

VENUEpolicies

PAYMENTS

DEPOSIT \$300 deposit due at receipt of invoice to reserve your event date. **\$500 Fri and Sat Events.** Event date is **not** reserved until payment is received. Space rental is available on a **first come first serve** basis.

PAYMENTS 50% of total contract amount due **60** days prior to event. Final payment due **5** business days prior to event. Event will be cancelled if **FULL** payment is not received.

CANCELLATION 50% deposit refundable for events cancelled more than **60** days from event date. All other monies paid **before or after 60** days are **non-refundable** in the event of cancellation. Events may be **postponed once, but** Must take place within 6 months of event date. If event is not rescheduled within that time, all monies will be forfeited.

CHECKS Personal or company checks will **NOT** be accepted less than 14 days from event date. Only certified cashiers checks, credit cards, or cash will be accepted. There will be a **\$50** fee charged for return checks.

POLICIES

GENERAL LOFT at Castleberry Hill is a **PRIVATE EVENT VENUE** located in an intimate loft setting. LOFT reserves the right to refuse use of its venue for any reason deemed appropriate. **NO Public/Promoter events allowed.**

LATE BOOKINGS Events booked less than 7 days from event date will incur a **\$100** late fee.

SMOKING There is **NO** smoking allowed inside the venue. Designated smoking areas outside are available.

ALCOHOLIC BEVERAGES The Georgia State Liquor Commission regulates the sale and service of alcoholic beverages. As a licensee, LOFT at Castleberry Hill is responsible for the administration of these regulations. Therefore, it is our policy that liquor, beer, and wine can **NOT** be brought into the facility.

NOT PERMITTED Confetti cannons, wedding rice, pets of any kind, and **open flames or pyrotechnics** of any kind. Helium balloons are allowed in all LOFT spaces except CANVAS.

UNDERAGE EVENTS LOFT requires (1) chaperone per (25) children. Parents must be present 20 minutes before end time to pick up children. **Refundable \$150 cleaning deposit is required for events with attendees 16 years and under.**

WEDDINGS LOFT requires that all rehearsals, ceremonies, and receptions have a designated coordinator present to execute all wedding details.

LIABILITY LOFT is not liable for and cannot assume responsibility for damage or loss of property left in reserved areas prior to, during, or following your event. We appreciate the premises being restored to the original condition following conclusion of your event. In the event, that any property of LOFT is damaged by the client, its agents, employees, or any person admitted to the venue reserved by client, the client will reimburse LOFT for all damages or unusual cleanup fees. **Credit card must be on file to charge damage fees.**

MUSIC Due to the intimate location, all events are subject to **music** restrictions. Management reserves the right to adjust sound levels. All music will cease by 1am. LOFT has the right to refuse entertainment acts that are deemed inappropriate. **Disc Jockeys must provide their own sound equipment.**

PROMOTIONAL MATERIALS Any invitation, flyer, press release, or advertisement promoting your event must be approved by management **BEFORE** public distribution. LOFT has a right to deny any material deemed inappropriate.

DÉCOR All décor must be approved. All floral décor must be treated for insects.

CHARGES All Food and Beverages are subject to a 20% service charge and 8% sales tax. An additional 3% sales tax applies to all liquor charges.

RATES All rates are subject to change without notice.

CONTACT US

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SITE VISITS

Tuesday and Thursday : 11am to 6pm : by appointment only