



Policies & Procedures

Policies & Procedures must be signed fourteen (14) days prior to Event.

The following is a list of policies & procedures required of the Lessee, Caterer & Decorator by the VCCC:

- A Reservation Form **must** be completed in order for your rental date to be considered.
- The VCCC is a **smoke-free facility**.
- The following items are **STRICTLY PROHIBITED** in the VCCC or on the premises, unless authorized by the VCCC Director:
 - Glass beer or wine cooler bottles
 - Glitter
 - Confetti
 - Artificial Snow
 - Sparklers, fireworks, or other pyrotechnics
- **Special Note: Any item used at wedding receptions for the benefit of the wedding couple such as rice, bird seed, bubbles or popcorn will be the responsibility of the lessee to clean up before the end of the event.**
- Children under the age of 12 are to be under adult supervision at all times.
- Absolutely **NO tacks, tape, nails, etc.** can be used on any of our ceilings, doors, floors or walls, nor can items be hung from the ceiling or attached to our doors, floors or walls.
- No burning of candles is allowed in the facility unless authorized by the VCCC Director.
- Helium balloons are allowed. Helium balloons must be inflated outside the building.
- Lessee must submit their layout plan and audio / video request for approval at least ten (10) working days prior to the event. A written request for last minute changes to the setup must be submitted to the VCCC Director for approval. Lessee agrees to pay VCCC \$200.00 if changes are made forty eight (48) hours or less prior the event.

SECURITY REQUIREMENTS:

The VCCC is a publicly owned building. All events require security officers. Security is provided by the Vidalia Police Department and /or Concordia Parish Sheriff Department. The VCCC will schedule all security officers. The number of officers required is subject to change. Security requirements are determined on a case by case situation. The number of officers is based on the number of attendees and classification of the event and will be determined by the VCCC director. **The cost of security is in addition to the rental cost.** *The fee for security is \$25/hr. per officer and must be paid with cash. Payment must be given to staff member on duty prior to start of event. Officers will report for duty 30 minutes prior to start of the event and will*



remain 30 minutes after event ends. Therefore, to calculate an estimated cost of security an additional hour must be added to the duration of the event.

DEPOSITS:

Lessee is responsible for two deposits. Deposits must be paid with cash, cashier's check, credit card or money order. Deposits are mandatory.

- **Room Rental Deposit** -Secures the date of rental and is fifty percent (50 %) of the reservation rental, unless a different amount is authorized by the Facility Director. This deposit will be deducted from rental balance.
- **Facility (Damage) Deposit** (\$250.00) –This covers unexpected minor damages and unacceptable clean-up. Deposit must be received at least fourteen (14) days prior to the event. Deposit is refundable if the rental area is left in the same condition that it was at the time of rental. All trash must be removed from tables, kitchen area, concession area, loading dock, etc. and must be bagged and placed in the trash collection area outside the kitchen door. All non-center equipment, supplies and materials must be removed from the building following the event. The VCCC will not be responsible for anything left on VCCC property. Deposit will be available for refund at the discretion of the VCCC Director.

CATERING: You may utilize an approved licensed caterer for a fee of 20% of the total invoice for food and alcohol, excluding taxes and gratuity. Caterers are required to submit a signed copy of the invoice including menu and number of people prepared for along with payment within (24) hours of the event.

Caterers will be responsible for food setup, paper products, and break down of the food. All catering utensils, chafing dishes, etc. must be removed at the end of the event. Kitchen must be clean upon exit.

No other outside food or beverage products will be allowed in the facility with the exception of wedding cakes unless ordered by a caterer.

FIRE REGULATIONS:

All fire regulations must be observed. No pressure vessels containing any type of flammable gas will be allowed inside the building. This includes butane, propane, helium and other similar fuels contained in closed vessels.

RECEIPT OF POLICIES & PROCEDURES:

The Lessee hereby acknowledges receipt of the Vidalia Conference & Convention Center's Policies & Procedures, including all applicable fire safety policies, and agrees to be bound by such:

The following signatures constitute that you have read the above information acknowledging that you will be held responsible if there is a violation in our Policies and Procedures. If violated, VCCC will retain your deposit.

Event Name/Date

Client's Signature/Date

VCCC Staff Member / Date

Facility Director / Date