

January 1, 2010

STANDARD OPERATING PROCEDURES
GOVERNING THE LEASE OF
THE DENNIS A. WICKER CIVIC CENTER

Adhesive-backed Decals – These items are prohibited from distribution anywhere on facility property.

Access – All working building personnel shall have access to all areas of the building at any time. Staff reserves the right to check any and all packages being brought into the center.

Alcohol Policy – **Alcohol** may **NOT** be sold at any event. Civic Center will provide security guards for groups wishing to have alcohol during events and charges billed to client. Depending on the type of event further requirements may apply. Failure to comply with regulations will result in shut down of your event. The legal age to consume alcohol is 21. The client is responsible for any underage drinking during their event. You can reach the **ABC Commission number in Raleigh at (919) 779-0700. Their website is www.ncabc.com and click Permits. This license MUST BE at the Civic Center office at least two weeks prior to event.** **No** glass containers allowed.

Building Disfiguration – No holes may be drilled, cored or punched anywhere in the building. Painting is prohibited on premises. Lessee is responsible for the repair of any damage or disfiguration to the facility

Cancellation and Reservation – The reservation is not confirmed until the appropriate deposit is received when requested. If event is a fee exempt event then the reservation is not confirmed until Application for Use is received. **All fees are due and payable 60 days from date of event.** Depending on Event Type, deposits of \$ 100.00, \$ 300.00, \$ 500.00 or more are due and payable at booking. **Cancellation of event within 60 days of event day will forfeit deposit. Cancellation of event within 45 days will forfeit all fees.** Clients having history of cancelled event will be subject to increased deposits at discretion of Facility Management. Facility tentative holds are made for 3 days only and will be cancelled unless deposit is received within that 3-day period. There will be a **\$ 50.00 Saturday event** charge for some areas of Civic Center.

Cleaning – Lessee shall leave the facility in the same clean condition in which it took possession. All trash shall be placed in trashcans immediately after the event is over. Any extraordinary cleaning that has to be performed by Dennis A. Wicker Civic Center Staff will be billed to lessee.

Contact Person/ person signing the application to use the facility and the person signing the contract must be same person. Only one person should work with

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civic center for each event. This will eliminate any miscommunications with set up information or cancelations.

Equipment – The facility rental fee includes chairs and tables set according to client's plan. The rental fee includes podium, use of 1 microphone and house sound system. Audio/Visual Tech Support can not be expected during events but we will aid in setup. Civic Center will be pleased to provide referral for audio or visual support and/or additional equipment during event. For equipment rental rates contact the Civic Center office. All helium tanks MUST be secured in proper cylinder tank stand at all times.

Event Program – Please file a copy of your event program as soon as it is available to the civic center. This will allow us to give correct information to outside calls when attending your event. This will allow an opportunity to schedule staff clean up.

Fire Code- Questions or concerns may be addressed by Fire Chief. **LECTURE HALL will seat 198 Max. . Fire Code prohibits chairs down aisles. Fire Alarm pulls will generate a \$ 25.00 charge for each incident or pull. Neither Fire Alarm Pull nor any doors can be blocked. No pyrotechnics, firecrackers, no open flames, no luminaries, no fog, smoke effects or laser light shows allowed.**

Hanging Ceiling Rigging – Nothing may be hung, attached or suspended from any part of the building without consent from the Dennis A. Wicker Civic Center. Generally, metal lighting structures, lights, and speakers hung over stage or where people would be in hazard from injury of support failure will require a \$1,000,000 liability policy assigned to the Civic Center. All hung items will be double-safe tied with steel cable and shackles and certified by a trained rigging professional.

Hazards – Please report any spills or hazards to a staff member as soon as possible.

Hazardous Materials – Hazardous materials are not allowed in or on civic center property without written approval and hazardous materials must be labeled.

Hours of Operation – 8:00 am to 10:00 pm Monday thru Thursday and 8:00 am to 12:00 am Friday, Saturday and Sunday.

Insurance- The Dennis Wicker Civic Center **may** require proof of insurance in the form of a certificate of insurance naming The Dennis Wicker Civic Center as additional insured 14 days before event. The amount shall be \$ 1,000,000 and shall not be cancelled or materially altered after certificate delivered to civic center.

Kitchen and Catering – It shall be the responsibility of the lessee to submit to the Dennis A. Wicker Civic Center, in writing, the caterer or persons the lessee intends on using no later than 30 days prior to the first event day. Clients and caterers will be expected to adhere to kitchen policy, however, clients will be held responsible for loss or damage to dishes, glassware, silverware, etc.

Rules for Kitchen Use

- **Wash all dishes and silverware that are used and place on clean surface for inspection by Civic Center Staff. DO NOT RETURN to cabinets after use. Leave on counter and Staff will return to locked cabinets.**
- **Clean any appliances that are used.**
- **Sweep and mop all floors**
- **Leave all sinks clean**
- **Remove all food from walk-in cooler**
- **Clean walk-in cooler of trash and spills**
- **Propane NOT ALLOWED inside building**
- **\$ 25.00/ hour billed for additional cleaning by our staff.**
- **All trash will be placed in containers**
- **Deep fryer, if used, will be emptied of all oil and cleaned after use. Waste oil container provided outside near Kitchen door.**

Motorized Vehicles – Motorized vehicles or equipment will not be permitted inside of building unless authorization has been given. In the event any vehicle is for display, all fire regulations pertaining to exhibits must be strictly adhered to.

Non Profit Agencies – To receive rate discount a copy of non-profit permit must be provided if not on file with Civic Center. If sponsoring an event, acknowledgement from the agency stating that permission has been granted to hold an event and their Tax Exempt I. D. Number are required.

Parking Lot – The parking lot may not be used for commercial exhibits, displays, promotions etc. without consent from the Dennis A. Wicker Civic Center. Returning the parking lot area in a clean condition is the responsibility of the lessee. No Parking in the Fire Lane. Parking of vehicles in loading dock areas or any other unauthorized location will be ticketed and/or removed at owner's expense.

Portable Walls and Freight Doors – Only DAW Civic Center personnel are authorized to move portable walls, open and close freight doors, turn on lights, change thermostat setting or unlock doors.

Power Connections: Power connections requiring access to panel lugs and junctions must be connected by a licensed electrician licensed in NC. No exceptions.

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Private Bookings – Lease rate of the facility for private use will be charged the non-profit rate.

Rental Times – All rates are based on an 8 **consecutive** hour rental period with an hourly rate after 8. All events must be scheduled between 8:00am and 12:00 midnight. All events must end by midnight and may not start prior to 1:00pm Sundays w/o expressed approval of Facility Coordinator.

Reservations – In order to secure a reservation, a person **MUST** be Twenty-one (21) years of age. Representatives leasing on behalf of a business or organization **MUST** show they are authorized to do so.

Security – Any event serving alcoholic beverages are required to have **uniformed** security officers as prescribed by Facility Management. LESSOR will coordinate security and act as intermediary. Any person whose conduct is disorderly or disruptive shall be refused entrance or shall be immediately ejected from the premises. Lessee assumes full responsibility for the acts and conduct of its invitees and attendees of the event. Security guards charge \$ 25.00 per hour per person.

Security Deposits – A Security Deposit is a warranty against cancellations, protection for damages and used as fee adjustment if necessary. The deposit will be \$ 100.00, \$ 300.00, \$ 500.00 or more depending of type of event. Deposits are due at time of booking and are refunded after the event minus extra cleanup or damages. Failure to pay deposit at booking will result in cancellation of tentative hold.

Setup Requirements – Event requirements and floor plan must be “sketched out” and submitted 2 weeks prior to event. Adequate aisle space and door clearance must be allowed in accordance with Fire Marshall Requirements. Safety issues should be considered in planning your event. . Glitter, confetti or spray paint may not be used in the building or under Portico. Staples are not allowed to attach skirting to civic center tables.

Sharing the Facility – We are pleased to offer the entire facility for a contracted price. However, unless your contract covers the entire building, there may be other events taking place at the same time elsewhere in the building. Please remember that the lobby may be used for registration but we ask that it remain open for public access and egress as it is common area. The lobby may be decorated for your event with a rental fee. We will provide you with information about any other events scheduled in the Dennis Wicker Civic Center during your contracted time.

Soliciting – Outside solicitors are not allowed during events

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Smoking – NO SMOKING! The building is a **smoke free** facility.

Ticket Sales/Seating Capacity – Lessee shall not, under any circumstances, print more tickets for any one performance than there are seats available. Ticket booth may be rented for ticket sales and telephone line with phone for \$ 25.00 plus long distance charges per day. Ticket Booth opening must be scheduled as not to interfere with other events.

Failure to Comply

Failure to comply with Rules and Regulations governing the facility could result in loss of part or all of deposit, immediate closure of the facility, bill for additional damages and be barred from the facility.

Zero tolerance-No drugs/ No weapons/ No loitering/ No animals allowed in building without written permission prior to your event.