



Event Planning Guide

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SPECIAL ROLLBACK-Effective January 22, 2024

Venue fees include up to 8 hours of room access (required 2 hrs for set up, 1 hr for clean up & up to 5 hrs for actual event time). Additional hours available for \$400 per hour Suite 109 and \$200 per hour Suite 157.

Room C is required for events ranging in size from 41-240 people.

The Business Center is available for up to 40 people.

All events must end by 11 pm & all vendors including our staff must exit the building by 11:59 pm or at least 1 hour prior to the contract rental time end whichever is earliest.

Rooms	C (Suite 109)	Business Center (Suite 157)
Sq. Footage	3,760	875
Max capacity	up to 240 people	up to 40 people
M-F day rate 7 am-4 pm M-Th evening rate 4 pm until 11:59 pm	\$1,200	\$500
Friday pm after 4 pm until 11:59 pm	\$1,950	\$500
Saturday 8 hrs of access between 9 a.m. & 11:59 pm	Nov-April \$2,900 May-Oct \$3,200	\$500
Sunday- 8 hrs of access between 9 a.m. & 11:59 pm	\$1,950	\$500

**Holiday rates vary

We are a flat rate venue & do not charge tax or service fees.

\$400 refundable damage deposit required for all events Suite 109.

\$150 refundable damage deposit required for all events Suite 157.

Damage deposit refunded within 20 business days following your event.

Included in C Room Rates

- Setup of Facility (tables/chairs) *Linens NOT provided.
- Free Parking covered & uncovered
- Private Restrooms
- Outdoor Patio
- Hardwood Dance Floor
- Catering kitchen & ice machine
- Wireless Internet, LCD projector, Screen
- Sound System & speakers throughout facility- works best for speaking or background music
 - Connection for computers, MP3s, iPods & phones w/headphone jacks/AUX ports
- 2 Hand Held/1 Lavalier Microphone
- Equipment provided:
 - 240 - Ballroom chairs (ivory vinyl included in rental fee)
 - 30 - 60" round tables that seat 8 people
 - 12 - 8' banquet tables
 - 2- 6' foot banquet tables
 - 5- High Top Cocktail Tables
 - 50 - 18" x 72" classroom tables
 - Granite top bar
 - 48 inch round cake table
 - 30 inch round sweetheart table

Terms and Conditions

1. RESERVATIONS AND PAYMENTS

- a) To secure a date, a 50% venue fee payment & signed contract are required. This fee is non-refundable. If a client cancels their date and another client books the available date, monies may be refunded less a \$200 admin fee.
- b) We accept personal checks, bank checks, cash, money orders, as well as credit cards. The \$400 refundable damage deposit must be paid in cash. Credit cards are NOT accepted for refundable damage deposit.
- c) Checks are payable to Royal NCB, LLC.
- d) The venue fee balance is due 90 days prior to the event date. Failure to pay venue fee balance within 90 days of event date, may result in cancellation of event date. If The Royal cancels your date due to non-payment, no refund is given regardless of rebooking.
- e) Damage deposits may be paid in cash and are due 30 days prior to event date. Damage deposits will be refunded by check and mailed within 20 business days following your event provided no additional charges are incurred.
- f) Cancellations & Refunds:
 - ✓ If the event date is cancelled by the Licensee, The Royal retains 100% of the venue fee paid. No refund is given unless the date is rebooked by another licensee at an equivalent or higher rate, in which case the Venue Fee will be refunded to the original Licensee less a \$200 administration fee within 30 days following payment of the replacement license.
- g) Your set up floor plan will be created by The Royal staff 30-45 days prior to your event date. You will have a chance to review and approve the design. All floor plans are final 30 or more days in advance of event.
- h) If a client desires to change their date after contract is signed, there is a \$200 change fee due at the time of change and you are subject to a new contract and current rates.

2. CATERING/BARTENDING: To ensure quality & preserve the integrity of The Royal, The Royal Sales Manager must approve ALL caterers and bartenders. Only caterers & bartenders who are licensed & insured will be approved. Please submit your desired caterer and bartender information to The Royal PRIOR to signing a contract with them.

A list of recommended vendors is provided on our website: <http://theroyalbanquet.com/recommended-vendors>. Vendors are reviewed annually & the top performing are selected. We maintain their current insurance on file for your convenience. All vendors must abide by the rules of The Royal or they will no longer be permitted to work future events.

- a) All caterers/bartenders are required to have on file at The Royal 60 days prior to the event:
 - 1. Current Liability Policy - \$2 million general aggregate policy listing The Royal as additionally insured
A COI listing The Royal as additionally insured must be provided by BOTH caterer and bartending 60 days prior to event date. If they are NOT provided, The Royal reserves the right to cancel the EVENT. There are no exceptions and food/beverage cannot be served without insurance.

*Should you elect to self-cater, you must acquire "Special Occasion Insurance" through Doug Robertson of Allstate Insurance (919-449-0007) & have on file with The Royal 60 days prior to event date. The policy is for 1 day only & must list yourself & The Royal as additionally insured. If serving any alcohol including beer/wine, liquor liability must be included on policy.
 - 2. Client to provide: ABC PERMIT if they will be serving alcohol beyond beer/wine/*IF serving only beer/wine, an ABC Permit is not required.
- b) The use of disposable products for food service creates an excessive amount of trash. We discourage the use of disposable products. There will be an additional charge for excessive amounts of trash IF trash is not bagged properly and placed in gray trash bin.
- c) All caterers are permitted to use facility property that includes a refrigerator, ice machine, sinks, bar, tables & chairs. The Royal does not provide linens, food, plates, utensils, or cooking appliances.
- d) The caterer is required to properly dispose of all food & trash items. A large gray container is provided in the service hallway of The Royal for this purpose. If the caterer fails to do so, client is responsible.
- e) All rental items must be properly set aside for designated pick up. Pick up must be immediately following the event. No exceptions. Rental items may enter at the time of your access and must exit prior to the end of your access. Any items left over night are not the responsibility of The Royal for any damages or loss incurred.
- f) Caterers are asked to offer food to our event staff at the front desk once all guests have been served.

3. ALCOHOL may be served to persons over the age of 21 under terms & conditions consistent with applicable State of North Carolina laws & Licensee must abide by the following:

- a) Licensee shall take full responsibility for & hold The Royal harmless from all liability arising from the serving & consumption of alcoholic beverages.
- b) Licensee shall provide a licensed, insured bartender to serve any alcoholic beverage.

- c) A certificate of insurance evidencing a Liquor Liability Policy from the caterer, Licensee or bartender must be on file at The Royal at least 60 days prior to event date. If the policy is not on file, no alcohol will be served.
- d) If hard liquor (any alcohol beyond beer/wine) is to be served, the Licensee is required to have an ABC Permit and provide it at least 60 days prior to event date. This is required of the Licensee in addition to having a licensed, insured bartender.
- e) Kegs are permitted but service is only by the licensed bartender.
- f) Alcohol is not permitted outside of the licensed Facility, including, but not limited to public areas within the Royal Bakery building.

4. MUSIC/ENTERTAINMENT

DJs and Live Bands are permitted. The Royal must approve additional entertainment in advance.

5. EVENT PLANNER

Event planners are not required. However, if you select a planner, they must be approved by The Royal 90 days prior to the event date. If written approval is not acquired, you may not use the planner. Please email events@theroyalbanquet.com the name, company, contact phone and email PRIOR to signing a contract.

6. CONFETTI & GLITTER/BALLOONS/BOXES

The use of confetti and/or glitter is extremely difficult to clean and therefore, not allowed.

All balloons must be popped and disposed of in trash bags.

All boxes must be broken down and properly disposed of.

Damage deposit will be forfeited if not adhered to the above.

7. TAPE ON THE WALLS AND FINISH SURFACES

The use of tape, command strips, etc. is damaging to walls and finished surfaces and requires cleaning and repainting. Licensee forfeits damage deposit if tape, command strips, etc. are used on the painted or finished surfaces.

8. SMOKE or FOG MACHINES, SPARKLERS, COOL SPARKS MACHINES and CANDLES

The use of smoke, fog, cool sparks machines and sparklers will set off sprinklers & are not permitted. Sparklers are permitted for use outdoors with advance notice. Drip less candles must be used for ceremonies, etc. Any type of candle may be used on tables.

9. TRASH AND FOOD

All trash and food items shall be bagged and placed within the container provided in the service hallway for disposal. Lack of use of bags and proper placement of trash and food causes difficulty in cleaning and Licensee will forfeit damage deposit if food and trash items are not disposed of properly.

10. EXCESSIVE CLEANUP

The Royal will be delivered in a clean and sanitary fashion and it is expected that the space will be returned in roughly the same manner, normal wear & tear, and cleaning excluded. In the event there is excessive trash or debris after the event, Licensee will forfeit damage deposit.

11. TIME

- a) The Royal is licensed for a maximum of 8 hours. This includes 2 hours of set up and 1 hour for clean up leaving up to 5 hours for the actual event. Additional hours are available for \$400 per hour for Suite 109 and \$200 per hour for Suite 157.

The 8 hour time period must be selected at time of contract and all events must end no later than 11 pm or at the designated rental time period whichever is earlier with 1 hour designated for Licensee/vendors to clean up (remove all personal items, dispose of trash, etc. Licensee is not responsible to mop, vacuum, and tear down tables or chairs.)

- b) The Royal host will arrive at the start of your access time & is the last one out. Tipping is not required, but is thoughtful if he/she has provided you & your guests with excellent service. Your rental time ends when the host staff exits the building. They leave when the last person, guest or vendor, has left your event. *Failure to exit the building at the agreed upon rental time will result in forfeiture of your damage deposit. In addition if you do not exit at the designated time, you will be asked to leave the premise or be cited with trespassing.*

- c) All rental items must be removed by the final hour of your event time. No items may be left overnight.

12. NO SMOKING/VAPING, ETC:

The Royal is a smoke-free environment. Smoking is prohibited in all areas of the building at all times. This includes vaping, etc. Should smoking of any kind be smelled or observed, the party may be ended with the loss of the full damage deposit. Smoking is permitted in outdoor common areas with proper disposal of cigarette butts.