

# Guidelines & Information



## Event Guidelines

- Food must accompany alcoholic beverages at all events.
- If alcohol is to be served, there must be a R.A.M.P. certified bartender with all alcohol being served from behind the bar by the R.A.M.P. certified bartender.
- Wine and bottled beer only. No hard liquor or keg beer.
- No alcohol is to be served 30 minutes prior to the scheduled end of the event.
- All events must end by 10:00 p.m.
- CALC is a smoke-free facility for all indoor & outdoor spaces.
- Decorations & all plans for decor are subject to approval by CALC.
- Decorations may not be affixed to CALC's walls, floors or ceilings in any manner.
- Glitter, confetti, rice, bird seed, bubbles, sparklers & live animals are prohibited.
- All outside vendors must be approved by CALC.
- All event details are subject to approval by CALC.
- Rental fees include custodial services and event supervision.
- Rental fees do not include catering, linens and furniture unless determined otherwise.
- Adult events including minors may be allowed at the discretion of CALC and only with a proper chaperone.
- CALC reserves the right to discontinue the service of alcoholic beverages at any time during a function. Bar service will end one-half hour before the departure time stated on the function contract. Food must be served in conjunction with alcohol service

## Availability

Set-up times vary, exceptions may be made with prior approval.

## Takedown

All caterer-owned or rented equipment, furniture and supplies, as well as all debris and trash (including empty bottles and unused bags of ice) accumulated from the function must be removed from the building at the end of each function. Caterer must clean kitchen and equipment storage area after all items have been removed. All takedown must be completed by 11:00 p.m. the evening of the event unless prior permission is given by CALC's Special Events Coordinator.

## Date Reservation

A date may be held with a rental application and \$100 deposit. The fee is applicable to the final bill.

The event will be confirmed when the signed agreement form and full payment are received by CALC. Full payment is required 14 days prior to scheduled event.

## Cancellation

If Client cancels the Event, CALC will issue a refund only if cancellation is made 30 days prior to scheduled event.

## Insurance

Client must obtain insurance. Copies of insurance must be received by CALC at least 14 days before event.

## Damages

A refundable security deposit of 50% will be paid by Client prior to event and refunded one week after event date. Client is responsible for all damages, injury, expenses and losses of any kind including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the Client's use of CALC's facility and all tangible property contained therein.

Anything beyond normal wear & tear to CALC, as determined by CALC's staff, will be charged to the Client.

Additional cleaning fees will be assessed on an as-needed basis and Client will be charged accordingly based on staff hours required for cleaning and/or repair.

## Indemnification

Client will defend, indemnify and hold CALC harmless from and against all claims, liabilities, losses, damages and settlement expenses

## Children's Birthday Parties

CALC will provide an experienced teacher for a party that is scheduled for 3 hours. The first and last 30 minutes are for set-up & clean-up. The middle 2 hours are for the party. The party can be themed to your child's interests. Guests will create an art project related to the party theme. The customer will provide any food, cake, paper products and table decorations.

### COST

**CALC Members:** \$200 for up to 12 children  
*each additional child is \$10*

**NonMembers:** \$225 \$200 for up to 12 children  
*each additional child is \$10*

(including attorney's fees, court costs and all other defense-related costs) in connection with any breach of Agreement by Client or with injury or death of any person or loss or damage of any property allegedly or actually, in whole or in part, resulting from or arising out of any act or negligence of Client, its employees, guests, invitees, agents or contractors in connection with the event.

## Deliveries

Client must provide advance notice to CALC regarding deliveries and pick-up schedules for items and services not contracted through CALC. The Client shall be responsible for the cost of special deliveries and pick-ups.

## Parking

The Pomfret Street Parking Garage is located directly across from CALC and Client may select to have each guest pay on his or her own or Client may pay for parking passes for guests. Pomfret Street Parking Garage will bill Client directly after event based on number of passes collected on date of event. Evening parking after 5 p.m. is a flat rate of \$1.50/car and \$3.00/car during the day.

Parking directly behind CALC is available for vendors, VIP's and guests needing special assistance.

Client shall be responsible for any parking costs.

## Decor

Decorations must not endanger or necessitate the removal of artwork. Final plans for decor and any special installation of equipment, must be submitted to CALC at least 14 days prior to event. CALC reserves the right of final approval over table & other decorations on the evening of the event.

## Nearby Accommodations

COMFORT SUITES HOTEL and CARLISLE HOUSE BED & Breakfast, are both conveniently located on South Hanover St., adjacent to the Pomfret Street Parking Garage, each is just a two minute walk from CALC.

## Pricing

Lower Gallery .....	\$700*
Upstairs .....	\$600*
Full Space .....	\$1200*

*For Clubs/Corporate Meetings, please call for pricing*

*\* Fee based on use of CALC for 6 hours; 2 hours before event for set-up, 3 hours for event, 1 hour for take-down and clean up at conclusion of event. Arrangements may be made to extend event beyond agreed upon timeframe at a rate of \$100 per 30 minutes past 6 hour rental.*

*\*\*An additional 30 minutes before and after is added to the 2 hr event time for set-up before & clean-up after event.*

A refundable DAMAGE DEPOSIT of \$200 (to be paid by separate check or money order), refundable to the CLIENT up to two weeks after the event has been held once property has been inspected for any damage from event.



# Special Event Contract

For questions regarding a reservation, please call:  
Maureen Madio, Special Events Coordinator 717.360.3463

### Client

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Reserved Space \_\_\_\_\_

### Event Information

Date of Event \_\_\_\_\_

Event Description \_\_\_\_\_

Anticipated # of Guests \_\_\_\_\_

Duration of Event \_\_\_\_\_

Charges for the rental of CALC for the hours specified above shall be \_\_\_\_\_ including set-up and necessary clean-up periods. Additional hours will be billed to the CLIENT at \$100 per 30 minutes past the 6 hour rental period. Client will be afforded the opportunity to extend the hours of the event, provided all terms and conditions of the contract are met and there are no scheduling conflicts. CALC recommends that music, the service of food and alcoholic beverages terminate 30 minutes prior to the planned conclusion of the event in order to facilitate the orderly completion of the event prior to the contracted deadline.

Rental fee includes the use of in house audio equipment and labor for basic clean-up and room set-up for the function of the space. Rental fee does not include chairs or table linens (some tables are available). To best accommodate all set-up requests, the final arrangements should be confirmed with CALC's staff no less than three (3) working days prior to the event date.

50 percent (50%) of the room rental in the amount of \_\_\_\_\_ is required, as initial payment, with the signed agreement. The remaining portion of the room rental plus a separate damage check for \$200.00 will become due and payable no later than fourteen (14) calendar days prior to the function. All changes to the contract or cancellations must be in writing and signed by the Client.

*All payments should be made payable to CALC. Please return this signed contract along with your check to:*

**CALC • 38 West Pomfret Street • Carlisle, PA 17013**

Effective Date: The effective date of this contract is the date CALC receives the signed contract.

CANCELLATION POLICY: In the event the CLIENT should cancel this contract within 72 hours of the Effective Date of the contract, CLIENT shall receive a return of the room rental deposit and the damage deposit, less a \$100.00 administration fee. In the event the CLIENT cancels this contract after the 72-hour period only the \$200.00 damage deposit will be refunded.

CALC must approve the catering company for the event.

The CLIENT and all of the CLIENT's guests shall obey all policies of local, state and federal laws, regulations and ordinances while on CALC's property. The CLIENT and the CLIENT's guests shall exercise due care in the treatment of the real and personal property of the facility and shall not maliciously or negligently damage or destroy such property. CALC reserves the right to eject any individual violating this provision.

CLIENT agrees to be responsible for any and all damages to CALC caused by the CLIENT, his/her guests, independent contractors, or other agents under the CLIENTS control. CALC will not assume or accept responsibility for damage or loss of any merchandise or articles left at CALC prior to, during or following the CLIENT's function.

This contract will not be binding on CALC unless the original contract, signed by the CLIENT, along with all deposits is returned by \_\_\_\_\_.

AS ACCEPTED AND EXECUTED:

\_\_\_\_\_  
(Client)

\_\_\_\_\_  
(CALC)

\_\_\_\_\_  
(Date)

## Rules for Caterers

Current certification of comprehensive liability insurance, current health permit and business license, and a signed copy of the caterers rules must be on file 7 days prior to event.

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1. Caterers must park in CALC's designated spots behind CALC off Chapel Ave. Caterers must use the back doors to load and unload all food, beverages and equipment for event set-up.
2. During an Event, it is the responsibility of the Caterer to keep CALC's premises designated for their event clean and orderly. Caterers must keep all trash and debris contained in covered receptacles, moving it to a designated holding area as needed.
3. Bottled beer and wine may be the only alcohol served. No kegs or hard liquor.
4. Bartenders must have and verify R.A.M.P. certification.
5. All persons over 21 must wear an 'Over 21' wristband, provided by the bartender after showing proper ID.  
*(wristbands furnished by CALC)*
6. All alcoholic beverages must be served from the bar. Alcoholic beverage service must end 30 minutes prior to the scheduled end of event. No glass or alcoholic beverages permitted to leave CALC's premises, including parking lot.
7. At the end of Event, it is the responsibility of the Caterer to remove all food garbage, debris and trash generated by their event from CALC's premises. Caterer must not fill CALC's stationary trash receptacles with their debris, including cardboard boxes. Caterers must supply all cleaning materials, dish soaps, cleansers, paper or cloth towels, trash can liners and bags. The caterers set-up area must be left in the same state as it was found. Left over ice should be dumped in the downstairs clay studio sink. Sink, refrigerator and countertops and bar area must be wiped down.
8. Caterers may use the sinks as a source of potable water. Only non-greasy, clear liquids may be disposed of in any of CALC's sinks. All other wastewater must be removed from CALC by the Caterer.
9. All rental items must be picked up at the end of the event. Special arrangements may be made prior to the event to pick up rentals the next day at an agreed upon time.

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Client Signature

Date

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Event Organizer Signature

Date

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CALC Signature

Date



# PREFERRED VENDORS

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## CATERING:

Andalusia/Cafe Bruges  
26 North Hanover St  
Carlisle, PA 17013  
717.462.4141

Dickinson College Catering Services  
717.245.1318

Redd's Smokehouse BBQ  
109 N. Hanover St.  
Carlisle, PA 17013  
717.254.6419

Sir D's Catering  
149 Geary Avenue  
New Cumberland, PA 17070  
Phone: (717) 441-1494  
www.sirdscatering.com

Wegmans Harrisburg  
6416 Carlisle Pike, STE 2000  
Mechanicsburg, PA 17050  
717.791.4500

JDK Group  
1 Bishop Plac  
Camp Hill, PA 17011  
717.730.4661  
www.jdkcatering.com

## FLOWERS:

Roots Cut Flower Farm  
Michelle Elston  
177 Church Rd.  
Carlisle, PA 17015  
717.486.5244  
www.rootsflowerfarm.com

The Whimsical Poppy  
417 N Baltimore Ave.  
Mount Holly Springs, PA 17065  
717.486.5202  
www.thewhimsicalpoppy.com

George's Flowers  
101 G St.  
Carlisle, PA 17013  
800.650.4294  
www.georgesflowershop.com

## RENTALS:

Capitol Rental  
Carlisle, PA 17013  
717.525.0701  
www.capitolrentalsandsales.com

High Peak Rentals  
119 Petersburg Rd.  
Carlisle, PA 17013  
800.500.TENT  
highpeaktentrentals.com

Essential Party Rentals  
www.essentialpartyrentals.com  
(part of JDK Group)

## SWEETS:

Carlisle Bakery  
35 South Hanover St.  
Carlisle, PA 17013  
717.462.4160  
www.carlislebakery.com

Helena's Chocolate Café  
36 West High St.  
Carlisle, PA 17013  
717.245.6453  
info@helenascafe.com