



# City of New Smyrna Beach Brannon Civic Center Policies

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## FACILITY RENTAL AND CEREMONY INFORMATION

The Brannon Civic Center is the premier corporate and social East Central Florida event venue. Located in Downtown New Smyrna Beach on the Intracoastal Waterway the Center provides the ideal location for weddings, receptions, banquets, parties and business meetings.

The Center includes banquet and meeting facilities, as well as ceremony sites. Catering services are available. Guided tours of the building and grounds may be arranged.

The Brannon Civic Center rental options include the Grand Ballroom, Room A and Room B.

Rental fees include a complementary one (1) hour rehearsal to practice for your ceremony. Center staff does not provide coordination services. Rehearsals may be scheduled Monday – Thursday (excluding holidays) between 9 a.m. to 3:30 p.m. Reservations for rehearsals are booked one month prior to the event date and are based on availability.

***Rental times MUST INCLUDE all set up and breakdown of the event. All guests and vendors must vacate the building by the end of the rental period. This includes caterers, DJ's, bands, rental services etc. No Exceptions.***

### CATERING, FOOD AND BEVERAGE

#### CATERED EVENTS

All catering services must be provided by one of the following select caterers. Catering fees are not included in the Centers rental price. The select caterers have been chosen to provide a wide variety of menus and services and to accommodate diverse tastes, budgets, and occasions. Please contact one of them to help plan your event.

Brian's Bar-B-Q	386-736-8851
Riverside Catering	386-409-5588
River City Catering	407-324-4343
Carefree Catering	386-871-9539
Panheads Catering	386-872-4924
Puff 'n Stuff	407-629-7833
SoNapa Grille	386-402-8647
Dustin's Bar-B-Que	386-423-5299
Jason's Corner	386-424-9878
South of the Mouth Café	386-428-0838
The Patio Restaurant & Caterers	386-423-8355

**No other catering services are permitted.**

Kitchen facilities, including refrigerators and microwaves are available ONLY to the select caterers.

Contact your select caterer to determine what services will be provided. Many caterers have or will develop packages to include setup/decoration, service and cleanup, as well as linens, china, centerpieces, etc. Many

caterers are also able to facilitate your needs regarding other vendors in order to obtain floral services, photography, entertainment, transportation, etc.

The rental party may bring in and serve simple or prepared food items Monday – Thursday 8 a.m. – 4:30 p.m. and Friday 8 a.m. – 2 p.m. The following are examples of simple or prepared food items: continental breakfast, boxed lunches, sandwiches, pizza, party trays, etc. No heating elements are permitted (i.e. Sternos, chaffing dishes, hot plates, steam trays, barbecue grills, fondue pots, etc.). The renter is responsible for all serving and cleanup; all of which must occur during the rental period. The kitchen and all equipment, including refrigerators and microwaves, are off-limits to all but the select caterers. Staff must be informed no less than ten (10) days prior to the rental period if you plan to serve any non-catered food.

### **ALCOHOLIC BEVERAGE POLICY**

All alcoholic beverages must be served via your select caterer. Please contact your select caterer to learn their policies and procedures regarding alcohol service. **No cash bars are permitted.**

### **SETUP**

- Use of the Center’s tables, chairs, AV equipment and podium is included with your rental. You must submit a floor plan of your desired setup no less than ten (10) days before your rental period.
- For catered events, the caterer frequently will develop the floor plan and decorate for your event. It is up to the rental party to submit a floor plan no less than ten (10) days prior to your event.
- For non-catered events or events where the caterer will not provide setup/decoration, the rental period must include ALL time needed by the renter and vendors for decoration, setup in excess of table and chair arrangement, and cleanup.
- Decorations are permitted within reason. They must be approved by Center management no less than ten (10) days prior to your event. Glitter and other confetti-like decorations are prohibited.
- Tape, tacks, nails, staples, etc. are not permitted to attach your decorations.

### **CLEANUP**

- The rental facility must be returned to the condition it was provided to the renter.
- Tables and chairs must be cleared of all debris.
- All equipment and materials that are not Center property must be removed. The Center is not responsible for any materials left behind.
- Waste and all paper products must be placed in the dumpster.
- For non-catered events or events where the caterer will not provide cleanup, the rental period must include ALL time needed by the renter and vendors for setup/decoration, cleanup and to remove all materials that are not Center property.

### **CANCELLATION**

- Events are booked when the Facility Rental Agreement is complete and the damage deposit of \$500 is paid. No dates can be held and all cancellations must be submitted in writing.
  - The cancellation policy is as follows:
    - Cancellation **6-12** months prior to event- \$500 deposit refunded and 100% refund on any payments made.
    - Cancellation **3-6** months prior to event- 100% refund on any payments made, no refund of \$500 deposit.
    - Cancellation **0-3** months prior to event- no refunds on payments made, no refund of \$500 deposit.
- \*if cancellation occurs within 30 days of the scheduled event, full rental payment will not be refunded.

**I have read and agree to the policies listed above**

Signature \_\_\_\_\_ Date \_\_\_\_\_