

# 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.**

## 2026 Prices and Fees

### Prices

<b>Friday or Saturday</b>	<b>\$675</b>
Event must be finished by midnight, cleanup by 1:00am	
<b>Add Friday to a Saturday rental</b>	<b>\$300</b>
<b>Not available for the month of December.</b>	
This includes up to 6 hours of use. Additional hours are \$50 per hour.	
<b>Sunday-Thursday</b>	<b>\$475</b>
Events must be finished by 10:00pm, cleanup by 11:00pm	
<b>Alcoholic Beverage Fee</b>	<b>\$75</b>
This is a bartender fee and includes up to four hours of service.	
This does not include the purchase of any alcoholic beverages.	
You may not consume alcohol without a bartender present.	
<b>Chair Covers and Sashes</b>	<b>\$1.50 each</b>
Black and White available	
Silver sashes	
<b>Patio Heater</b>	<b>\$50</b>

**The Ballroom is not responsible for any accidents that occur during a rental including set up and clean up. Renters should monitor the actions of their guests.**

**To book your event you must pay a \$200 deposit. Non-refundable once we are within 6 months event.**

**You may receive \$50 back if you take out the trash and whatever else you bring in as decorations and food.**

## 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 on 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.

## **Furnishings**

**The capacity for The Ballroom is 175.** (Please note, The Ballroom cannot seat 175 with tables and chairs.)

**The Ballroom can seat up to 100.**

Furnishings include:

- 100 folding chairs
- 15 8 ft rectangular tables
- 10 6 ft rectangular tables
- 3 5 ft round tables

## **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 Balloon Shine**

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

If you have any questions or would like help decorating 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 are provided.

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

- 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 alcoholic 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: \_\_\_\_\_