

EVENTS  
- AT -  
BRICK LANDING  
AN ART CATERING VENUE

## VENUE GUIDELINES & POLICIES

### Event Policies

- ❖ Venue rental is the fee for use of Brick Landing for the day-of a private event. Typically, our event block is for five hours of setup time, five hours of event time, and two hours of clean-up time or no later than midnight.
- ❖ All Event Décor and Rentals must be removed at end of event. No items or rentals may be left overnight.
- ❖ NC State Sales Tax will be added to total of package purchased.
- ❖ Brick Landing will not book events on the following days: Easter, Thanksgiving, Christmas Eve, Christmas Day
- ❖ Events may host up to 130 guests upstairs, 120 guests downstairs, OR entire clubhouse of 200 guests
- ❖ All events must conclude by 11:00pm and be cleaned up by midnight. No décor or rentals may be left!
- ❖ Sparklers are permitted, but must be kept off the building and away from any plant or wildlife. Used sparklers must be disposed of by the client in a safe manner. Brick Landing does not permit confetti (biodegradable or otherwise), party poppers, glitter, rice, birdseed, smoke bombs or sky lanterns. No exceptions.
- ❖ No decorations may damage Brick Landing in any way, including but not limited to marks, holes or other damages to building, lawns, gardens or furniture. Damages will result in a fee.
- ❖ Candle flames must be kept covered and away from any item/centerpiece that may touch or fall into the flame. Candle wax will result in a linen replacement fee.
- ❖ All weddings are required to have a professional wedding planner/coordinator.
- ❖ All Weddings from June 1 - November 1 are required to have Event Cancellation Insurance due to hurricane season.
- ❖ Furniture & Décor in or around Seabreeze Restaurant and Brick Landing Venue cannot be moved.

### Bar Policies

- ❖ Shots are not included in any beverage package and are not allowed prior to or during events
- ❖ Service of all alcoholic beverages during the event must be handled by Brick Landing bar staff only
- ❖ All packages are subject to NC State Sales Tax
- ❖ Brick Landing reserves the right to I.D. any individual and to refuse alcohol service to any person for any reason
- ❖ Any guest under 21 years old drinking alcohol will result in immediate cease of the event and removal of all guests
- ❖ No outside beverages or alcohol is to be brought onto Brick Landing property prior to or during event. This includes the Bridal Suite. Outside alcohol found within Brick Landing will result in the immediate cease of the event and removal of all guests.
- ❖ All menus and prices are subject to change without notice. Selections and pricing are confirmed 45 days prior to the event.
- ❖ Max of 5 Hour Bar Time

### Dress Code

- ❖ Shoes and closed shirts must be worn by all clients and guests at all times. Transparent and/or netted clothing is not permitted. Any "wardrobe malfunctions" will result in guest being removed from event.

