians or entertainment purposes only.

Evening and weekend event facility rentals are based on four hours rental, three hours load-in time and 1.5 hours tear down time. Additional set-up and breakdown time may be scheduled at \$200 per hour. Additional event time may be added for \$500 per hour. Both must be scheduled a minimum of two weeks prior to event date. Alcohol may be served for a maximum of four hours.

Special rates may apply during holidays and major city-wide events.

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704.973.4561 or kcastilleja@fftc.org

# ALCOHOLIC BEVERAGE INFORMATION

220 North Tryon at Foundation For The Carolinas holds all required ABC permits and is the exclusive supplier of alcoholic beverages for all events. Any alcoholic beverages served at 220 North Tryon at Foundation For The Carolinas must be purchased through the 220 North Tryon, LLC. The total number of adult guests attending an event must be documented and provided to the Special Event Manager **no later than two weeks prior** to the event. The alcohol is charged based on all adults in attendance at the event.

220 North Tryon has a per-person fixed bar rate only with a **maximum** of four hours for the bar. We do not provide pricing by consumption or offer a cash bar. **The following rates are subject to change:**

	<b>Full Bar</b>	<b>Beer &amp; Wine</b>
<b>House</b>	\$13 first hour \$9 second hour \$4 each additional hour Per person	\$11 first hour \$8 second hour \$3 each additional hour Per person
<b>Premium</b>	\$15 first hour \$11 second hour \$5 each additional hour Per person	\$12 first hour \$9 second hour \$4 each additional hour Per Person
<b>Carolina Craft</b>	\$16 first hour \$12 second hour \$5 each additional hour Per person	\$13 first hour \$10 second hour \$4 each additional hour Per person

**House Brand Bar includes (subject to change):** Tito’s Handmade Vodka, Tanqueray Gin, Dewars Scotch, Jack Daniels Black Tennessee Whiskey, Bacardi Rum, Bud Light, Michelob Ultra, Yuengling, Mark West Pinot Noir, Estancia Cabernet Sauvignon, Estancia Chardonnay, and Zonin Prosecco.

**Premium Brand Bar includes (subject to change):** Grey Goose Vodka, Bombay Sapphire Gin, The Glenlivet Scotch, Makers Mark Bourbon, Mt. Gay Rum, Stella Artois, Olde Mecklenburg Brewery Copper, Sierra Nevada Pale Ale, J Black Pinot Noir, Joel Gott Cabernet Sauvignon, Kim Crawford Sauvignon Blanc, and Saint-Hilaire Brut. **Other specialty brands available as requested (additional fees may apply).**

**Carolina Craft Brand Bar Includes (subject to change):** Seven Jars Vodka, Cardinal Gin, Great Wagon Road - Quinn’s Rested Barrel Poitin, Muddy River - Carolina Spiced Rum, Catawba Brown Bear Ale, Birdsong Paradise City Session IPA, Triple C Brewing Co. 3C IPA, Shelton BIN 17 Chardonnay, Shelton Cabernet Sauvignon, Childress Pinnacle Meritage, Biltmore Reserved Blanc de Blanc.

**Prices listed do not include applicable sales tax.**

**It is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a person less than 21 years of age or to permit a person less than 21 years of age to consume such beverages on the licensed premises.**

**It is unlawful to sell, give, or serve alcoholic beverages to any person who is intoxicated. 220 North Tryon and Foundation For The Carolinas reserve the right, in their sole discretion, to suspend alcoholic beverage sales at any time during the event, and to refuse to sell alcohol to any individual during the event.**

**Renter and any of its agents, representatives or employees agree to hold the Foundation harmless, and indemnify without liability, in the event of any complaint or legal action taken against the Foundation as a result of the service of alcohol at the event.**

# APPROVED CATERERS LIST\*

## **Aria Tuscan Grill**

Jenny Ross  
704.534.7316  
jenny@sonomarestaurants.net  
www.ariacharlotte.com

## **The Asbury at The Dunhill Hotel**

Ashley Finney  
704.3196176  
afinney@shgltd.com  
www.theasbury.com

## **Best Impressions Caterers**

Justin King  
704.333.9779 x 105  
Justin.king@bestimpressionscaterers.com  
www.bestimpressionscaterers.com

## **Carpe Diem Caterers**

Bonnie Warford  
704.377.7976  
carpe@carpediemrestaurant.com  
www.carpediemrestaurant.com

## **Eloquent Creations Catering**

Vereda Elliott  
704.910.6547  
info@eloquentcreationscatering.com  
www.eloquentcreationscatering.com

## **Flipside Catering**

Melodie McAbee  
980.201.1880  
melodie@melodiemcabee.com  
www.theflipsiderestaurant.com

## **The King's Kitchen**

Preston Baldwin  
704.375.1990  
pbaldwin@kingskitchen.org  
www.kingskitchen.org

## **La-tea-da's Catering & Events**

Janet Woodson  
704.338.6864  
events@lateadas.com  
www.lateadas.com

## **Mert's Heart & Soul**

James Bazzelle  
704.342.4222  
jamesmertsheartandsoul@gmail.com  
www.mertscharlotte.com

## **Porcupine Provisions**

Leslie Schlernitzauer  
704.376.4010  
pppine@porcupineprovisions.com  
www.porcupineprovisions.com

## **Red Star Catering by Mac's Speed Shop**

Shelley Bolt  
704.529.1900  
shelleyb@redstarcaters.com  
www.redstarcaters.com

## **Something Classic**

Kristina Dauksys  
704.377.4202 x 10  
Kristina@somethingclassic.com  
www.somethingclassic.com

## **QC Catering**

Ginny Reed  
980.224.7138  
greed@qccatering.com  
www.qccatering.com

## **Catering Information**

Approved caterers represent firms that have been approved by 220 North Tryon to provide food and bar service within our facility. Any large scale special event or conference meeting is required to utilize a caterer on 220 North Tryon's Approved Caterer List.

Organizations using 220 North Tryon at Foundation For The Carolinas for conference room rentals may bring in their own food items or select a breakfast or lunch purveyor that can provide snacks, boxed lunches, or platters. Caterers who are not on the approved catering list may not use 220 North Tryon's fourth floor kitchen.

Foundation For The Carolinas expects that vendors and caterers treat its facility with the utmost care. All caterers and vendors must show proof of required permits, health inspection, licenses, bonds, and/or insurance coverage. **It is at the sole discretion of the Foundation if a caterer will be allowed to use our facility.**

*\*220 North Tryon does not guarantee the quality of the services provided by the above listed vendors and is not responsible for activities of vendors, employees or contractors.*