

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 within the Belk Place civic campus 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.

For more information, please contact:

Ervin Ledbetter
Events and Venue Manager
704.998.6411
eledbetter@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 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.

USAGE Cocktail receptions, intimate dinners, press conferences



RENTAL SPACES | 4TH FLOOR

KEARNEY SOLARIUM + SILVERMAN PAVILION



Kearney Solarium + Silverman Pavilion

CAPACITY	200 Theater Style
	126 Classroom
	168 Seated Rounds
	250 Standing
INSTALLED EQUIPMENT	Overhead Projector/Screen
	Speakers Built-in
	Wireless Microphone
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	Meetings, presentations, panel discussions, dinners, receptions



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, private dinners, luncheons, hospitality area



RENTAL SPACES | 1ST - 4TH FLOORS

LEVINE CONFERENCE CENTER



Levine Conference Center	
SEATING CAPACITY	6-40
GENERAL DESCRIPTION	The center features 17 art-filled conference rooms, each designed to provide the perfect space for groups of various sizes to engage in meaningful conversation and planning. AV and WiFi available.
USAGE	Board meetings, trainings, conference, break out sessions
CONTACT	Sarah Slaughter Conference Center Manager 704.973.4904 sslaughter@fftc.org



LEVINE CONFERENCE CENTER RATES AND CAPACITY

Nonprofit organizations must provide a copy of their 501(c)3 documentation and be based within the following counties designated below to receive 220 North Tryon's nonprofit rate. Nonprofit organizations based outside of the following counties will be charged private sector rates. North Carolina: Cabarrus, Mecklenburg, Cleveland, Davidson, Iredell, Lincoln, Richmond, Rowan, Gaston, Stanly and Union. South Carolina: Cherokee, Lancaster and York.

SPACE	MONDAY-FRIDAY DAILY RENTAL 8:30 - 5:30 PM		MONDAY-THURSDAY EVENING 5:30 -9:30 PM		CAPACITY
	NONPROFIT	FOR-PROFIT	NONPROFIT	FOR-PROFIT	SEATED
Conference Room	Complimentary	\$450	\$350	\$450	6-16
Garmon-Brown Board Room	Complimentary	\$800	\$500	\$800	28
Grigg Board Room	Complimentary	\$800	\$500	\$800	38
Sklut Classroom	Complimentary	\$900	\$550	\$900	40
3rd Floor Gantt Tier Lobby*	N/A	N/A	\$600	\$600	40 (standing)

Levine Conference Center Operating Hours

Monday – Friday, 8:30 a.m. to 5:30 p.m., Weeknight hours available upon request.

Nonprofit Consecutive Usage

Due to high demand for space at 220 North Tryon at Foundation For The Carolinas, nonprofit organizations seeking space for more than two consecutive days must be approved by the Conference Center Manager, and may incur a fee.

Nonprofit Meetings with Registration Fees

Meetings involving a registration fee must be approved by the Conference Center Manager and may incur private sector rate.

Age Policy

Any meeting with attendees under the age of 21 must be approved by the Conference Center Manager.

Catering for Conference Rooms

Organizations using Levine Conference Center for meetings may bring in their own food items or select a breakfast or lunch purveyor that can provide snacks, boxed lunches, or platters. Only caterers on the approved caterers list may use 220 North Tryon's 4th floor kitchen.

Decorations

No balloons, glitter, confetti, birdseed, rice, live rose petals or other similar objects or materials are allowed. No decorations may be used that may cause damage to floors, ceilings, walls or artwork. Materials may not be attached to walls, ceilings, floors, windows, art pedestals, elevators or staircase.

For more information: www.ffc.org/request_meeting_space

220 NORTH TRYON RENTAL RATES AND CAPACITY

CAPACITY AND SQUARE FOOTAGE

SPACE	SEATED	STANDING	SQUARE FOOTAGE
Luski Gallery	100	300	6,000
Kearney Solarium + Silverman Pavilion	168	250	3,000
Legacy Hall + Rodgers Sculpture Garden Terrace	80	175	2,900
Overcash Tier (4th Floor)	248	425	6,900
<i>Includes Kearney Solarium, Silverman Pavilion, Legacy Hall, Rodgers Sculpture Garden Terrace and Catering Facility Access.</i>			
Rental of Full Event Facility	348	725	11,900
<i>Includes Luski Gallery, Kearney Solarium, Silverman Pavilion, Legacy Hall, Rodgers Sculpture Garden Terrace, and access to two Catering Facilities.</i>			

	MONDAY-THURSDAY 8:30 - 5:30 PM FRIDAY 8:30AM-1:00PM		MONDAY-THURSDAY EVENING AFTER 5:30 PM		FRIDAY		SATURDAY/SUNDAY	
SPACE	NONPROFIT	FOR-PROFIT	NONPROFIT	FOR-PROFIT	NONPROFIT	FOR-PROFIT	NONPROFIT	FOR-PROFIT
Luski Gallery	\$2,500	\$3,200	\$2,500	\$3,200	\$4,200	\$5,300	\$4,900	\$5,500
Kearney Solarium + Silverman Pavilion	\$950	\$1,800	\$2,500	\$3,200	\$4,200	\$5,300	\$4,900	\$5,500
Legacy Hall + Rodgers Sculpture Garden Terrace	\$950	\$1,800	\$2,500	\$3,200	\$4,200	\$5,300	\$4,900	\$5,500
Overcash Tier (4th Floor)	\$1,700	\$3,000	\$4,200	\$4,900	\$5,500	\$5,900	\$5,800	\$6,900
Rental of Full Event Facility	\$4,200	\$5,800	\$5,500	\$6,500	\$6,500	\$7,100	\$6,800	\$8,300

Special rates and/or minimums may apply during holidays, major city-wide events and other select dates.

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

Rental includes: Security Officer, Janitorial Staff, Event Manager, Chiavari chairs standard and bar height, 5 ft round tables, banquet tables, easels, podium, cocktail tables, seminar tables and chairs and portable LED lit bar. Linens and glassware are not included.

Evening and weekend event facility rentals are based on four hour event, three hours of load-in and 1.5 hours of tear down time. Additional set-up and breakdown time may be scheduled at \$500 per hour. Additional event time may be added for \$750 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.

The following items or services are available from 220 NT at an additional cost: Additional security: Based on request, Portable audio equipment: \$300, Staging \$500- \$1000, Removal and return of Gallery furniture: \$200 per set, Portrait cover: \$250- \$800

For more information: www.ffc.org/request_event_space

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 Special 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 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 ext 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

Valerie Mena
704.338.6864
events@lateadas.com
www.lateadas.com
@lateadas

MTC Events

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

Mert's Heart & Soul

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

Porcupine Provisions

Leslie Schlernitzauer
704.376.4010
pppine@porcupineprovisions.com
@porcupineprovisions

QC Catering

Chloe McCann
919.454.7372
cmccann@qccatering.com
www.qccatering.com
@qc_catering

Reids Fine Foods

Nikki Morley
704.995.5123
nikki@reids.com
www.reids.com
@reidsfinefoods

Roots Catering

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

Sabor Latin Street Grill

Rosa Ortega
704.900.2952
rosa@raydalthospitality.com
www.raydalthospitality.com
@saborlatingrill

Something Classic

Kristina Dauksys
704.377.4202
kristina@somethingclassic.com
www.sometingclassic.com
@somethingclassiccharlotte

Xenia Hospitality

Maria Cajiao
980.301.3385
maria@xeniahospitality.com
www.xeniahospitality.com
@xeniacateringclt

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.

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

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 an Events Team member 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 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.*

EVENT POLICIES AND PROCEDURES

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.

Animals or Pets

Only certified assistance animals, such as guide or service dogs are allowed in the building.

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.

Accessibility

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

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. Size: 15' deep x 5'1" wide x 9'4" high

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.

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, sparklers, pyrotechnics, drones, fog, dry ice, hazers, pepper spray, mace, guns or dangerous weapons. No illegal drugs.

Fundraising

An organization seeking to use 220 North Tryon for an event involving an admission charge for fundraising must be approved by the VP + Director of Events and Venues. Raffles or live and silent auctions are permitted only if the goods or services being sold are donations to the organization to support the organizations nonprofit activities.

First Floor Sonia & Isaac Luski Gallery

No dancing, bands or DJs are allowed in the Luski Gallery. 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. Mezzanine Bridge is included in rental of Luski Gallery for musicians or entertainment purposes only.

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.

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.

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.

Entertainment

All entertainment, including any applicable licenses for live or recorded music, is the sole responsibility of Renter. 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

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

- (a) The Renter shall be entitled to a refund of 100% of the Deposit if the Renter provides written notice of a cancellation to the Chief Marketing Officer more than (or equal to) 120 days prior to the Event Date.
- (b) The Renter shall be entitled to a refund of 50% of the Deposit if the Renter provides written notice of a cancellation to the Chief Marketing Officer less than 120 days of the Event Date but more than (or equal to) 60 days prior to the Event Date. Renter agrees the remaining Deposit shall be forfeited to 220 North Tryon.
- (c) The Renter shall not be entitled to any refund of the Deposit if the Renter provides notice of a cancellation less than 60 days before the Event Date. Renter agrees the Deposit shall be forfeited to 220 North Tryon.
- (d) The Renter shall not be entitled to any refund of the balance of the Rental Fee if the Renter provides notice of a cancellation less than 30 days before the Event Date. Renter agrees the balance of the Rental Fee shall be forfeited to 220 North Tryon.
- (e) In the event the Renter provides notice of a cancellation prior to the Event Date, the Renter agrees that 220 North Tryon may deduct any fees, costs and expenses incurred by 220 North Tryon (including, without limitation, the purchase of any alcoholic beverages) from the Security Deposit prior to returning the Security Deposit to Renter. Renter is responsible for any vendor costs associated with the event's cancellation or date change.

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.

Pricing is not finalized until the contract has been signed. Any requested revisions to the contract or policies and procedures could result in additional fees to cover cost incurred by 220 North Tryon.

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 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' 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.



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 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. Certificate of Insurance with the following minimum requirements:

Commercial General Liability
\$2,000,000 General/Aggregate and \$1,000,000 Each Occurrence

Workers Compensation
\$1,000,000 Each Accident

220 North Tryon, LLC and Foundation For The Carolinas must be listed as additional insured.

2. An event agenda.
3. Amount of time needed for set-up and breakdown of event.
4. A list of all vendors and delivery schedules. Please include company name, office and onsite contact with cell phone and email information.
5. All vendors must provide Certificate of Insurance meeting the specified requirements.
6. Final Decor plan including location and design details.

Deliveries

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.

Loading Dock

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 **TruistCenter@am.jll.com**. The Event Office is not responsible for coordinating with the loading dock for space and time of use.

220 North Tryon uses the Truist 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 a.m. to 4:00 p.m., Monday through Friday. Alternate delivery hours must be pre-approved by the Event Office.

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.

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.

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.