

# Event Guidelines

## Event Inquiries

All bookings for 400 East are handled by (The Main Event/704-332-5819) who will facilitate the booking process including showing the facility, orchestrating event contracts and event logistics.

## Contracts

All event sponsors must complete and sign a contract for the use of the event space and submit it with a non-refundable deposit.

## Deposits and Payment

A deposit equal to 50% of the Facility Rental Fee is due at the time of the booking. The balance of the Facility Rental Fee is due two weeks prior to the event along with a **refundable \$500 cleaning and damage escrow**. For events booked within 4 weeks of the event date, the entire Facility Rental Fee and the damage escrow is due at the time of the booking.

*Make checks payable to **400 East***

## Capacity

### **400 East Lobby**

Reception: 100

Seated: 80

### **400 East – The Overlook**

Reception: 150

Seated: 100

## Event Hours

Monday - Friday 5:00 p.m. – 12:00 a.m.

Saturday – Sunday 11:00 a.m. – 12:00 a.m.

(\$100.00 per hour for every hour beyond 12:00midnight)

## Security

For groups of 100 guests or more, one off-duty police officer is required at a rate of \$30.00/hour beginning 30 minutes prior to the event and concluding at the time the last guest departs. Security arrangements must be made through (The Main Event).

## Cancellations

Any cancellations received within 90 days of the event result in forfeiture of deposits.

Cancellations due to acts of God may be rescheduled based on availability within the following 12-month period.

**ADA Compliance**

The Grinnell Water Works and 400 East Boulevard are reasonably accessible to disabled patrons as required by the ADA and applicable procedures.

**Event Set-up and Breakdown**

Event set-up and breakdown times may be coordinated with (The Main Event). Sponsor is responsible for leaving the area clean and free of trash.

**Rentals**

Rentals (linens, additional tables, etc.) are the responsibility of the client or caterer. Set-up and breakdown of equipment is not the responsibility of the 400 East staff. Please make arrangements with your rental company or event planner for set-up and breakdown arrangements.

**Music and Entertainment**

Each venue will support small entertainment acts.

**Power**

400 East has adequate electricity available for entertainment.

**Liability**

Event sponsor(s) agrees to assume all responsibility for any injury to persons present at the event or loss of their property and agrees to assume responsibility for damage or theft to the facility and its contents caused by anyone attending or present on the premises as a result of said sponsor's event.

Event sponsor(s) may procure and maintain policies of insurance, at their own expense.

**Special Permits**

Any necessary special permits are the responsibility of the event sponsor. Tent set-ups and street closings require permits issued by the City of Charlotte.

**Parking**

Plenty of complimentary parking is available—117 spaces at 400 East Boulevard.

**Smoking**

No smoking is permitted in the buildings.

**Lost and Found**

Any items found on the property will be turned into Beacon Properties, the management firm for the building. Patrons or sponsors may contact the building manager at 704-597-7757.

## **Catering**

Caterers operating at The Grinnell Water Works or 400 East Boulevard must maintain a current off premise catering license and current general and liquor liability coverage. The caterer will also contact his insurance company to name McCoy Holdings and Beacon Properties as additional co-insured parties for each event held in the building or on the property. Copies of these documents are required prior to any catered event. No exceptions will be made. The caterer is responsible for any illness or injury resulting from food preparation and food and alcohol consumption caused by the negligence of the caterer or its employees. The facility will not bear any liability for any rental equipment shortages (plates, glasses, tables, etc.).

## **Directions-To The Grinnell Water Works – 1435 W. Morehead Street Traveling from the South on I-77 North**

Take exit 9, I-277/John Belk Freeway/US-74.  
Merge onto US-74/W I-277S via exit 9C toward US-29/NC-27.  
Merge onto Freedom Drive via exit 1A toward US-29/NC-27.  
Turn right onto Bryant Street.

## **Traveling from the North on I-77 South**

Take exit 10A, US-29/Morehead Street/NC-27.  
Turn right onto Morehead.  
Turn left onto Summit Avenue  
Turn right onto Bryant Street.

## **From Morehead Street**

Travel west on Morehead to West Morehead.  
Between the 1300 and 1400 blocks of West Morehead turn left onto Summit Avenue.  
Turn right onto Bryant Street.  
Parking is on the immediate left.