

WEDDING EVENTS

220
NORTH
TRYON

at Foundation For The Carolinas

220 NORTH TRYON

WELCOME

From the engagement to the “I do” to the last dance and grand exit, 220 North Tryon is a spectacular setting to create events as unique as the couple they celebrate and the people they bring together. Sophisticated, art-filled spaces with city views and versatile layouts include the Sonia & Isaac Luski Gallery on the first floor of the building, a rooftop vertical garden terrace, a solarium and multiple board and conference rooms.

220 North Tryon is located in the heart of uptown Charlotte and within Foundation For The Carolinas’ headquarters at Belk Place — a collection of civic and entertainment venues.

As a catalyst for philanthropy and driver of civic engagement, the Foundation connects people, companies and organizations to needs and philanthropic opportunities across the region. We offer free meeting space to regional nonprofits during weekday business hours. Revenue generated from 220 North Tryon supports the operations of Foundation For The Carolinas, allowing us to share our building with the community.

For more information, please contact:

Brittany Brathwaite
AVP, Events and Venues
704.973.4561
bbrathwaite@fftc.org



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RENTAL SPACES - 1ST FLOOR

LUSKI GALLERY



Luski Gallery

SEATING CAPACITY 100

STANDING CAPACITY 300

GENERAL DESCRIPTION Beautiful open concept space complete with a glass art collection from the Luski Family, art patrons and philanthropic leaders in the Charlotte community. Marble reception desk transforms into a bar for private events.

USAGE Cocktail receptions, intimate ceremonies, rehearsal dinners and welcome receptions.



RENTAL SPACES - 4TH FLOOR

KEARNEY SOLARIUM + SILVERMAN PAVILION



Kearney Solarium + Silverman Pavilion

SEATING CAPACITY 150 seated with dance floor

STANDING CAPACITY 250

GENERAL DESCRIPTION Unique event space with floor to ceiling glass windows and glass doors that enables open-air access to our elevated view of Uptown Charlotte's vibrant cityscape. The Kearney Solarium creates an indoor/outdoor feel unlike any other in the city. Beautiful, high ceiling with plenty of natural light.

USAGE Space can be transformed from wedding ceremony to reception. Also ideal for rehearsal dinners, welcome parties and other celebrations.



RENTAL SPACES - 4TH FLOOR

LEGACY HALL + RODGERS SCULPTURE GARDEN TERRACE



Legacy Hall + Rodgers Sculpture Garden Terrace

SEATING CAPACITY 80

STANDING CAPACITY 175

GENERAL DESCRIPTION Outdoor terrace with floor to ceiling glass doors that open to combine with Legacy Hall to create an indoor/outdoor experience. Featuring a stunning living vertical garden designed by French artist, Patrick Blanc.

USAGE Cocktail receptions, intimate ceremonies, rehearsal dinners and welcome parties.



WEDDING EVENTS PACKAGES

CAPACITY AND SQUARE FOOTAGE

SPACE	STANDING	SEATED	SQUARE FOOTAGE
Luski Gallery	250	100	6,000
Kearney Solarium + Silverman Pavilion	230	150	3,000
Legacy Hall + Rodgers Sculpture Garden Terrace	150	80	2,000

PRICING*

PACKAGE	FRIDAY	SATURDAY/SUNDAY
1 space, 4 hours	\$5,300	\$5,500
2 spaces, 4 hours	\$5,900	\$6,900
3 spaces, 4 hours	\$7,100	\$8,300
4 hour event time plus 3 hour setup and 1.5 hour tear down; tables, chiavari chairs, security, setup of in-house equipment , Event Manager, Security and Janitorial staff all included		

Wedding Ceremony – \$2,500

May be added to a 2 or 3 space rental and includes additional event and setup hour and complimentary rehearsal.

Micro Weddings – \$3,200

Intimate gathering for 50 or fewer guests. Includes one space for ceremony and reception, two holding rooms for ceremony preparation, 4 hour venue rental, 3 hours setup, 1.5 hour break down, tables and chairs, and security. Monday-Thursday only.

Additional setup hour	\$500	Must be scheduled at least two weeks prior to event date, subject to availability.
Additional event hour	\$750	

*All prices subject to an 18% service fee covering operational expenses. In addition, special rates and/or minimums may apply during holidays major city-wide events and other select date.

For your custom proposal please contact:

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ALCOHOLIC BEVERAGE INFORMATION

220 North Tryon at Foundation For The Carolinas strives to offer classic and up-to-date beverage packages with streamlined pricing. 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. All alcoholic beverages must be served by an Approved Caterer listed on the following page of these policies.

The total number of adult guests attending an event must be documented and provided to the Event Manager **no later than two weeks prior** to the event. Alcohol is charged based on all adults in attendance at the event and is **due 48 hours prior to event date**.

220 North Tryon offers a per-person fixed bar rate only with a minimum of two hours and **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:**

House Brands

	Full Bar	Beer & Wine
First two hours	\$25	\$21
Third hour	\$5	\$5
Fourth hour	\$5	\$5
4-hour maximum total	\$35	\$31

Premium Brands

	Full Bar	Beer & Wine
First two hours	\$30	\$23
Third hour	\$5	\$5
Fourth hour	\$5	\$5
4-hour maximum total	\$40	\$33

Approved Caterer will provide non-alcoholic beverages, bartenders, glassware, mixers and setups.

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, Espolon Blanco Tequila, Stella Artois, Sam Adams Lager, Sierra Nevada Pale Ale, J Black Pinot Noir, Joel Gott Cabernet Sauvignon, Kim Crawford Sauvignon Blanc, and Veuve Du Vernay Brut.

Don't see your favorite brand? Ask about our specialty brand list. Specialty brands are available as requested (additional fees may apply).

Prices listed do not include applicable sales tax.

In order to adhere to the rules and standards of the NC Alcoholic Beverage Control Commission alcoholic beverages brought on to the Foundation premises will be confiscated and a minimum fine of \$250 will be assessed. No alcoholic beverages purchased or served by the Foundation under its ABC permit may leave Foundation premises. The Foundation does not allow donated alcoholic beverages.

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

220 North Tryon is proud to offer diverse selection of trusted partners, including a number of minority and women owned small businesses.

Best Impressions Caterers

Micaela Flowers
704.333.9779 x 126
Micaela.flowers@bestimpressionscaterers.com
www.bestimpressionscaterers.com
@bestimpressionscaterers

Catering by Cordre

Alajah Artis
704.412.4048 ext 703
sales@cateringbycordre.com
www.cateringbycordre.com
@cordre_1

Eloquent Creations Catering

Vereda Elliott
704.200.6883
info@eloquentcreationscatering.com
www.eloquentcreationscatering.com
@eloquentcreations

La-tea-da's Catering & Events

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

MTC Events

Trevonne Cuffee
984.500.3901
booking@mtceventslc.com
mtceventslc.com
@mtcevents18

Porcupine Provisions

Leslie Schlernitzauer
704.376.4010
pqpine@porcupineprovisions.com
@porcupineprovisions

QC Catering

Caren Hill
704.305.7778
Chill@qccatering.com
qccatering.com
@qc_catering

Roots Catering

Alyssa Aguirre
704.251.0488
alyssa@rootsfarmfood.com
roots-catering.com
@roots_catering



Catering Information

Approved caterers represent firms that have been approved by 220 North Tryon to provide food and bar service within our facility. All events are required to utilize a caterer on 220 North Tryon's Approved Caterers List.

220 North Tryon expects that approved caterers and all vendors treat its facility with the utmost care. Each approved caterer has completed a site tour and training conducted by a Special Event Manager of the Foundation, and has provided proof of required permits, health inspection, licenses, bonds and/or insurance coverage. Each approved caterer has signed the Event Policies and Procedures, and is required to complete the Caterer Check Out Form after each event. It is at the sole discretion of the Foundation if a caterer will be allowed to use our facility.

220 North Tryon at Foundation For The Carolinas does not guarantee the quality of the services provided by the approved caterers, and is not responsible for activities of vendors, their employees or contractors.

SUGGESTED VENDORS

The vendors below frequently partner with 220 North Tryon. However, we are happy to work with any vendor that complies with our vendor guidelines and provides the required liability insurance.

EVENT PLANNING

A Simple Affair Events

704.458.0788

www.simpleaffairevents.com

Aisha Thomas Events

704.951.4273

www.aishathomas.com

Details Wedding Planning

540.908.0374

www.detailsweddingplanning.com

Dina Berg Blazek Events

704.614.0791

www.dbbevents.com

Fabulously Created Events

704.313.5350

www.wearefabcreated.com

Hall & Webb Event Design

704.840.7274

www.hallandwebb.com

Hospitality Butler

803.370.8760

www.hospitalitybutler.com

Kelly & Co. Events

704.840.6415

www.kellyandcoevents.com

The Silk Veil Events by Ivy

704.287.6073

www.thesilkveil.com

Southern Savvy Events

704.254.5491

www.southernsavvyevents.com

Studio AH, LLC

732.539.4823

www.thestudioah.com

Style Perfect Weddings & Events

704.975.9941

www.styleperfectevents.com

Todd Murphy Events

704.333.3583

www.toddmurphyevents.com

HAIR, MAKEUP & STYLING

Cali Stott Artistry

801.882.5429

www.calistottartistry.com

D. Maddox Artistry

704.802.2590

www.dmaddoxmua.com

Evolving Faces CLT

980.266.5554

www.evolvingfaces.com

Who's The Fairest

704.258.1564

www.whosthefairest.beauty

PHOTO ENTERTAINMENT

Moving Mountains Studios

704.745.2515

www.movingmountainsphotography.com

ShutterBooth

704.469.8420

www.shutterbooth.com

INVITATIONS & STATIONERY

Olive Paper

704.609.6302

www.olivepaper.net

FLORISTS

The Bloom Room

704.962.4652

www.bloom-room.com

The Blossom Shop

704.376.3526

www.blossomshopflorist.com

CLux Florals

980.318.8880

www.cluxflorals.com

In Bloom, LTD

704.616.7950

www.inbloomltd.com

Lily Greenthumb's

704.910.2540

www.lilygreenthumbs.com

Stems Floral Designs

704.333.3583

www.toddmurphyevents.com

MUSIC & ENTERTAINMENT

Tom Billotto

704.607.3200

www.tombillottomusic.com

Key Signature Entertainment

704.568.1968

www.keysignatureonline.com

Split Second Sound

704.907.9507

www.splitsecondsound.com

Carolina DJ Professionals

704.990.5622

www.carolindjpros.com

The Company Band

888.996.6266 ext. 1002

www.thecompanybandlive.com

Next Level Band

704.678.7584

www.nextlevelbandofcharlotte.com

Cease Fire Productions

704.327.9027

www.ceasefireproductions.com

DJ Sir Charles

704.649.5257

www.djsircharles.com



SUGGESTED VENDORS (CONTINUED)

PHOTOGRAPHERS

The Beautiful Mess

704.421.2014
www.thebeautifulmess.com

Cheyenne Schultz Photography

704.421.3722
www.cheyenneschultzphotography.com

Critsey Rowe Photography

704.777.7707
www.critseyrowe.com

Cynthia Ndelo Photography

704.369.3890
www.cynthiandelophotography.com

Indigo Photography

704.778.5603
www.indigocharlotte.com

Rob Tesar Photography

704.320.3089
www.robtesar.com

The Vibrant

706.420.1248
www.the-vibrant.com

Tim Hines Photography

704.258.4592
tim@timhinesphotography.com

CEREMONY MUSICIANS

Carolina Royal Strings

561.909.9607
www.carolinaroyalstrings.com

Dean's Duets

828.308.1477
www.deansduets.com

EVENT DÉCOR & RENTALS

AFR Furniture Rentals

704.927.2874
www.rentfurniture.com

Currated Events

704.523.9300
www.curratedevents.com

CLux Rentals

980.318.8880
www.cluxrentals.com

Party Reflections

704.332.8176
www.partyreflections.com

Spark by Design

704.525.9233
www.sparkbydesign.events

OFFICIANTS

Reverend Jim Lytle

704.654.8062

Reverend Dr. Patrick Maloy

704.263.4677

Reverend Torri Moore

@love_andlifecoaching

Reverend Rebecca Nagy

704.588.4623

Tie the Knot with Torri

919-523-3953
www.tietheknotwithtorri.com

AUDIO VISUAL/PRODUCTION

Live Events Media Group

704.218.9670
www.lemp.live

HOTELS

Double Tree

704.394.4301
www.ihg.com

Dunhill Hotel

704.332.4141
www.dunhillhotel.com

Marriott City Center

704.333.9000
www.marriott.com

Omni Charlotte

704.377.0400
www.omnihotels.com

Ritz Carlton Charlotte

704.547.2244
www.ritzcarlton.com

CAKE BAKERS

Cake Expressions By Lisa

704.241.0637
www.cake-expressions.com

Delish Cakery

704.724.7743
www.delishcakery.com

Honey Butter Bakery

704.421.1390
www.honeybutterbakery.com

VIDEOGRAPHERS

Brian Bunn Films

704.219.6824
www.brianbunfilms.com

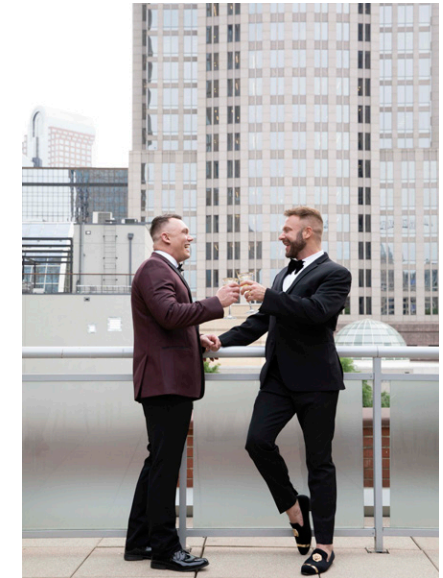
Shoot 2 Edit Studios, LLC

704.222.0553
www.shoot2editstudios.com

VALET

Park Inc

877.751.6683
www.parkinc.com



220 North Tryon at Foundation For The Carolinas does not guarantee the quality of the services provided by the above listed vendors, and is not responsible for activities of vendors, their employees or contractors.

Photo Credits

Cameo & Clove: Front Cover
Casey Hendrickson Photography: page 2
Dana Arndt Photography: page 3
Critsey Rowe Photography: pages 4, 14
Summer Brooke Photography, page 4
Alexaner South NC, page 4, 9
Cynthia Ndelo Photography: pages 5, 10
Melissa Mayrie Photography, page 6
Ellie McKinney Photography: page 8
Samantha Brooke Photography, page 8
AMW Studios, page 11
Natalie E. Photography, page 12
Moving Mountains: page 13

EVENT POLICIES AND PROCEDURES

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

- 5 ft round tables
- Chiavari chairs standard and bar height
- Banquet tables
- Classroom tables
- High round cocktail tables
- Portable LED lit bars

220 North Tryon does not provide linens, glassware, flatware, plates, non-alcoholic beverages, mixers, wait staff or bartenders.

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

Additional security: Based on request

Portable audio equipment: \$300

Staging: \$500 - \$1000

Portrait Covers: \$250 - \$800

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

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.

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.

Parking

Parking arrangements are the sole responsibility of Renter. Parking is not provided by 220 North Tryon at Foundation For The Carolinas but can be facilitated. Please contact the Event Manager for pricing.

Event Time

All events must end by 1 a.m.

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 or wedding planner. As such, Renter shall provide a designated point of contact to handle any event planning or on site 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.

Wedding Planner Requirements

For wedding events, Renter must hire a professional wedding planner or coordinator with a business license, and such planner will be asked to provide a certificate of insurance acceptable to 220 North Tryon. If a planner has not been hired 60 days prior to the event, 220 North Tryon will hire one on behalf of the Renter, at Renter's expense. The Renter agrees to pay such planner's full rate, plus a 15% booking premium payable to 220 North Tryon. Planner must attend the final walk-through scheduled at least thirty days prior to event date.



EVENT POLICIES AND PROCEDURES

Security Process

All vendors and contractors must sign in with 220 North Tryon at Foundation For The Carolinas' 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 may result in a fine for the Renter of \$25 per badge.

First Floor 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.

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.

Prohibited Items

No tasers, pepper spray, mace, guns or weapons.

No pyrotechnics, fog, dry ice, hazers.

No illegal drugs.

No sparklers.

No drones.

Decor

The following decor is not allowed: helium balloons, glitter, confetti, birdseed, rice, live rose petals, or other similar objects or materials. All decor shall be in accordance with applicable fire codes.

Decorations on the building's exterior, including lighting is prohibited. Decorations may not be temporarily or permanently affixed to any wall, ceiling, floor, window, elevator or staircase, or other physical structure in the building. No decorations shall be used that may cause damage to floors, ceilings, walls or artwork. All decor must be approved by special event manager.

Any cost to 220 North Tryon at Foundation For The Carolinas associated with the use of any adhesive or hardware to the aforementioned areas will be charged to the Renter.

Candles

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

Party Favors

Party favors (i.e. gifts for guests) containing alcohol are not permitted. 220 North Tryon at Foundation For The Carolinas' event staff reserves the right to retain and/or remove any alcohol brought to the property.

Smoking Policy

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

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.



EVENT POLICIES AND PROCEDURES

Alcohol License

220 North Tryon at Foundation For The Carolinas reserves the right, in its sole discretion, to suspend alcoholic beverage sales at any time during Renter's event. If the Foundation For The Carolinas Alcoholic Beverage Control permit is suspended or revoked in whole or in part, or the Foundation or 220 North Tryon is fined or otherwise sanctioned by the Alcoholic Beverage Control Commission because of an act or omission of Renter or any person admitted by Renter, Renter shall defend and indemnify the Foundation and 220 North Tryon for all claims, losses, damages and expenses, including reasonable attorneys' fees, incurred by the Foundation and 220 North Tryon due to such suspension, revocation, fine or sanction (except to the extent caused by the gross negligence or willful misconduct of the Foundation or 220 North Tryon).

Inclement Weather Policy

220 North Tryon at Foundation For The Carolinas 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, the Foundation 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 at Foundation For The Carolinas' discretion to cover the vertical garden to protect the plants from freezing.

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 attorney's 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.

Security Deposit and Rental Fee Information

In order to book an event, 50% of the rental fee is required upon signing the contract. \$500 of this fee is nonrefundable. 30 days prior to the event, 220 North Tryon must receive the rental fee balance and 30% of the total rental fee for the security deposit (fully refundable if no damage or issues have occurred after the event). If the full rental fee and other charges are not received prior to the event date, the 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. All major credit cards accepted.

Cancellation Policy

Written notification of a cancellation must be received by the Chief Marketing Officer a minimum of 120 calendar days prior to the scheduled Event Date in order to return any rental fees paid less the \$500 nonrefundable portion of the deposit. If written notification of a cancellation is received at a minimum of 60 calendar days prior to the scheduled Event Date, 220 North Tryon will refund to Renter 50% of the Rental Fee paid to date minus the \$500 deposit.



EVENT POLICIES AND PROCEDURES

Requested Event Materials

220 North Tryon at Foundation For The Carolinas strives to help orchestrate a seamless event for your guests. To that end, a final walk through with your planner and caterer is required to be scheduled 30 days before your event date as well as the following event materials must be provided a minimum of two weeks in advance of event date. Failure to do so may result in delays for your vendors and additional fees:

1. An event timeline.
2. Amount of time needed for set-up and breakdown of event.
3. A list of all vendors, including contact information and delivery schedules.

Vendor Insurance

All vendors must provide Certificate of Insurance including Commercial General Liability, two million General/Aggregate and one million each occurrence and Workers Compensation, one million each accident. 220 North Tryon, LLC and Foundation For The Carolinas must be listed as the additional insured on the certificate.

Loading Dock

220 North Tryon uses the Truist Tower Loading Dock located at 214 North Tryon Street, Charlotte, NC 28202. The loading dock entrance is between 5th and 6th streets on North College Street.

The loading dock must have an access form, provided by the Event Manager, 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 TruistCenter@am.jll.com. The Special Event Manager is not responsible for coordinating with the loading dock for space and time of use. The Event Manager will sign for all deliveries for the event; however, the Event Manager and the Foundation 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.

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.

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.

A \$500 overtime fee will apply if vendors or guests remain onsite beyond the exit times agreed to.

The above referenced items are the sole responsibility of Renter to complete and have approved. Any violations of these events policies and procedures may result in termination or cancellation of the event.

