**THE BALLROOM**

**Hamlet, NC**

**Thank you for choosing to host your event at The Ballroom!**

**Please read all the information below and sign at the bottom.**

**2022 Prices and Fees**

# Prices

**Friday or Saturday $550**

Event must be finished by midnight, cleanup by 1:00am

**Add Friday to a Saturday rental $250**

**Not available for the month of December.**

This includes up to 6 hours of use. Additional hours are $50 per hour.

**Sunday-Thursday $350**

Events must be finished by 10:00pm, cleanup by 11:00pm

Short Events- 3hours or less total **$250**

**Alcoholic Beverage Fee $75**

This is a bartender fee.

This does not include the purchase of any alcoholic beverages.

You may not consume alcohol without a bartender present.

**Chair Covers $.75 each**

Black and White available

**Chair Sashes Price varies**

Contact the Ballroom to see what is available.

**Patio Heater $50**

**To book your event you must pay a $100 deposit. Non-refundable once we are within 6 months event.**

**An additional $100 damage deposit will be held and refunded minus any charges within 3 days of your event.**

**Rules and Guidelines**

# General

The address of the venue is **3 West Hamlet Avenue, Hamlet, NC**

**We try to keep the price of renting The Ballroom reasonable and we ask that you treat it as you would your own property.**

You will be given a key the morning of your event. You are in charge of letting your caterer, DJ, decorator, etc. into The Ballroom.

To keep out flies, leaves, etc. and for The Ballroom to be a pleasant temperature please do not prop the doors open when bringing in food and equipment.

Please let us know how you would like the table and chairs arranged and it will be set prior to your event. If a table needs to be moved, please do not pull it across the carpet. **There is NO SMOKING allowed inside The Ballroom.**

# Decorating

**NO tape, staples, nails, push pins, or command strips** on walls, columns, dance floor or any other surface.

If anything is placed on the walls, etc. it will be removed prior to your event and thrown away. **NO open flames. NO wax candles.**

**No glitter, materials that shed glitter, birdseed, rice, or confetti.**

If you have any questions or would like help to decorate with something special, please call us and we will try to accommodate your request.

If these rules are broken, you will forgo your cleaning refund. If we enter The Ballroom and find any of the prohibited items they will be removed prior to or during your event.

# Cleaning

At the conclusion of your event you are responsible for the following:

Take out the trash. Roll the trash can outside before removing the bag.

Wipe down the kitchen, cleaning supplies provided.

Take out all decorations, food, and equipment that you brought into the Ballroom.

If anything is spilled on the carpet you may use the carpet cleaner provided.

Do not fold up tables and chairs.

Turn off all lights

Turn off AC/Heat

Lock all doors

Leave key on kitchen counter

# Bar

You cannot bring your own alcohol beverages into the Ballroom. You may bring soft drinks, non-alcoholic punch, tea, etc. Please bring your own ice for these beverages.

For events with alcohol, you must coordinate with the management

Date of rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_