

# *Levine Social Center Rental Package*

## *Make your event an affair to remember*

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Welcome to the Levine Social Center ~ whether you are planning a business event, social gathering, training seminar, wedding ceremony and/or wedding reception, we offer a variety of rental opportunities at reasonable rates.

**Banquet Hall** ~ the hall is spacious with over 3,100 square feet and can accommodate 210 guests banquet style seating or 375 guests for theater style seating. The stage is 574 square feet and is ideal for your wedding ceremony, band or DJ. The Banquet Hall opens to a private patio area and is furnished with audio/visual and a 16' x 12' projector screen.

**Multi-Purpose** ~ this room is 1,404 square feet and can accommodate 60 guests banquet style seating or 75 guest's theater style seating. The Multi-Purpose room is furnished with audio and is a perfect size for smaller events or business event.

The Levine Social Center offers rental opportunities for business and/or social meetings. The Center is handicap accessible with parking for 118 vehicles.

Catering ~ please contact the Levine Social Center at [LevineSocialCenter@gmail.com](mailto:LevineSocialCenter@gmail.com) or call 704•846•4654 for a list of preferred Caterers.



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## Alcohol:

- The preferred Caterer will hold all necessary ABC permits to serve beer, fortified wine and liquor.
- All alcohol must be served by the preferred Caterer.
- The preferred Caterer must show proof of the proper permit from the North Carolina Alcoholic Beverage Control Commission and a one-million-dollar liability insurance to serve alcoholic beverages. Alcohol permit and liability insurance need to be provided two weeks prior to scheduled event.
- No outside alcohol is permitted.
- Consumption of alcohol is allowed only in the designated areas.
- Consumption of alcohol in the parking lot is prohibited.
- Alcohol will only be served to persons 21 years of age or older. Anyone who appears intoxicated will not be served alcoholic beverages and may be required to leave the premises.

## Cancellation:

- Under no circumstances will the deposit be refunded in the event of a cancellation.
- A deposit holding a specific date for an event is non-refundable once the contract is signed.
- In addition, a deposit for a specific date and event does not allow for alternate dates to be chosen.
- The Levine Social Center will not be responsible for natural disasters that delay the start of the event, prevent the event from occurring or ending earlier than scheduled.

## Caterers:

- All food and beverages must be supplied and prepared by the preferred Caterer. No outside food or beverage is permitted.
- Preferred Caterers must provide a copy of business license, certificate of insurance, and last health inspection two weeks prior to the scheduled event.
- Preferred Caterers are responsible for all food and drink set-up and clean-up, buffet supplies and linens, serving utensils, table linens, plates and dishes, silverware, cups, glasses, napkins and servers.
- The Preferred Caterer is responsible for set-up, break down, cleaning the food area and removing the trash from inside the building.
- The Preferred Caterer is responsible for all leftover food removal immediately following the event.
- The Preferred Caterer is not permitted in the Center's kitchen or use of any equipment.
- All Catering equipment must be removed the day of the event.

Lessee Initials & Date \_\_\_\_\_ Lessor Initials & Date \_\_\_\_\_

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## Event Hours:

- The Center rental includes a one-hour set-up prior to the contracted start of the scheduled event. Additional hours may be available for a cost of \$150 an hour and must be pre-arranged with Center personnel pending room availability.
- Events ending after 12:00AM will be charged \$300.
- The Center has a two hour minimum rental for events Monday through Friday until 4:00PM.

## Event Set-up:

- All arrangements, audio/visual, room layout, and set-up for the event need to be provided two weeks before the scheduled event.
- Candles may be used only on the tables provided they are in a glass container.
- The use of tacks, glue or tape is prohibited on the walls or drapes. Confetti, glitter or silly string is prohibited on the premises.

## General Information:

- The Center is a smoke free building. Smoking is permitted outside of the building at the side entrances or the outside patio.
- No illegal substances, firearms, or other weapons are permitted on the premises.
- Children must be supervised at all times and not permitted in the fitness area.
- All emergency exits must be kept clear at all times.
- No live animals (excluding service animals) are permitted on the premises.
- An event manager will be assigned to each event and will remain on the property during the entirety of the event. The event manager will be responsible for responding to any emergency situation, be a direct point of contact for the client, and provide guests with assistance when necessary, executing building policies and ensuring they are followed, assistance with audio/visual needs, cleaning, locking and securing the building after the event.
- All decorations, floral arrangements, chair covers, catering rental items, DJ or band supplies must be removed the day of the event.
- The Center assumes no responsibility for the damage or loss of any merchandise or articles brought in the Center.
- The Center may request a security guard for the event if deemed necessary at cost.
- The client will be responsible for any damage caused by the entertainer, DJ service and/or band.
- No type of pyrotechnic equipment or fog machines may be used.

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**Payment Terms:**

- All prices are based on payment by cash, check, Visa and MasterCard.
- All returned checks will incur a \$25 returned check fee.
- A 50% non-refundable room deposit and signed contract are due at time of booking. Final payment is due two weeks before the scheduled event.
- A client must be 21 years or older to book an event.
- All arrangements, audio/visual, room layout, and set-up for the event needs to be provided two weeks before the scheduled event.
- The Center reserves the right to cancel an event if the event is not paid in full two weeks prior to event date.
- A \$500 security deposit is required for all events and due two weeks before the scheduled event. Security deposits will be returned the following business day providing no property damage was reported.
- Non-profit organizations will receive a 15% discount on room rental provided a current copy of a 501(c)(3) is provided at time of booking.
- Levine Center partners will receive a 20% discount on room rental provided they are a current partner at time of booking and time of scheduled event.

	Friday After 4PM or Saturday	Sunday	Monday-Friday 8:00AM-4:00PM	Monday-Thursday After 4PM
<i>Pricing includes tables &amp; chairs</i>	<b>5 Hour Event Fee</b>	<b>5 Hour Event Fee</b>	<b>2 Hour Event Minimum</b>	<b>2 Hour Event Minimum</b>
<b>Banquet Hall</b>	<b>\$2,000</b>	<b>\$1,500</b>	<b>\$125/hr.</b>	<b>\$350/hr.</b>
<b>Multi-Purpose</b>	<b>\$900</b>	<b>\$650</b>	<b>\$75/hr.</b>	<b>\$200/hr.</b>
<b>Banquet Hall &amp; Multi-Purpose</b>	<b>\$2,500</b>	<b>\$2,000</b>	<b>Not available</b>	<b>Not Available</b>
	<b>2 Hour Event Fee</b>	<b>2 Hour Event Fee</b>		
<b>Banquet Hall</b>	<b>\$850</b>	<b>\$750</b>		
<b>Multi-Purpose</b>	<b>\$450</b>	<b>\$350</b>		
<b>Banquet Hall &amp; Multi-Purpose</b>	<b>\$1,300</b>	<b>\$1,100</b>		

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Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Total: \_\_\_\_\_ 50% Non-refundable Deposit: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Guest Total: \_\_\_\_\_

Audio/Visual Needs: \_\_\_\_\_

Preferred Caterer: \_\_\_\_\_

Contact for Caterer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Center Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Total:	Discount: Non-profit <input type="checkbox"/> Partner <input type="checkbox"/> Discount:
Deposit:	Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>
Balance:	Balance Due Date:
\$500 Security Deposit Due Date:	
Payment:	Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>
Payment:	Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>