



*The Crystal Coast*  
CIVIC CENTER

# RENTAL INFORMATION

seminars | conferences | reunions  
weddings | banquets | trade shows  
entertainment event

3505 Arendell Street Morehead City North Carolina  
252.247.3883 | [www.crystalcoastcivicctr.com](http://www.crystalcoastcivicctr.com)

---

# Table of Contents

---

1	Welcome
2	Crystal Coast Ballroom Floor Plans & Rates
3	Oakwood Suites (Upstairs) Floor Plans & Rates
4	Equipment Rental List
5	Wedding Packages
6	Getting Started with your Event
7-11	Operating Policies
12	Liability Insurance Checklist
13	Guidelines for Caterer's Events
14	Preferred Caterer's List
15	Kitchen Rules & Regulations
16	Kitchen Cleaning Checklist
17	Alcohol Beverage Policy
18	Liquor Liability Wavier
19	Decorating Guidelines



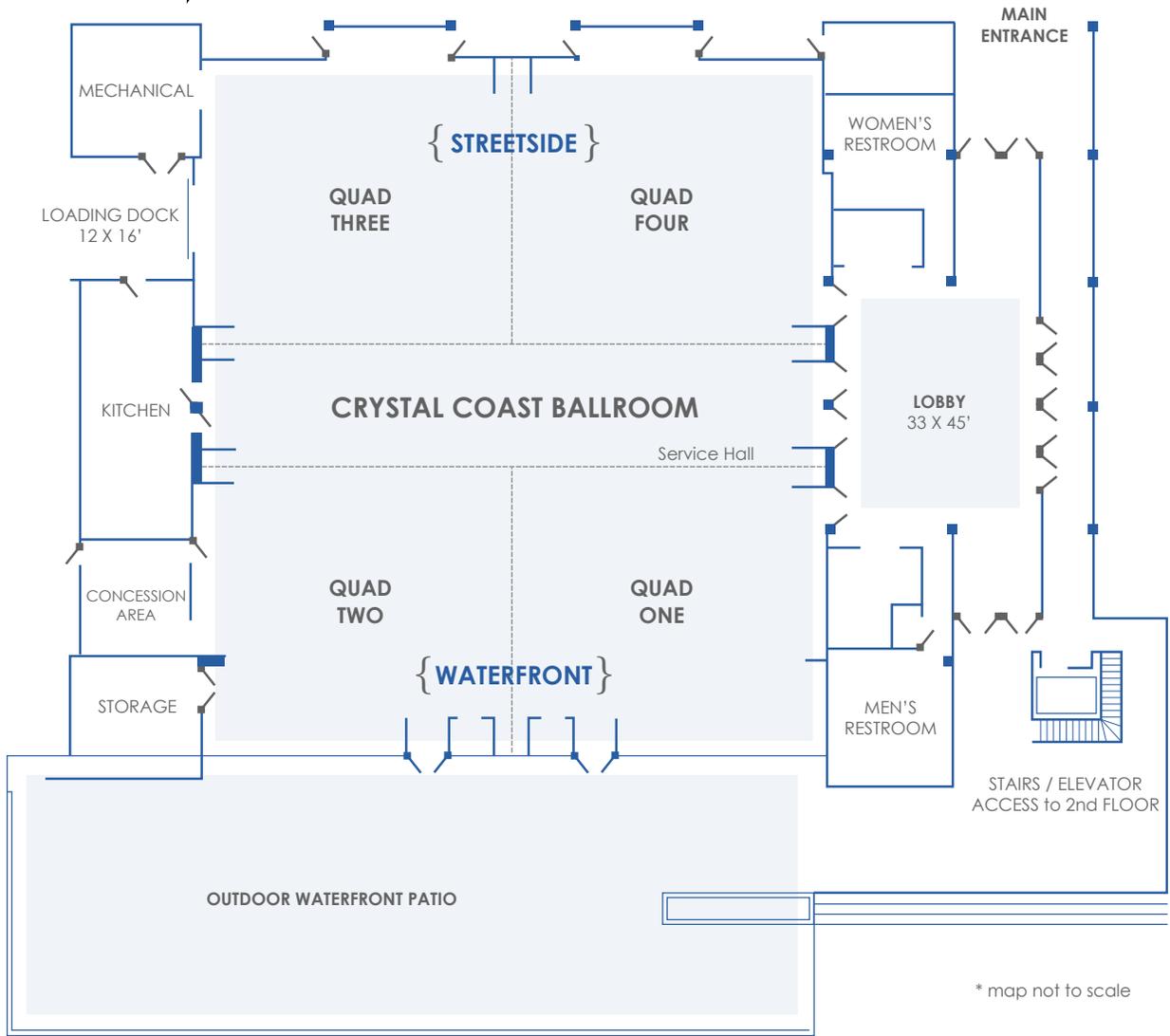
The Crystal Coast Civic Center is conveniently located right off Highway 70 on the Carteret Community College Campus in Morehead City. The wind swept oaks at the entrance and the Intra Coastal Waterway at the back door provides an impressive atmosphere for any event.

The Civic Center offers a full spectrum of services. Always willing to go the extra mile, our friendly staff works closely with clients from the planning stage through the conclusion to ensure the success of each meeting or event. For your convenience, a list of professional caterers who offer a variety of menus is provided within.

For the past 35 years, the Civic Center has been host to hundreds of successful meetings, trade shows, conventions, conferences, retreats, weddings, receptions, seminars and entertainment productions. Many satisfied clients return year after year.

Hotel accommodations are available within one mile of our facility. All of which offer competitive rates. For those guests who wish to take advantage of our pristine beaches, rental properties are also available within five miles of our facility. Event participants often bring family members with them. We are proud to be acclaimed as a family vacation destination. The Civic Center works closely with the Tourism Bureau, who provides information regarding area attractions and events.

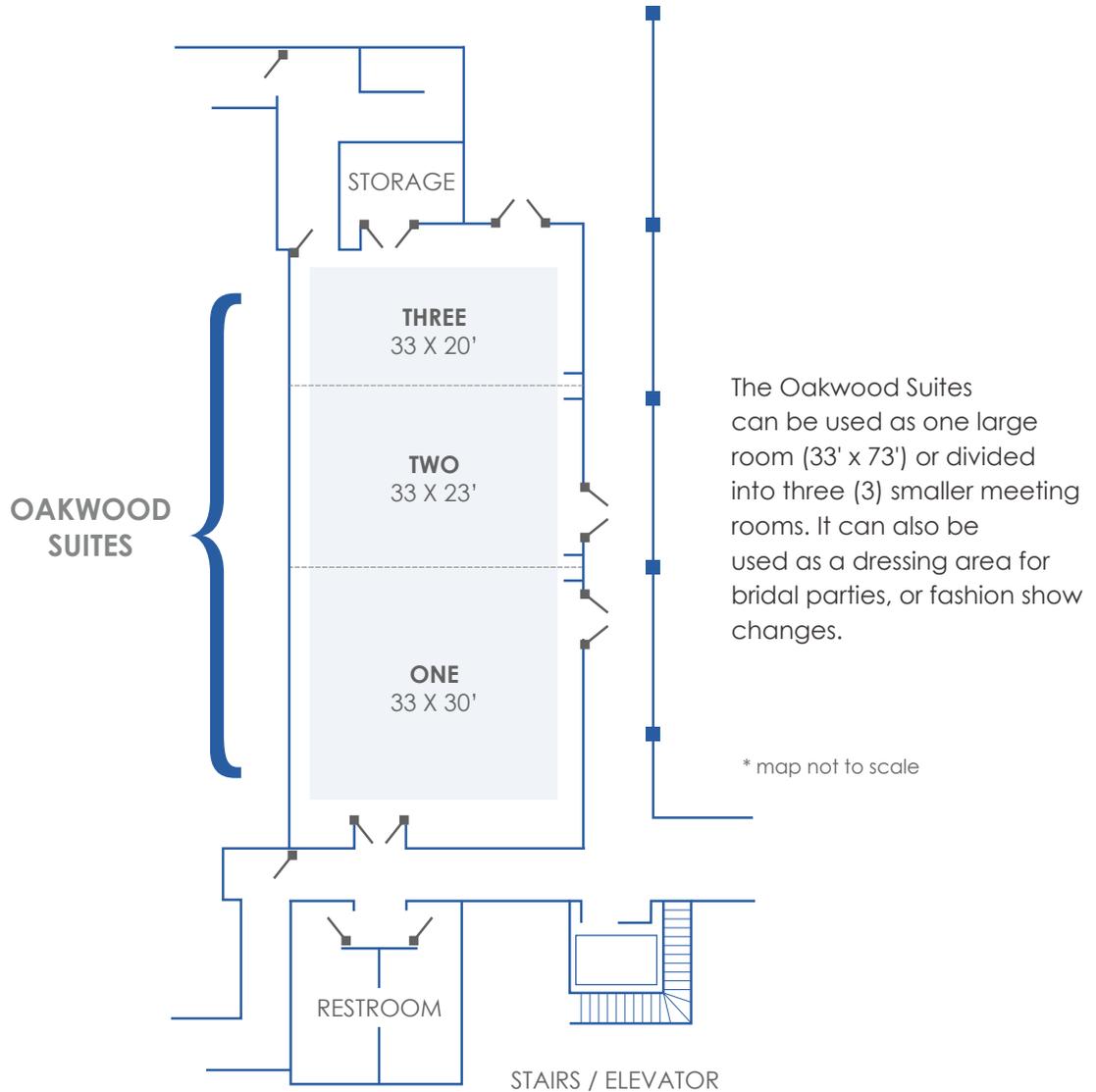
Our sole objective is to ensure you are pleased with your Crystal Coast Civic Center experience. We look forward to the opportunity to host your special meeting or event.



## Main Floor

	Dimensions	Square Footage	Standing Reception	Theater	Rounds	Banquet	Classroom	Conference	Daily Rental Rate	Non-Profit
<b>Crystal Coast Ballroom (MAIN HALL)</b>	110' x 100'	11000	1200	1000	600	800	400	N/A	\$2450	\$2075
<b>Waterfront Quad One OR Two</b>	42' x 50'	2100	220	200	100	130	75	50	\$650	\$575
<b>Waterfront Quad One AND Two</b>	42' x 100'	4200	440	400	200	300	165	100	\$1200	\$1050
<b>Waterfront One, Two AND Service Hall</b>	65' x 100'	6500	650	600	400	450	280	175	\$1500	\$1275
<b>Streetside Quad Three OR Four</b>	45' x 50'	2250	220	200	125	130	75	50	\$575	\$500
<b>Streetside Quad Three AND Four</b>	45' x 100'	4500	440	400	250	300	175	100	\$950	\$800
<b>Streetside Three, Four AND Service Hall</b>	68' x 100'	6800	680	600	425	450	280	175	\$1350	\$1125
<b>Lobby</b>	33' x 45'	1485	150	—	—	—	—	—	\$350	\$300
<b>Conference Room</b>	16' x 23'	368	—	—	—	—	—	15	\$250	\$200
<b>Outdoor Waterfront Patio</b>	140' x 140'	19,600	1200	—	600	—	—	—	\$500	\$400
<b>Kitchen</b> (preferred caterers except)	—	—	—	—	—	—	—	—	\$350	\$300

LIABILITY INSURANCE \$250 per event



## Second Floor

	Dimensions	Square Footage	Standing Reception	Theater	Rounds	Banquet	Classroom	Conference	Daily Rental Rate	Non-Profit
<b>Oakwood Suites (Second Floor)</b>	33' x 73'	2410	200	150	100	100	75	70	\$750	\$675
<b>Oakwood One</b>	33' x 30'	990	100	75	50	60	50	30	\$300	\$275
<b>Oakwood Two</b>	33' x 23'	760	60	50	40	50	30	25	\$250	\$225
<b>Oakwood Three</b>	33' x 20'	660	50	30	30	30	20	15	\$200	\$175

# Equipment Rental List

## AUDIOVISUAL EQUIPMENT

Microphone with stand and cable	\$10
Wireless Microphone (Handheld or Lapel)	\$75
Mixer Board with 5 Disc CD player	\$50
Portable Sound System	\$300
LCD Projector – 2,500 Lumens	\$200 <i>includes AV Cart, Power Strip, Extension Cord</i>
43" 4K Flat Screen TV Monitor	\$100
DVD/VCR Player	\$50
Table Top Lectern / Standing Lectern	\$25 / \$50
6ft Tripod Screen / 10 ft Tripod Screen	\$20 / \$25
Portable Stage - 12 (4 x 8 ft sections)	\$25 <i>per section</i>
Stanchions - 12ft	\$10 <i>each</i>

## LINENS / SKIRTING

90" Rounds / 120" Rounds	\$7 <i>each</i> / \$12 <i>each</i>
52 x 114 (6 ft and 8 ft tables)	\$7 <i>each</i>
Overlays / Table Runners (variety of colors)	\$4 <i>each</i> / \$3 <i>each</i>
Napkins (variety of colors)	\$0.75 <i>each</i>
Table Skirting 13 ft / 21 ft	\$10 / \$15 <i>each</i>
Pipe & Drape 8 ft section	\$10 <i>per section</i>

## DECORATION / ACCESSORIES

Square Mirrors (50)	\$1 <i>each</i>
13" Glass Cylinder Vases (50)	\$3 <i>each</i>
Fluted Vases with candles	\$12 <i>each</i>
Gold / Red Beads (50)	\$0.50 <i>each</i>
Beach House centerpieces (8)	\$5 <i>each</i>
Wine Bottle centerpieces w/ shells (10)	\$5 <i>each</i>
Fish Bowl centerpieces w/ sand & shells (10)	\$5 <i>each (Small)</i> / \$10 <i>each (Large)</i>
Number Stanchions (50)	\$0.50 <i>each</i>
Bistro Tables (cocktail tables) (10)	\$10 <i>each w/ linens</i> \$20 <i>each</i>
Votive w/ candles (50)	\$1 <i>per set of four</i>
Portable Bar	\$150 <i>each</i>

## MISCELLANEOUS

Dry Eraser Board	\$25
Flip Chart with 1 pad and markers / extra markers	\$20 / \$1 <i>each</i>

## SERVICES

Fax / Photocopies	\$0.50 <i>per page</i> / \$0.20 <i>per page</i>
Off Duty Police Officer	\$35 <i>per officer per hour</i>
Security	\$30 <i>per person per hour</i>
General Labor	\$15 <i>per hour</i>
Scissor Lift/Operator (1 hour minimum)	\$75 <i>per page</i>
Extra Trash Pickup	\$150
Extraordinary Cleaning Services	Determined by Condition

## UTILITIES

Extra Phone Lines	To be determined by CenturyLink
Conference Telephone	\$25
Electrical Outlets (booths)	\$20 <i>per 120 volt</i> / \$50 <i>per 240 volt single phase</i>

# WEDDING PACKAGES

Let us provide the perfect place to celebrate the biggest day of your life! Imagine the possibilities at one of the most amazing views of the Crystal Coast with the most affordable prices Carteret County has to offer.

The Crystal Coast Civic Center located right off of Highway 70 provides over 11,000 square feet of ballroom space for your fairytale Coastal wedding reception. The wind swept oaks at the entrance and the Intra Coastal Waterway at the back door provides an impressive atmosphere for any event. Choose from four custom-tailored wedding packages fit for your special day.

## **Crystal Package ~ \$2370**

- Reception Only
- Accommodates 50-174 Guests
- Set up of Tables and Chairs
- Liability Insurance
- Four (4) Bistro Tables with white linens
- Staff on premises before and during event
- 12 Hours of occupancy

## **Crystal Grand Package ~ \$3080**

- Ceremony and Reception
- Accommodates 50-174 Guests
- Set up of Tables and Chairs
- Liability Insurance
- Six (6) Bistro Tables with white linens
- Staff on premises before and during event
- Dressing rooms for the Bride and Groom
- Ceremony on the Patio with chairs
- White or Cream color panels behind head table and food table
- 15 Hours of occupancy
- Linens provided for the following tables: Gift, Cake, Food, Beverage, Registry and DJ

## **Diamond Package ~ \$3220**

- Reception Only
- Accommodates 175-450 Guests
- Set up of Tables and Chairs
- Liability Insurance
- Four (4) Bistro Tables with white linens
- Staff on premises before and during event
- 12 Hours of occupancy

## **Diamond Deluxe Package ~ \$3930**

- Ceremony and Reception
- Accommodates 175-450 Guests
- Set up of Tables and Chairs
- Liability Insurance
- Six (6) Bistro Tables with white linens
- Staff on premises before and during event
- Dressing rooms for the Bride and Groom
- Ceremony on the Patio with chairs
- White or Cream color panels behind the head table and food table
- 15 Hours of occupancy
- Linens provided for the following tables: Gift, Cake, Food, Beverage, Registry and DJ

Linen Rental for Guest Tables, Stage, Kitchen usage and Security Guards for events with alcohol are provided at an additional cost. Call the Civic Center office for an appointment to further discuss wedding day plans. Appointments are available Monday-Friday 9am-4pm.

# Getting Started

## PRE-EVENT PLANNING

Call the Civic Center office at 252-247-3883 for an appointment with one of our staff members to discuss your upcoming event needs as well as policies and availability. There are several options of space usage; the large open space of the Crystal Coast Ballroom can be divided into four (4) separate meeting rooms. The second floor level can also be used as one large room (33' x 73') or divided into three (3) smaller meeting rooms. It can also be used as a dressing area for bridal parties, or fashion show changes. **See floor plan.** A conference room for 15 people is available in the staff office building. Rental rates vary with amount of space needed for the event plus any additional equipment required. Non-profit, Commercial, Government rates are available.

## RENTAL GUIDELINES

In order to book an event, the renter must be at least twenty-one (21) years of age. Usage of the Crystal Coast Civic Center will be scheduled on a first come, first served basis. A non-refundable deposit equal to 50% of rental fee shall be paid to secure your date. Master Card, Visa, Checks and Cash are acceptable forms of payment.

- Seating capacity is estimated without head tables, dance floor, or stage.
- Daily Rental Rates cover eight consecutive hours of occupancy scheduled between 7:00am-11:59pm. Additional hours of occupancy must be coordinated with the Civic Center staff prior to event and will be subject to overtime charges.
- Discounted rental of facility for early set-up can only be confirmed 14 days prior to event and must be confirmed with the Civic Center staff.
- All signed contracts require a minimum 50% deposit to be considered definite. The remaining balance is payable one month prior to the event.
- Insurance coverage, as required per contract, should name The County of Carteret and Carteret Community College as additional insured.
- Rates include initial set-up and dismantle of tables, chairs and public address system. All other equipment and changes will be billed at the prevailing rates.
- Audio visual equipment is available upon request no less than 5 days prior the event.
- Social Events require full space rental.
- Events falling on observed governmental Holidays may be subject to additional labor fees.
- Crystal Coast Civic Center estimates at least 5% increase in daily rental rates for 2019 and beyond.

## RENTAL CONTRACT

In order to secure a definitely date, a contract between the Civic Center and the client will be issued. Once received, please read, sign and return the contract along with the non-refundable deposit equal to 50% of rental fee. The balance of the rental fee must be paid in full one month prior to the event.

# Operating Policies

## **ALCOHOL POLICY**

Non-Profit or Political Organization are required to obtain an ABC permit when selling or serving any form of alcoholic beverage. Based on the type of event, an ABC permit must be secured from the Alcohol Beverage Control Commission in Raleigh. Depending on the type of event further requirements may apply. If you need assistance obtaining the permit, call (919) 779-0700 in Raleigh. The website is [www.ncabc.com](http://www.ncabc.com). Click on permits and go to special one-time permits. This permit is due in our office at least two weeks prior to the event and a copy must be posted in the designated bar area during your event. No Glass Bottles are permitted, cans only. All Alcoholic events require security.

## **ANIMALS**

Except for Seeing Eye Dogs (or other similar animals used for assistance by the disabled, and except for animals used as part of a Center approved exhibit, event or activity) no animals or pets are permitted in the building. Approved animals in the Center must be on a leash, within a pen, or under similar control. The Licensee assumes full responsibility and liability for the actions of any approved animal in the Center and indemnifies and holds harmless Licensor, The County of Carteret and Carteret Community College, their agents, employees, servants, and officials from any and all claims, losses, damages or expenses.

## **AUDIO VISUAL**

Limited audio visual equipment is available. Notify the civic center two (2) weeks prior to your event to discuss your needs. We will gladly assist in arranging for any necessary equipment needed at the expense of the client.

## **CANCELLATION POLICY**

If the Civic Center is forced to cancel the event due to weather, mechanical system failure or other unforeseen events, a full refund will be issued to the client. However no other compensation will be provided. Hurricanes and associated evacuations are an occasional disruption along the coast, and are most common during the peak of the hurricane season, late August through the end of September. If officials call for an evacuation, in the days or hours prior to your event, the event will be canceled. The Civic Center manager will discuss the possibility of rescheduling the event. If the event cannot be rescheduled, the Civic Center will refund all money paid directly to the Civic Center.

## **CAT WALK ACCESABILITY**

Cat Walk is not open to the public. Only photographers, DJ's, decorators, security and audio visual personnel may use the cat walk. **Absolutely no children** are allowed on the cat walk and **No Alcohol**.

## **CATERING**

For your convenience a Preferred Caterer list is enclosed. The name of the selected caterer for each event must be filed with the Civic Center office prior to the event. A 15% catering fee is charged to all Caterers, catering for Civic Center Clients. Any contracts for food and beverage provisions are made by the Client directly with the Caterer. Clients and Caterers will be expected to adhere to the kitchen policy. Kitchen check list form must be signed and dated by the Client or Caterer and a Civic Center Staff after event or a cleaning fee may be assessed. We must know the set-up requirements needed for serving food, time of arrival and departure. Please have the caterer contact the Civic Center office for specific needs or questions.

## **CLEAN-UP**

All trash must be bagged and all tables cleared and wiped down prior to leaving facility. Plastic bags and trashcans are supplied. All trash bins are located outside the kitchen door as well as recycle bins, and cardboard disposal. It is the Client and /or Caterer's responsibility to make sure the kitchen and snack bar facilities are cleaned thoroughly following the event. All equipment, supplies, food and beverages must be removed from the Civic Center after the event unless you have made prior arrangements with staff. Should there be an excess of trash generated from the event an additional disposal fee may be assessed.

## **COMPETING SHOW POLICY**

The Civic Center may, at its discretion, maintain a period of ninety days before and after events of similar nature which are considered to be competing for specific markets, i.e. Home & Garden Shows, Bridal Fairs, Craft Shows, etc.

## **DECORATION**

Please see the enclosed Decoration Guidelines

## **DISPLAY OF VEHICLES OR HEAVY EQUIPMENT**

Any motor vehicle or heavy equipment on display at the Civic Center must have the Director's approval prior to arrival. All equipment displays must have carpet or cardboard floor protector to prevent damages to the Civic Center floors. Civic Center does not own heavy equipment such as forklifts or scissor lifts to be used by client. If assistance is needed for moving heavy equipment, call the Civic Center office for a recommended local business to provide this service at the client's expense.

## **DRIVING DIRECTIONS**

From Raleigh: Take I-40 E, exit 309 to merge onto US-70E toward Smithfield/Goldsboro, continue onto US-70 Bypass East thru New Bern, Havelock and Morehead City. US-70 turns into Arendell St. in Morehead City. Make a right into Carteret Community College on College Circle; Civic Center is located on the water, parking lot located to your left. Physical address: Crystal Coast Civic Center 3505 Arendell St. Morehead City, NC 28557

## **EQUIPMENT**

The rental fee includes chairs and tables set according to client's specifications. The fee also includes use of a podium, 1 microphone and in-house speaker system. Any band or DJ used by client must provide their own equipment. Audio/Visual Tech support cannot be expected during events. Staff will happily provide a referral for audio/visual support and/or additional equipment during event. For a complete list of equipment rental vendors please contact the Civic Center.

## **EVENT ITINERARY & PUBLICITY**

Please file a copy of your event itinerary as soon as it is available with the Civic Center staff. This will allow us to give correct information to callers who may be attending your event. If the event is open to the public, a description is requested that includes: a 60 word description, public contact information, admission fees, and hours of the event. This information will be used to promote the event through the online public calendar of events and electronic marquee.

## **JANITORIAL SERVICES**

Event areas are cleaned before and after events. Additional cleaning requirements may result in charges to the event.

## **KITCHEN RENTAL**

If a professional caterer is not used during the event but the kitchen facility is needed, there is a \$350 commercial and \$300 non-profit kitchen fee. This fee includes use of all kitchen equipment including ice. Caterers hired by the client must schedule and complete a pre-event walk-through of the facility no less than seven (7) days prior to the event. Items such as table coverings, dining utensils, cookware, decorations, extension cords, kitchen towels, dish liquid and tape, etc. are the responsibility of the client and/or caterer. A complete list of kitchen equipment is enclosed.

## **LIABILITY INSURANCE**

All Clients (Licensees) using any part of the facilities of the Crystal Coast Civic Center are required to have liability insurance coverage in effect during their entire occupancy, including move-in, event days and move-out. Clients are responsible for the cost of insurance coverage. A certificate of insurance is due 30 days prior to each event. Please see the liability insurance checklist in this booklet for specific requirements. For small events such as weddings and reunions the Civic Center can obtain liability Insurance through BB&T Insurance services for minimum charge of \$250.00.

## **LIQUOR LIABILITY INSURANCE**

It is recommended by our insurance agency that clients, holding an ABC permit, purchase liquor liability insurance in addition to the General Liability insurance. If you choose not to purchase this additional coverage please sign the waiver provided in the information packet and return it to the Civic Center Office no less than 30 days prior to your event.

## **LOST & FOUND**

Any article found at the Civic Center will be turned in to the office. Equipment remaining at the Civic Center more than 24 hours will be considered abandoned and may be disposed of by the Center as the Director deems necessary at the group's expense.

## **MAIL DELIVERIES**

Deliveries to the facility should be addressed as followed:

**Crystal Coast Civic Center**

**Located in Carteret Community College Building #203**

**Attn: (The name of your event)**

**203 College Circle**

**Morehead City, NC 28557**

Please notify the office of your delivery date. All freight must be picked up by the next business day after the event. We do not provide a loading dock or unloading of heavy equipment.

## **MARQUEE**

An exterior electronic marquee at the main entrance on HWY 70 highlights events for the Civic Center. As a courtesy your event will be posted two weeks prior to the event if space allows. Please notify staff about the proper listing for your event. There's an additional sign on the building which will display the information for your event that day. Only 3 lines can be utilized with 24 characters in each including spaces.

## **PARKING LOT**

The Crystal Coast Civic Center provides three parking lots directly in front of the Civic Center Office. Additional parking may be located around campus based upon availability. Patio can be utilized to load and unload vehicles but vehicles must be immediately removed to the designated parking area when finished unloading. No parking in fire lanes, loading dock areas, patio or any other unauthorized location is permitted. Unauthorized vehicles will be removed at owner's expense.

## **PUBLIC SAFETY**

Public safety and welfare is the priority of the Civic Center. The Crystal Coast Civic Center reserves the right to deny the use of the Center based upon the health, safety and welfare of the user, invited guests or general public as well as the protection and security of the building. All clients must adhere to the fire codes. Do not block any doors with an overhead exit sign.

## **RENTAL TIMES**

The normal maximum contractual hours of occupancy for events is 8 consecutive hours scheduled between 7:00am-11:59pm. Arrangements regarding activities beyond these hours must be made with the staff and will be subject to overtime charges. Eight hours of occupancy includes: Decorating, event and break down time. All decoration must come down the last night of the event unless arrangements are made through the office.

## **SAFETY**

Rental Clients and their guests must at all times conduct their activities with full regard to public safety and shall at all times abide by directives of the staff of the Civic Center, their representative or any other duly authorized governmental agency having responsibility for public safety.

- Sitting or standing on tables is strictly prohibited.
- Rental Clients are responsible for any and all damages to the facility caused as a result of his/her event or his/her guests. (See lease agreement).
- Pursuant to North Carolina General Statute NO firearms or handguns concealed or otherwise are allowed within or on the grounds of the Civic Center. (Exception: Fundraising Events pre-approved by the management of the Civic Center.

## **SECURITY**

Security services can be provided for events at the expense of the Client. At the discretion of the Civic Center director, events serving alcoholic beverages are required to have uniformed security officer's onsite during the event. The average charge for security is \$35.00 per hour, per officer. Lessee assumes full responsibility for the acts and conduct of its invitees and attendees of the event.

## **SET-UP**

The Civic Center provides set up of tables and chairs. A blank floor plan of the facility will accompany the contract. Please specify on the floor plan your needs regarding placement of tables, chairs or other equipment. The event coordinator will assist you with your floor plan design if needed. The floor plan needs to be returned to the Civic Center office no less than 2 weeks prior to the event. Adequate aisle space and door clearance must comply with Fire Marshall requirements.

## **SHARING THE FACILITY**

Unless your contract covers the entire building, there may be other events taking place within the building at the same time. The lobby area may be used for registration but we ask it remain open for public access as it is common area. We will provide you with information about other events scheduled in the Civic Center during your contracted time.

## **SMOKING**

The building is a smoke free facility; designated smoking areas are on the patio only. Please dispose of all cigarettes and cigars in the urns conveniently located on the Patio.

## **STAFF ON DUTY**

A Civic Center staff member will be on duty during your set-up, the event and break down to assist you if you have any questions or concerns. Depending on the size of the event, extra workers may be hired at the expense of the Client. Center Staff will provide access to the facility and assist in making your event successful. However, it is not their responsibility to reset tables/chairs or to unload decorations and do event clean-up services. The set-up of tables, chairs and other equipment are provided in advance. Please inform Staff member on duty of any requests or needs that might arise or in the event of an emergency. All working Civic Center personnel shall have access to all areas of the building at any time.

## **STAGE**

A portable stage can be rented for \$25 per section (4X8 sections). The Civic Center has 16 pieces that can accommodate almost any request (Speaker Stage: 4 piece, Band Stage: 6-9 piece, Head Table for 8 is a 9 piece stage with podium). The use of pins is strictly prohibited on any stage curtains. The stage is restricted for use by required guests only such as head table attendants, band members or guest speaker. At no time should general event attendees be allowed on the stage.

## **TELEPHONE SERVICE**

A phone line for use by credit card machines is located in the lobby and in Quad 1. Any additional phone services, credit card lines or other telecommunication services please contact the office for additional information.

## **WIRELESS INTERNET**

Wireless internet access is available at no charge. The wireless connection is titled "CC Public" on your wireless device.

Failure to comply with rules and regulations governing the facility could result in loss of part or all of payment, immediate closure of the facility, bill for additional damages and be barred from the facility.

# LIABILITY INSURANCE CHECKLIST

- ( ) 1. Minimum Coverage Amounts:
  - A. General aggregate \$1,000,000.
  - B. Products – Completed/Operations Aggregate \$1,000,000.
  - C. Personal and Advertising Injury \$1,000,000.
  - D. Each Occurrence \$1,000,000.
  - E. Above amounts may be met by umbrella form coverage in a minimum amount of \$1,000,000 aggregate; \$1,000,000 each occurrence.
  
- ( ) 2. The following entities should be listed as additional insured:
  - The County of Carteret**
  - Carteret Community College**
  
- ( ) 3. Certificate holder should be listed as:
  - County of Carteret**
  - 302 Courthouse Square**
  - Beaufort, NC 28516**
  
- ( ) 4. Policy must cover the entire time period from move-in through the conclusion of move-out.
  
- ( ) 5. A copy of the properly executed certificate of insurance must be on file with the Civic Center no later than 14 days prior to the event.
  
- ( ) 6. Liquor Liability is recommended when serving alcohol.

Use this checklist as a guide when ordering your event insurance or feel free to pass it on to your insurance company to insure proper coverage.

If you have any questions, please contact the Civic Center Office: (252) 247-3883

# Guidelines for Catered Events

The Crystal Coast Civic Center is proud to recommend the very best food service providers in the area. Following is a list of recommend and approved local caterers, including the contact person, address and telephone number. We recommend that you contact the Caterers directly for menus and prices and to make plans for your upcoming catered event.

Please be aware that the following policy will apply to all catered events:

1. A 15% Caterer's usage fee is assessed to all caterers by the Crystal Coast Civic Center. This charge may or may not be reflected on your catering bill depending on the caterer's preference.
2. Professional Caterer's NOT listed on our "Preferred Caterer's List" must register with the Civic Center Office. A copy of their Sanitation Grade "A" rating, liability insurance and a \$350 rental fee is required one month prior the event. A catering fee of 15% of gross food is due 30 days after the event.

Please call the Civic Center Office if you need assistance or have any questions or comments regarding our catering service.

# Preferred Caterer's List

\*caterer's with an off premise ABC permit

<b>*Annabelle's Strange &amp; Sons Catering</b> .....	<b>(252) 636-3663</b>
Danny Strange / 2307 Neuse Blvd., New Bern NC 28560	<a href="http://www.annabellesofnewbern.com">www.annabellesofnewbern.com</a>
<b>Amos Mosquito's Restaurant &amp; Bar</b> .....	<b>(252) 247-6222</b>
Hallock Howard / 703 East Fort Macon Rd, Atlantic Beach NC 28512	<a href="http://www.amosmosquitos.com">www.amosmosquitos.com</a>
<b>Chick-Fil-A Morehead City</b> .....	<b>(252) 247-7281</b>
Patrick Conneely / 5156 Hwy 70 West, Morehead City NC 28557	<a href="http://www.chickenatthebeach.com">www.chickenatthebeach.com</a>
<b>*Class Act Catering</b> .....	<b>(910) 389-7498</b>
Phyllis Manning / PO Box 1718, Swansboro NC 28584	<a href="http://www.classactcateringnc.com">www.classactcateringnc.com</a>
<b>Clawson's 1905 Restaurant</b> .....	<b>(252) 728-2133</b>
Joey McClure / 425 Front Street, Beaufort NC 28516	<a href="http://www.clawsonsrestaurant.com">www.clawsonsrestaurant.com</a>
<b>Fat Fellas BBQ &amp; Grille</b> .....	<b>(252) 223-3299</b>
Jeremy Cannon / 133 East Chatham Street, Newport NC 28570	<a href="http://www.fatfellasbbq.com">www.fatfellasbbq.com</a>
<b>*Floyd's 1921</b> .....	<b>(252) 727-1921</b>
Floyd Olmstead / 400 Bridges Street, Morehead City NC 28557	<a href="http://www.floyds1921.com">www.floyds1921.com</a>
<b>*Kings Catering</b> .....	<b>(252) 527-2101</b>
Joe Hargitt / 405 East New Bern Road, Kinston NC 28501	<a href="http://www.kingsbbq.com">www.kingsbbq.com</a>
<b>Mel &amp; Vel Catering</b> .....	<b>(252) 224-1001</b>
Mel & Vel / 323 Goshen Road, Pollocksville NC 28573	
<b>Moore's Barbeque Chicken &amp; Seafood</b> .....	<b>(252) 636-0259</b>
David Moore / PO Box 12384, New Bern NC 28561	<a href="http://www.mooresoldetymebbq.com">www.mooresoldetymebbq.com</a>
<b>*Pam's Specialized Catering</b> .....	<b>(252) 342-6912</b>
Pam Kaiser / 2896 HWY 24, Newport NC 28570	<a href="http://www.pamsspecializedcatering.com">www.pamsspecializedcatering.com</a>
<b>Roland's Seafood &amp; BBQ</b> .....	<b>(252) 728-1953</b>
Oscar House / 1507 Live Oak St., Beaufort NC 28516	<a href="http://www.rolandsbarbecue.com">www.rolandsbarbecue.com</a>
<b>*Seaside Sensations Catering Service</b> .....	<b>(252) 342-3960</b>
Sara Lee / 2408 Arendell Street, Morehead City NC 28557	<a href="http://www.seasidesensations.com">www.seasidesensations.com</a>
<b>Smithfield Chicken &amp; BBQ</b> .....	<b>(252) 247-7476</b>
Jimmy Montooth / 4114 Arendell Street, Morehead City NC 28557	<a href="http://www.scnbnc.com">www.scnbnc.com</a>
<b>*The Flame Catering</b> .....	<b>(252) 633-1193</b>
James Boyd / 2301 Neuse Blvd., New Bern NC 28562	<a href="http://www.theflamecatering.com">www.theflamecatering.com</a>
<b>*Thee Catering Company Craven Coffee House &amp; Café</b> .....	<b>(252) 259-9500</b>
Chris Tompkins / 1904 A S. Glenburnie Rd, New Bern NC 28560	<a href="http://www.theecateringcompany.com">www.theecateringcompany.com</a>
<b>*The Boathouse at Front Street Village</b> .....	<b>(252) 838-1524</b>
Wendi Oliver / 2400 Lennoxville Rd. Beaufort, NC 28516	<a href="http://www.frontstreetvillage.com">www.frontstreetvillage.com</a>

# Rules and Regulations Governing the use of the Kitchen Service Area

Clients of the Crystal Coast Civic Center who elect to cater their own events (as opposed to using a professional caterer or restaurant), are required to adhere to the following guidelines:

1. A service fee of \$350.00 commercial and \$300 non-profit will be charged to all clients using the kitchen area for a function at the Civic Center. This fee will be incorporated into the contract rent cost. A service fee of \$150.00 will be charged for groups using the kitchen as storage only and use of ice machine.
2. Client is responsible for cleaning the kitchen before leaving the Civic Center. This includes draining of all grease/oil from the deep fat fryers - a grease vat is located outside the kitchen, disposing of all trash, cleaning out all sinks as well as the dishwasher and sweeping and mopping the floors. Cleaning materials will be provided by the Civic Center Staff person on duty. **Kitchen Check List Form must be signed and dated after event or a cleaning fee will be assessed.**
3. Any equipment, food, beverage, etc. remaining in the kitchen area for more than 24 hours becomes the property of the Crystal Coast Civic Center (unless prior arrangements have been made with the Civic Center Director)
4. If unusual or excessive clean-up is required by the Civic Center Staff following the client's event, an additional \$200 will be charged for labor to the client. This must be paid within five (5) days following the event.
5. The Crystal Coast Civic Center has a **no glass beer bottle policy**.
6. The client will assume full responsibility for the cleanliness and freshness of the food served by them to attendees of the function.

## Kitchen Equipment List

- 2 Deep Fat Fryers
- 1 Six Burner Gas Stove & Oven
- 1 Double-Convection Oven
- 1 Electric Warmer, 1 warmer uses sterno provided by Caterer
- 1 Three-bay Stainless Steel Sink
- 1 100 Cup Commercial Coffee Maker
- 1 Two-Door Commercial Freezer
- 1 (6x8 walk-in refrigerator/cooler)
- 1 Three-Door Commercial Refrigerator
- 1 600 lb. Ice Machine
- 2 Stainless Steel 6' Tables
- 1 3X3 Stainless Steel Table on Wheels
- 2 Stainless Steel Carts
- 1 Small Dishwasher (includes 8 racks)
- 1 Heavy Duty Utility Cart (Black)
- 1 Wire Shelving (4 sections)
- 1 Sharp Microwave
- 1 Full Size Sheet Pan Rack (Holds 20 full size sheet pans, must bring your own)
- Storage Room
- A small "Bar" area is right off the kitchen; good for storage and serving

Dishes, pots, pans, utensils and dish towels are not provided. Please report to the Staff any equipment that is not working.

# Civic Center Kitchen Cleaning Check List

EVENT NAME: \_\_\_\_\_

\*These areas must be cleaned before leaving the premises. The Civic Center supplies all cleaning materials needed to include trash bags, mop and bucket and cleaning solution. If unavailable in the kitchen ask the Civic Center Staff person on duty.

\*A minimum of \$200 will be assessed if kitchen is not properly cleaned

\_\_\_\_\_ **FRYERS**- all grease is to be removed from fryers after event and cleaned. Grease vat is located behind the dumpster. If the grease is too hot report this to the staff person on duty and you may return the next business day (before 10am) to remove the grease.

\_\_\_\_\_ **GAS STOVE**- Only Civic Center Staff is authorized to light pilots. Wipe Down and empty of any food from inside oven. Pull out grease drawers (2) and wipe clean.

\_\_\_\_\_ **REFRIGERATOR**- Remove all left over food and beverages. If there is an agreement with the client to leave the food, please make a note or let the Civic Center Staff person know. Wipe down outside and inside.

\_\_\_\_\_ **FREEZER**- Remove all left over food. Wipe down inside and outside.

\_\_\_\_\_ **WALK-IN COOLER**- Remove all left-over food and beverages and mop floor.

\_\_\_\_\_ **STAINLESS STEEL TABLES**- Wipe down with provided cleaning solution.

\_\_\_\_\_ **COFFEE URNS**- Empty coffee and coffee grinds. CLEAN UNDER the drain.

\_\_\_\_\_ **SINKS**- Clean. DO NOT empty food or grease down drains at any time

\_\_\_\_\_ **FLOOR**- Sweep & Mop (Broom & Mop provided)

\_\_\_\_\_ **DISHWASHER**- Clean out drain inside washer. Remove any food debris.

**RESPONSIBLE PARTY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CIVIC CENTER STAFF:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**This sheet must be signed and dated after event or a cleaning fee will be assessed**

# Alcoholic Beverage Policy

## **NON-TICKETED EVENTS**

Non-ticketed events are events where no money is exchanged between the renter and guests. You may not charge admission, have cash bars, sell tickets in advance or collect money at any event at which alcohol is served (Example: Wedding Receptions, Family Reunion, Birthday Parties, etc.)

- If wine or beer is served at this function there is no permit required
- If liquor or fortified wine is served, a "Special Occasions Permit" is required by the State of North Carolina
- Civic Center will hire security guards for groups serving alcohol (Beer, Wine or Liquor) Charges will be billed to client. One officer per 100 people. (\$35 per officer/ per hour.)
- The client is responsible for hiring a caterer from our Preferred Caterer's List that holds an off premise ABC license that can provide bartending services. A bartender is responsible for the serving of all alcoholic beverages.

## **TICKETED EVENTS**

A Ticketed-event is a function where tickets have been sold or money is required from your guest in order to attend, participate, eat or drink at your function.

- In order to serve alcohol at a ticketed event the organization must acquire a special one-time permit by the state of North Carolina and must be classified as a non-profit or political event. Brown bagging is permitted only with a Special One-Time Permit. Again, this is only issued to non-profit or political organizations.
- It is the Client's responsibility to secure Security officers during events that serve alcohol. The officer is required to stay until the last person leaves the event. Depending on the type of event further requirements may apply.

### **Reminders for any events serving alcohol:**

- The renter must be aware that the legal drinking age in the state of North Carolina is 21 years of age.
- Self-serving of alcoholic beverages is NOT allowed
- One bartender for every 75 guests is recommended for a "Hosted" Bar.
- One bartender for every 100 guests is recommended for a cash bar service.
- No Glass bottles are permitted; cans only.
- Open containers may NOT leave the Civic Center Front Doors.
- The bartender will close the bar 30 minutes before the event ends.

# Liquor Liability Insurance Waiver

I \_\_\_\_\_ (Licensee) have elected not to purchase

Liquor Liability for \_\_\_\_\_ (event) scheduled

\_\_\_\_\_ (date/times) at the Crystal Coast Civic Center.

It is understood that the Licensee has been informed of the Insurance Requirements for the Crystal Coast Civic Center claiming that Liquor Liability Insurance is recommended if alcohol is permitted during this event. The Civic Center will not be held responsible for any alcohol related injuries.

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Date



**Please note that Licensee must only sign and return this form to the Civic Center when alcohol is to be provided at the event.**

# Decorating Guidelines

1. Direct access and visibility to fire exits must be maintained with a minimum width of 4ft (clear and unobstructed pathway). Fire exits cannot be blocked by equipment, decorations, furniture or any other obstruction. All equipment must comply with all federal, state and local safety codes.
2. All decorating materials such as; drapery from ceiling, pipe & drape, tents, etc. must be fire resistant.
3. Open flame is strictly prohibited. All candles must be placed in a sturdy base and covered by a globe taller than the flame it covers.
4. **Tape, thumb tacks, pins, screws and nails of any kind are prohibited on painted walls, partitions, curtains, windows and doors.** Tape that does not affect painted surfaces can be used when approved by the Civic Center Staff and must be removed after the event.
5. **Client is responsible for removing all decorations upon vacating the premises.** The Crystal Coast Civic Center is not responsible for loss, damage or claims made against material not removed.
6. The following items are considered hazardous and are strictly prohibited:
  - LP Gas, Propane, Butane, Gasoline, Diesel and Kerosene
  - Straw, Hay, Leaves and Untreated Mulch
  - Fog and/or Smoke Machines, Bubble Machine or other substance emitting machine
  - Laser Lights
  - Confetti
  - Live Christmas Trees and Live Decorations
7. The Client is responsible for bringing their accessories to decorate, such as: extension cords (minimum size 14 gauge, UL listed with ground), zip ties, hooks and clips. Please see a Civic Center Staff member to prearrange your electrical requirements. Extra connecting equipment or special wiring is the responsibility of the Client and must be approved by the Crystal Coast Civic Center Director.
8. Large equipment displays entering the center must have prior approval. All Equipment displays must be placed on carpet or cardboard to protect the Civic Center floors.
  - Carpet/cardboard cannot cover electrical cords or outlets.
  - Clients are responsible for the removal of all tape residue marks left on the wall or floor. Removal and damage costs incurred by the Center from the use of inferior tape will be charged to the event.
  - Excessive scuff/black marks or deep scratches from shoes, service carts or other items brought into the facility may result in additional cleaning charges. Charges assessed for additional cleaning shall be the responsibility of the client.
9. Items may not be hung, attached or suspended from any part of the building without prior approval. Only Civic Center personnel may hang anything from ceilings. Please contact the office to reserve this service. Scissor Lift Fee is \$75.00 per hour (min. 1 hour)
10. The Civic Center Director and staff reserve the right to remove any and all decorations not compliant with these guidelines.
11. Only real flower petals may be tossed on patio during wedding Ceremony. No silk (or other synthetic materials) flower petals may be used.
12. Please contact the Civic Center office regarding questions concerning any/all decoration choices.