

# POLICIES FOR EVENTS

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## **BOOKING POLICIES**

### **Securing a Date**

The Copernicus Center will be glad to note your requested dates; however, **an event date is not confirmed** or recorded into the calendar until we have received a signed Rental Agreement and **non-refundable deposit**. We will make every attempt to contact those that have expressed an interest in particular dates but we cannot be held responsible if another party requests the same date, and

and submits an executed Rental Agreement and the required non-refundable deposit. Until the signed Rental Agreement, and non-refundable deposit are received and accepted your date is vulnerable!!

We require a non-refundable deposit for all of our events and a balance paid one week before the event. Any additional event costs must be paid in full by at least one business day before the day of your event. The Copernicus Center reserves the right to cancel the event if full payment has not been received

The use of our venue may be denied to any individual, group, organization, or event that does not represent the best interests of Copernicus Foundation. Such decisions will be made at our sole discretion.

## **EVENT POLICIES**

### **Services**

The Copernicus Center has its **own beverage facilities** and staff and liquor license. You have the option of a cash bar or an “open” bar charged to you (packages available). **No outside beverages** or alcohol are permitted either for sale or distribution unless agreed upon in writing.

Only designated Copernicus Center staff may serve or handle alcoholic beverages.

### **Access to the Venue**

Normal rental segments are in six hour blocks. If you require access to the venue before or after the time block you have specified you will be charged a small hourly charge for staff to give you access.

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## **Parking**

The Copernicus Center parking lot is reserved for the Center's patrons. Parking arrangements for service vehicles such as catering and delivery trucks must be made in advance with the Event Coordinator.

## **Room Set-Up**

All deliveries must be coordinated with The Copernicus Center's Event Coordinator. Placement and location of all furniture, including but not limited to chairs and tables for check-in, merchandise sales, buffets/food stations, silent auction items, etc. must be approved in advance. No tent structures or other structures may be placed outside the venue without prior approval.

The Copernicus Center assumes no responsibility for damage to or loss of any merchandise or articles left in the venue before, during, or following your event.

## **Subcontractors and Vendors (Catering, Decorating, Entertainment)**

You will be required to provide names, addresses, and contact information for any and all subcontractors and/or vendors you intend to use for your event and obtain approval for use of such subcontractors and/or vendors from The Copernicus Center before they will be allowed to perform services or provide and install equipment. Each subcontractor will be required to provide proof of insurance and proof of Workman's Comp. insurance.

## **Decorations**

Placement and location of all decorations must be approved by The Copernicus Center. No open flame devices are allowed in the venue at any time. The use of candles is prohibited. No banners or poster may be tied, taped or attached to any part of the building. Please, no balloons!

## **Catering**

Food service catering for your event must be approved in advance by The Copernicus Center. No propane, butane or other pressurized tanks are permitted inside the building. Sterno and electrical equipment such as convection ovens may be used in our catering room and other designated areas of the venue, with prior approval. No rental equipment may be left overnight without prior approval. Absolutely no food in the theater!

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## **Smoking**

Smoking is not prohibited in the building. Smoking urns are located outside the main entrance.

## **SAFETY POLICIES**

### **Compliance with Local Laws**

At all times when The Copernicus Center open to the public, all exit doors must be unlocked, and access to exit doors must be unobstructed. The Copernicus Center reserves the right to deny service of alcohol to any guest we feel may cause harm to himself/herself or others or damage to the venue or for any other reason. The Copernicus Center reserves the right to deny admittance to any guest reasonably suspected by security staff to be intoxicated or for any other reason.

The Copernicus Center reserves the right to eject any guest if it can be reasonably determined that guest might cause harm to himself/herself or others or damage to the venue or for any other reason.

The following actions typically result in eviction from the venue:

- Offensive, profane or threatening language to other guests
- Public drunkenness
- Fighting or threatening to fight

The decision to eject a patron shall be made by Center staff or Copernicus security personnel.

Security, at its sole discretion, may conduct visual inspections of all guests entering the facility. Required security staff numbers may vary depending upon the projected attendance, type of event and previous event history. All space users will be required to hire the appropriate amount of security to maintain safety and order.

Only approved security personnel may be hired to work at the Copernicus Center.