



## FREQUENTLY ASKED QUESTIONS

### 1 I am hosting a private event what are my responsibilities?

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- You are required to schedule and manage vendors
  - as BCC only provides the venue
- Must obtain Special Event Insurance
  - Options found on line; also check your renters or home owners ins. company
- Comply with NC ABC requirements for alcohol use
- Manage setup & breakdown of decorations
- Ensure all trash is disposed of in the dumpster

### 2 What does the payment schedule look like?

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- \$500 NON-REFUNDABLE deposit to reserve space
- 1st 50% due (minus \$500) 4 mo. prior to event with the remaining 50% due 14 days prior
- If using BCC Bar Service the payment for alcohol will be a separate payment with full payment due at time of ordering alcohol (3-2mo. prior to date)
- NOTE: the timing that payments are due is subject to change based on your specific date
- All payments must be made online through the invoice provided via email

### 3 Can I use my own Vendors?

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- You can use your own vendors **except** for Furniture and Fixtures
  - we do require that all vendors are seasoned professionals that carry liability insurance
- If renting furniture-fixtures-lighting-etc. we **require** you use COOKE RENTALS
  - kerriecookerentals.com- 704-909-9174

### 4 What are the rules when serving alcohol?

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- NO outside alcohol allowed.
- BCC provides Bar Service for Beer & Wine only; alcohol must be purchased through BCC.
- Use only BCC-approved caterers or bartending services with proper licensing & insurance.
  - will need to send BCC their information for proper approval
- Decisions for Alcohol must be made at least 4 mo. prior to rental

### 5 I am hosting a WEDDING is that different?

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- Yes you MUST hire a licensed & insured event coordinator (recommendations available)
  - you will have to provide their COI and business information
- You will be required to rent for the entire weekend (Fri-Sun)
  - You can: set up Friday after 3pm, use space for wedding rehearsal, and final breakdown must be completed by 10am Sunday morning

### 6 What are the other RULES we should follow?

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- No cooking on site- Must have Food trucks or Licensed Caterer
- No real candles due to fire hazard
- No glitter, confetti, released balloons or rice
- Noise Ordinance is 10:30- all music must shut down
- NO outside alcohol
- MUST stay out of and away from pasture- cows get spooked as this is a working farm
- Smoking ONLY allowed outside & cigarette butts must NOT be in the yard/ grass (\$500 clean up fine)
- ALL trash MUST be disposed in the dumpster
- All items brought in must be removed immediately after the EVENT
  - if you have the wedding package you have until Sunday AM