



# HERITAGE CONFERENCE CENTER

## Event Policies & Guidelines

Thank you for considering Heritage Conference Center for your event. We want to make your event special for you and your guests, and will do all that we can to accommodate your requests. The Heritage Conference Center is a Christian facility that is the ideal setting for your next gathering or event. With the largest ballroom in South Carolina, and the largest conference center in Fort Mill, you'll find everything you need here to host your event.

Please read and carefully consider the following policies of Heritage Conference Center.

### Securing the Event Date:

- ❖ In order to secure the rental space on the desired date, a signed Terms and Conditions Form, Release and Waiver of Liability Form and a Covid Waiver Form, plus the deposit ***must*** be received. The deposit is 20% or \$1000.00, whichever is greater. The date will not be guaranteed, until these are received.
- ❖ The initial event deposit is nonrefundable.
- ❖ Cancellations are accepted provided that notification is given no later than 30 days before the event takes place. The event deposit will be applied to a new date if your event is cancelled in writing no later than 30 days before the event. The remaining balance of each event is due 30 days before the scheduled date.

### Catering:

- ❖ We have some exceptional outside catering teams that are happy to assist you in providing food & beverages for your event.
- ❖ The number of reception guests must be submitted 21 business days prior to the wedding. Should the actual number of guests in attendance exceed the agreed upon number, the charge for the additional guests will be added to the bill.
- ❖ 25 % deposit paid to HIM, when the menu is finalized
- ❖ Remainder paid to HIM in full at 30 days out from the event

### Alcoholic Beverages:

- ❖ Alcohol is ***not permitted*** during events, only weddings.
- ❖ Alcohol is ***not permitted*** in hotel rooms.
- ❖ Your event coordinator can provide you a copy of our alcohol policy upon request.

## Use of Facilities:

- ❖ Clients will be responsible for any damages to Heritage Conference Center Facilities and equipment. This includes, but is not limited to the client and their event guests.
- ❖ Nothing may be affixed to, or removed from the walls or doors without permission. No nails or tacks may be driven into woodwork or plaster.
- ❖ No items shall be left on premises, including flowers unless prior arrangements are made with our staff.
- ❖ Items rented from outside vendors requiring set up, break down, or placement is the responsibility of the client and is not included in the Setup Fee.
- ❖ Smoking is ***not permitted*** on the premises and it is requested that members of the event be informed of this policy. If smoking occurs inside Heritage Conference Center there will be additional fees charged to the client.
- ❖ All changes in furniture set up must be approved and requested in advance. Additional charges may be incurred for additional time required outside of normal setup.
- ❖ For our hotel guests, all events held on Main Street & in the Grand Café must end by 10:00pm. All events held in the Conference Center must end by 11:00pm. Management reserves the right to determine curfew on a case by case basis.
- ❖ All equipment, and decorations brought into the facility must be removed at the conclusion of the event.
- ❖ Outside catering is only permitted through our approved vendors.
- ❖ For events over 200 people a safety team member will be assigned to the event.
- ❖ Heritage Conference Center is currently following state recommended CDC guidelines regarding COVID- 19 for your safety. We are committed to providing clean rooms and event spaces to our guest.

## Facility Charges:

- ❖ Set Up/ Tear Down \$1,500.00  
Event Host  
Cleaning & Sanitizing/ Carpet Cleaning
- ❖ Additional cleaning fees and charges may apply, if the event warrants such charges. These charges may include, but are not limited to, carpet cleaning, and excessive cleaning resulting from negligence by the client or their guests. The size of the event will also be taken into consideration when setting the fees charged for administration, set up, cleaning, etc.

## Hotel Rooms:

- ❖ Atrium Upgraded Room \$125/night
- ❖ King Suite \$160/night
- ❖ Executive King Suite \$199/night
- ❖ King Apartment \$250/night
  
- ❖ Guest room blocks are available upon request.
- ❖ Hotel guest rooms are subject to availability and the current rack rate will be charged.

Other exclusions & limitations may apply for all events held at Heritage Conference Center. All event details, client expectations, and event charges will be discussed with the client prior to contract signing. Please speak with your event coordinator if you have any questions, comments, or concerns related to the Policies & Guidelines of Heritage Conference Center.