



NC A&T ALUMNI FOUNDATION EVENT CENTER

DECORATION & SETUP POLICY /PROCEDURE

The following decorations and activities are specifically prohibited at the Alumni Foundation Event Center - confetti(static and cannons), glitter, stickers, spray paint, liquid paint, burning objects, helium balloons, rice, streamers or poppers. Bubbles and flower petals may be used outside of buildings only. Balloons are allowed in approved areas, they are not permitted to be released outdoors within the school grounds.

- All food and beverages are to be consumed in the ballroom or meeting room where the event is being held. The lobby is off limits for all food and beverage.
- No furniture or decorative objective objects belonging to AFEC may be moved from their respective position at any time.
- All decorations and equipment must be delivered and setup on the same day at the event, and removed at the conclusion of the event unless other arrangements are pre-made with our office.
- Alumni Foundation Event Center reserves the right to bill the sponsoring party for removal of any left items.
- Please inform your vendors that all pickups and deliveries of goods must be coordinated through the AFEC office to ensure vendor access to the building and/ or rental space.
- There is charges for additional time request aside for the time allotted for setup.
- Renter is responsible for making arrangements for renting equipment needed for event.
- AFEC has a limited amount of additional tables and chairs for rent/use.
- Nothing may be nailed, tacked, taped, hung, stapled or affixed in any way to the facilities walls inside or out. All decorations, other than free standing, must be approved by the AFEC office. In no manner will a renter permit any employee, guest or contracted party to deface, damage or otherwise injure AFEC property or its facility.
- All candles must be dripless and enclosed in a glass container of sufficient height to cover potential flames.

- AFEC setup staff does not set up or break down any equipment or furniture for events with the exception of AFEC's own tables and chairs. Due to liability, renter and / or caterer must provide adequate staff for event setup and breakdown.

- Renter is responsible for picking up all decoration at the end of the event.

- Please contact the AFEC office or update your reservation request form online if additional time is needed. A minimum time of 2 weeks is required prior to your event date to determine availability and approval.

- You will need to approve all event diagrams provided to you a minimum of 7 business days prior to your event.

- A standard room setup (or default diagram) will be provided for your event if our office is not contacted by you at least 7 business days prior to your event.

I have reviewed the contract/agreement set forth and agree to all terms herein.

The undersigned represent that they are authorized to sign and enter into this agree:

Name of Organization

Representative

Date: