



Wedding/Event Policies and Procedures

Food and Beverage Minimums

LeGrand Center Management, LLC, requires a minimum food and beverage revenue for all events. This total excludes state sales tax (6.75%), service charge (20%) and rentals. In the event that your food and beverage minimum is not met, you will still be responsible for the remaining balance.

Pricing

All prices are subject to state sales tax (6.75%) and service charge (20%) (LeGrand Center Management, LLC will guarantee prices and menus 60 days prior to your function.

Payment Information

The signed contract and a non-refundable deposit are required to validate your contract and secure your function date. Cash, money order and credit cards are accepted for deposits. A valid credit card authorization form must be presented to remain on file. All deposits will be credited toward the final bill. Your advance deposits will not be refunded if the event should cancel. A payment reflecting 50% of the food and beverage minimum will be due 60 days prior to the wedding. The estimated payment, reflecting the final amount owed, will be due 7 days prior to your function. At this time, your final attendance count will be needed along with the signature approving the final Banquet Event Order. In the event that payment is not received by the specified time, charges will automatically be posted to the credit card on file. Any additional charges that are incurred on the day of your wedding/event will be posted to the credit card on file at the completion of your event.

PERSONAL CHECKS NOT ACCEPTED.

Cancellation

If the group must cancel this agreement for any reason, the following cancellation penalty will apply:

91 days or more prior to the event date	25% of estimated total including service charge and tax
90-61 days prior to event date	50% of estimated total including service charge and tax
60-31 days prior to event date	75% of estimated total including service charge and tax
30-0 days prior to event date	100% of estimated total including service charge and tax



Menu Selection

A list of our approved caterers will be provided, this list is also on our website: www.thegrandcenter.com. The Planning Manager is happy to assist you with caterers and menu selection, but feel free to contact them directly if you prefer. It is the responsibility of the client to arrange the food and beverage needs for the event. Final counts for each entrée selection must be received no later than seven (7) days prior to your event.

Meal Guarantee

Final guarantee count is due 7 days prior to your scheduled event. If your guarantee is not received, your estimated attendance as listed in the contract will become your guarantee number and will be charged accordingly. The exception to this would be if your actual number of guests exceeds your guarantee, in which case you would be charged for the actual number of guests that attended your event.

Function Rooms

Any changes to the function room set-up made within 72 hours of designated event start time are subject to a \$250 change fee. All events are based on the time frame specified in the contract. The client agrees to pay for each hour over agreed ending time, with prior approval from the Planning Manager, at a rate of \$100 per hour (unless after midnight, which will be due at the end of the function, along with an additional food and beverage charges.

Alcoholic Beverages

All Federal, State and Local laws with regard to beverage purchases and consumption will be strictly adhered to. State law prohibits any alcoholic beverages to be brought into any public area on the premises. LeGrand Center Management, LLC, policy does not allow any beverages purchased to be taken out of any public function room on the premises. In accordance with state and local law, it is LeGrand Center Management, LLC, 's policy to (a) request proper identification (photo I.D.) of any person of questionable age and refuse alcoholic beverage service if the person is either under the age of 21 or proper identification cannot be produced and (b) refuse alcoholic beverage service to any person who, in LeGrand Center Management, LLC, 's sole judgment, appears intoxicated.

Food Policy

State law prohibits any food to be brought into any public area on the premises, including function rooms. LeGrand Center Management, LLC, policy does not allow any food items purchased to be taken out of any public function room on the premises. All final arrangements, including menu selections and guarantees, should be received by the Planning Manager at least 7 days prior to the function.

Security

LeGrand Center Management, LLC, reserves the right to inspect and control all private parties, meetings, receptions, etc. being held on the premises, and to limit the noise volume in the function rooms for consideration of others. LeGrand Center Management, LLC, will not assume responsibility for the damage or loss of any merchandise or articles left in LeGrand Center Management, LLC, prior to or following



any banquet or meeting. Arrangements may be made for security prior to your planned event through the Planning Manager.

Group Representative Guarantee

Patron is required to conduct the function in an orderly manner, in full compliance with applicable laws, regulations and LeGrand Center Management LLC, rules. Patron assumes full responsibility for the conduct of all persons in attendance and for any damage done to persons or property on or about any part of LeGrand Center Management, LLC, premises or theft of property. Under no circumstances will LeGrand Center Management, LLC, be held liable for the criminal acts of third parties.

Shipping and Storage

Any materials shipped to LeGrand Center Management, LLC, must have prior approval by the Planning Manager. Materials shipped may arrive no earlier than two days prior to your function and may not remain on the premises longer than two days after the function date. All materials must bear the name of your group and shipping charges paid by you or your company. If any major handling is required on the part of LeGrand Center Management, LLC,, a handling charge will apply. LeGrand Center Management, LLC, accepts **no** responsibility for items stored or left on property.

Vendors

Vendor access coincides with the time listed on the contract. Vendors will not have access to your event space prior to access time listed on the contract. Vendors are required to break down and clean up all their supplies, accessories and exit facility by the end of the rental time listed on the contract. No storage will be provided for items left in the facility and LeGrand Center Management, LLC, accepts no responsibility for lost or misplaced items. In the event that supplies, accessories or decorations have been left on LeGrand Center Management LLC, property after the event has concluded, a \$500.00 clean-up charge will be administered to the event master account. Vendors will not be permitted to consume alcoholic beverages during their contracted time.

Outdoor Events:

Outside Promenade

Alternate space will not be provided in the event of inclement weather. It is the client's responsibility to arrange additional tenting or heating (based on availability, at an additional cost) with the Planning Manager no later than (14) working days prior to commencement of event.



Rules and Regulations for the LeGrand Center

ACCESS

All working building personnel, the Director, Sales Manager, Planning Manager, Operations Manager and Event staff shall have access to all areas of the building at any time. The Center will determine who shall and shall not be permitted in all service areas.

ABANDONED EQUIPMENT /LOST OR MISPLACED ARTICLES

Any article or equipment remaining at the center past the expiration of the license period may be considered abandoned and may be disposed of by the Center as the director deems necessary at the group's expense.

The LeGrand Center shall assume no responsibility for losses suffered by the group, its agents, servants, employees or guest. The LeGrand Center shall have the sole right to collect and have custody of any articles left on the premises by the attendees and to provide for the disposition thereof.

ALCOHOL POLICY

Please contact the Planning Manager for a copy of the Center's alcohol policy. Alcoholic beverages may not be bought on the premises by any individual without prior written approval by the Center. The Center reserves the right to check any and all packages being brought into the facility.

AUDIO-VISUAL

Audiovisual equipment is available. LeGrand Center only provides a VGA/or HDMI connection cable. Clients are responsible for any adaptors needed for their device, presentation clicker and/or other AV/accessories. Patching into Legrand's AV system is not allowed under any circumstances.

Please ask the Planning Manager for more information.

BALLOONS

Mylar balloons are prohibited. To prevent escape to the ceilings, helium-filled balloons and similar objects must be secured. Helium-filled balloons may not be distributed in the Center.

If the use of balloons is planned for your function please advise the Planning Manager.

CARPET TAPE

The vendors are responsible for the removal of all tape residue marks on the exhibit hall floor. The Center requires the use of gaffers tape. Removal and damage costs incurred by the Center from the use of inferior tape will be charged to the vendor.

DECORATING AND SIGNS

Do not attach anything, by any means, to walls, floors or doors without prior approval. No confetti, glitter, bird seed, rice or helium balloons are allowed in the Center. The use of scotch tape or decals on walls, floors, partitions, doors or windows is strictly prohibited.

The use of nails, tacks, brads, screws or other driven fasteners is prohibited.

Adhesive backed decals and stickers may not be distributed in the Center.

Easels may be available. Contact the Planning Manager for any special requests.

All candles must be self-contained.



DISPLAY VEHICLES AND DISPLAY EQUIPMENT

Any motor or equipment on display at the Center must comply with the Shelby Fire Department regulations. For further information please contact the Planning Manager. All equipment displays must have a plastic floor liner to prevent carpet damage. Notify the Planning Manager, prior to arrival, of large equipment displays entering the Center.

ELECTRICAL SERVICE

Wall, column and permanent building utility outlets are not part of a booth space and are not to be used by exhibitors unless specified otherwise. See your Planning Manager to prearrange your electrical requirements.

All equipment must comply with all federal, state and local safety codes. Electrical rates quoted for all connections include service to the booth. They do not include connecting equipment or special wiring.

Exhibitors are expected to provide their own extension cords. (UL approved Utility Cord)

EQUIPMENT - LEGRAND CENTER

All Center equipment such as food and beverage carts, table carts, dollies, jacks may be available to vendors if not in use by Center staff. Vendors must supply their own means of loading and unloading displays and booth materials.

FIRE HOSES, CABINETS, PULL STATIONS, AISLES AND EXIT DOORS

Do not block any doors marked with an overhead exit sign.

Each of these must be visible and accessible at all times. Contact your Planning Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required. Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

FOOD AND BEVERAGE EVENTS

An approved caterer must be the provider of concessions for any event. Vendors may offer samples for the guests, but may not offer food and/or beverage for sale or as giveaways in quantities above sample limits.

FOG/SMOKE/LASER LIGHTS

No fog, smoke effects or laser light shows shall be permitted in the Center.

FREIGHT/MAIL DELIVERIES

Deliveries received on-site should be addressed to the appropriate show or event. Freight deliveries for an event may not arrive more than two business days prior to the event.

Freight arriving sooner than 2 days prior to the event will be refused.

Please contact an exhibit contractor or freight handler for all shipping services.

Freight to be shipped must be removed the day of the event.

The LeGrand Center may not be held responsible for any shipments and/or damages to shipments.



Must have prior written approval and expected date(s) of shipment delivery in writing to the Planning Manager prior to shipment date or the shipment will be refused. Storage for shipments is extremely limited.

HOURS OF OPERATION

Offices are open 9:00am to 5:00pm Monday thru Friday. The maximum rental hours of occupancy for events is between 6:00 a.m. - 11:59 p.m. Arrangements regarding activities beyond these hours must be made with the Sales Manager or Planning Manager and will be subject to overtime charges.

LOADING/UNLOADING

Loading and unloading is permitted only through the loading dock. No loading or unloading is permitted through the front of the building. In the event the Center is not vacated by Lessee upon the expiration of the Term, Management is authorized to remove from the Center, at the expense of the Lessee, all goods, wares, merchandise and property of any kind left therein, and Management shall not be liable for any damages to or loss of such goods, ware, merchandise or property which may be sustained by reason of such removal, and the Management is hereby released from any and all claims for damages of whatever kind or nature, including but not limited to non-use or unavailability of such property. Items held maximum of 5 business days.

OUTSIDE SOLICITORS

Soliciting is not permitted on the LeGrand Center property. Unauthorized picketing is strictly prohibited by the LeGrand Center. The appropriate City of Shelby permit must be approved and on file.

PARKING

All parking is under the exclusive control of the LeGrand Center management and the following rules will apply:
No parking in fire lanes, service roads, loading dock areas or any other unauthorized location is permitted. Unauthorized vehicles will be removed at owner's expense. The LeGrand Center provides two parking lots; the front parking lot and the side parking lots. No cars will be permitted to park in the rear of the building by the loading dock. Other surrounding parking areas are available however vehicles parked on private property are subject to applicable regulations. Exhibitor's vehicles that take up more than one parking space must be moved off-site during show hours.

PROHIBITED MATERIALS

The following items are hazardous and prohibited.
LP gases (i.e., propane and butane)
Untreated Christmas trees, cut evergreens or similar trees
Fireplace logs and similar materials
Charcoal
Untreated mulch and Spanish moss
Hay and straw
Table top food fryers and steam tables
Flip flops, sandals and open toe shoes are not allowed in back of house during move-in/move-out.



Only the LeGrand Center may hang anything overhead including banners, signs, lighting, etc.

SAFETY

The LeGrand Center's goal is to provide a safe enjoyable atmosphere for every event and our guests. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be made immediately.

SECURITY

Any person whose conduct is objectionable, disorderly or disruptive to the Center's use or is in violation of any law shall be refused entrance or shall be immediately ejected from the premises.

Exhibitors assume full responsibility for the acts and conduct of its agents, employees, licensees, invitees and attendees of the event.

SMOKING

Smoking is not permitted in or on the grounds of the LeGrand Center. The LeGrand Center is strictly a smoke-free campus.

TELEPHONE SERVICE

The LeGrand Center is the exclusive provider of telecommunications/data line service in the Center.

Only the LeGrand Center personnel are authorized to modify system wiring and cable.