



Junior League of Charlotte, Inc (“JLC”) Building Licensing Rules At-A-Glance

Thank you so much for choosing the Junior League of Charlotte building for your event! To ensure the safety of guests and maintain the condition of the building, we have supplied the following rules at-a- glance as a resource for you. Please read them over and familiarize yourself with them. These Rules supplement, not supplant, the terms of the Licensing Agreement. This document is only intended to provide a quick resource as to some of the rules you must follow per the terms of the Licensing Agreement.

Event Times

- Start and end times, as indicated in your Licensing Agreement, are firm and must include time for set-up and take-down. To avoid added charges, please be sure that the rental space is returned to its original condition and all guests have departed prior to your agreed upon ending time. The building must be closed no later than 10pm on weekdays and 11pm on weekends.

Alcohol Policy

- Alcohol is not allowed at your event unless approved by JLC staff during the reservation process.
- If alcohol is served at the event, there will be an “upcharge” of 10% of the Licensing Fee. Only beer and wine allowed on the premises. Liquor and fortified wine are prohibited from being served on site.

Insurance

- **All Licensees must have a Certificate of Insurance on file** with the Administrative Director, naming the Junior League of Charlotte as the certificate holder. If you are serving alcohol, you must include Host Liquor Liability Insurance. The COIs must be provided to the Administrative Director prior to your event.
- This COI can be obtained through your insurance broker (homeowners or commercial), or you may purchase Special Event Insurance through a third party. There are several insurance companies available online that offer one-day event insurance.

- **Payment**

- A 50% deposit and signed contract is required to hold the event date.
- The remaining balance is due 14 days prior to the event.
- Payment made me paid online with a credit/debit card or by check.

- **Insurance Requirements:**

- **For corporate Licensees:** (a) commercial general liability insurance covering all of the Licensee's activities on the Property, with a limit of at least \$1 million per occurrence and \$2 million aggregate per location, including host liquor liability (if alcohol is to be served at the event) and broad form contractual coverage, naming the Licensor as an additional insured thereunder, (b) workers' compensation insurance, which shall fully comply with the statutory requirements of all applicable state and federal laws, covering all of the Licensee's employees in connection with Licensee's event, (c) employers' liability insurance of not less than \$500,000 per accident for bodily injury and \$500,000 per employee/aggregate for disease and (d) business automobile liability insurance coverage covering all owned, hired and non-owned vehicles and equipment used by the Licensee in conjunction with Licensee's event with a minimum combined single limit of liability of \$1 million for injury, death and/or property damage, naming the Licensor as an additional insured.
- **For Individual Licensees:** a single limit coverage of the Licensee and all of its activities on the Property of at least \$1 million per occurrence and \$2 million aggregate per location, including host liquor liability (if alcohol is to be served at the event) and broad form contractual coverage, naming the Licensor as an additional insured thereunder.
- **All vendors** working on-site during the event must also provide a Certificate of Insurance as described above.

Event Hostess

- A JLC member must always be onsite during an event. If your event is scheduled after business hours or when the building is otherwise closed, there will be an Event Host fee of \$20/hour.
- You will be greeted at our facility by either a staff member or a JLC hostess who will be onsite throughout your event as an agent of the JLC in case there are any issues. This person is there as a resource but is not expected to set up, clean up, serve food or participate in your event in any way.

- At the end of your event, the JLC hostess or staff member will walk through the building with you to ensure that the facility has been returned to its original condition. Any damage may result in an extra charge, so please be mindful and clean up after yourself and your guests.
- An Event Hostess will not be required if the Licensee is a JLC Active member, Sustainer or Provisional.

Audio/Visual Equipment

- There is free wi-fi available to all guests and the proper network information/password is posted in the building. We are not responsible for poor wi-fi connectivity that is beyond our control.
- The Community and Board Rooms offer the following:
 - Laptop connected to network wi-fi.
 - Projector and projector screen for presentations
 - OWL Meeting Camera for Zoom meeting/conferences.
 - Overhead speakers and plug-ins are available to play music off an iPhone.
 - Microphone available in Community Room
- Please contact office staff to arrange a walk-thru and tutorial prior to your event.

Room Set-Up

- Decorations or materials may not be attached to any part of the property unless approved in writing by the JLC staff prior to your event.
- JLC does not supply decorations or tablecloths.
- Please be advised that other visitors will have access to and use of the lobby, kitchen, and entrance areas. Decorations, signs, food, and other materials used for your event should not be placed in these areas without prior written approval from JLC staff.
- Should your event require other furniture (tables and chairs) beyond what is normally included in your licensed room(s), please coordinate your needs with JLC staff. Furniture cannot be moved from other areas of the building without prior written consent of JLC staff.
- If you use the large table in the foyer, you must cover it with the provided table pads. Your host can help you locate these.
- All rooms and furniture must be returned to their original configuration before leaving the premises following your event.
- We have 60" round tables, 6ft and 8 ft rectangular tables available for use.
- Tablecloths are not provided.

Additional Rules

- Firearms, weapons, smoking, live animals (except for pre-approved service animals), and candles are not allowed.
- Due to fire regulations, regular extension cords are not allowed. Three prong/grounded power strips may be used if plugged directly into a wall outlet.
- No candles or open flames allowed.
- Our facility is in a residential area. Please be respectful of our neighbors and keep any music or other noises to a reasonable volume. Music should not be heard outside the building. Per the Mecklenburg County noise ordinance: no outside amplified sounds Sunday-Thursday after 9 p.m.; Friday-Saturday after 11 p.m.
- Per the Licensing Agreement, advertising and marketing about your event must refrain from mentioning The Junior League of Charlotte name or logo unless you have received written approval. You may supply our address to your guests - 1332 Maryland Ave, Charlotte, NC 28209.
- Please dispose of all trash in the dumpster behind the building and replace the trash bags (found in the kitchen in a marked cabinet) at the end of your event. If you do not remove all trash, you may be charged a reasonable disposal fee.
- Please clean up any spills on rugs with the approved rug cleaner found by the sink in the Butler's Pantry.
- No pets are allowed in the building at any time.
- Parking: We have (20) parking spaces available on site, including (2) handicap spaces in the rear with two access ramps available for entry. Additional parking is also available adjacent to the Freedom Park Tennis Courts. Please note that visitors to the park typically use our parking lot during the weekends.