

REVOLUTION MILL EVENTS CENTER
900 REVOLUTION MILL DRIVE, GREENSBORO, NC 27405
336-362-6517 | REVMILLEVENTS.COM
JAIME GILLIAM, VENUE MANAGER/CATERING SALES | JAIME@REVMILLEVENTS.COM

With 8,555 square feet of flexible event space, Revolution Mill Events Center in Greensboro, NC is ideal for corporate meetings, trade shows, executive retreats, conferences, workshops and team building. The unique atmosphere and versatility of the event center inspires creativity and excitement beyond a conventional meeting space. Our full service venue, managed by Pepper Moon Catering, offers a variety of features and a seamless event planning experience.

Business-Minded Amenities Included with Venue Rental Fee

- Exclusive use of Revolution Mill Events Center for your event
- Assistance in planning catering and event logistics
- Standard tables and chairs (more details below)
- Base linen package (more details below)
- Setup and breakdown
- Plentiful natural light and dimmable overhead lighting
- Event Manager on site for duration of event
- Ample parking
- Basic A/V equipment
- Courtyard access
- Coat Room/Racks (attendant available for additional fee)
- Customizable floor plan
- Trusted vendor recommendations
- Handicap accessible

Rental Fees

Rental rates are dependent on the entire breadth of your event. Please contact us with more details about your event for a custom proposal!

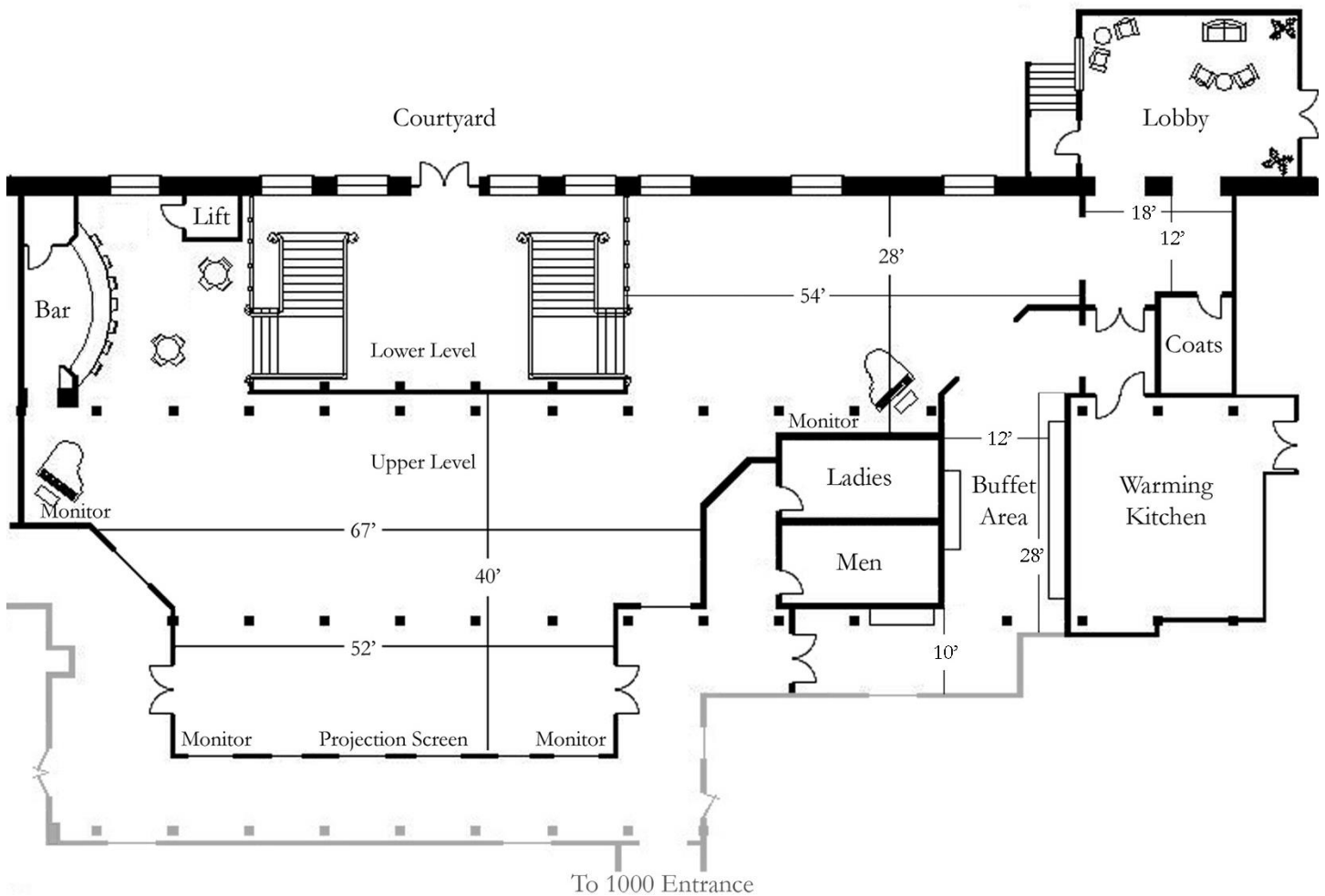
Rental periods will include time for event setup (catering/vendors), the arrival through departure of guests, and breakdown. We typically allot 1.5-2 hours for setup and 1 hour for breakdown depending on complexity of the event.

*Non-profit organizations are eligible for a discounted rate upon proof of 501c3 documentation.

Capacities

As you plan, please use the following guidelines. Keep in mind there are many factors that can affect the actual number of guests you can seat. Please contact us to discuss your plans and a custom layout.

- Sit down plated or buffet meal (8 seats per table) OR Heavy hors d'oeuvres meal (10 seats per table)
 - 25 rounds
 - 16 rounds with AV presentation facing projection screen
- 250 guests for a standing reception with limited seating and standing cocktail tables
- 250 guests for theater style facing projection screen



EVENT POLICIES

Please read thoroughly and initial acceptance on contract

Catering/Vendors

Pepper Moon Catering is proud to offer seamless event management and exclusive catering at Revolution Mill Events Center. For more than 20 years, Pepper Moon has created exceptional culinary experiences for the Triad. Ask Venue Manager, Jaime, about customizable menus for hors d'oeuvres, dinner, dessert and bar service to impress your guests.

All food (with the exception of dessert), beverage and equipment rentals must be secured through Revolution Mill Events Center/Pepper Moon Catering. Contracted vendors are welcome to provide other goods and services appropriate to the permitted use of the facility. We reserve the right to deny property access to any vendor. We are happy to provide a list of preferred vendors upon request.

Alcohol

In compliance with the NC Alcohol Beverage Commission, all alcoholic beverages upon the premises must be provided by Pepper Moon Catering and be served by a PMC approved bartender. Because we have a Private Club Permit, any client having bar service will be requested to complete a Club Membership Application and provide a list of guests in attendance (near event date). Please see the event contract for full Club rules. We offer a variety of bar service options.

Proposal & Pricing

We are happy to prepare a custom proposal for you containing all details needed for a successful event. Our detailed proposal will reflect the estimate of venue rental, food, beverage, rentals, security, wait staff, service charge and sales tax to give you a starting point of overall costs.

*Pricing is subject to 18% service charge and 6.75% NC State Sales Tax.
Item pricing is subject to change until under contract.*

Booking Terms

- 50% of the total fee and signed contract are required to confirm date.
- Remaining balance is due 7 days prior to the event.
- Payments are accepted by cash, check (**payable to Pepper Moon Catering, Inc.**) and credit card.

Cancellation: All payments are non-refundable. If the Customer cancels more than 3 and less than 6 months in advance of Move-In Date, then the Customer shall pay 50% of the balance due. If the Customer cancels 3 months or less in advance of Move-In Date, then the Customer shall pay 100% of the balance due.

Appointments

Due to our active event calendar, **all tours and meetings must to be scheduled in advance with our Venue Manager.** Appointments are required to access the event space and are subject to availability. Whenever possible, please schedule your appointments in tandem with your other vendors. Our office is typically closed on Sunday and Wednesday.

Security

Security is required for all events with more than 50 guests and any event serving alcohol. We have teamed with Lolair Protection Agency to provide this service for clients renting our venue. All resources are dressed in business attire, but not in uniform. The number of security officers required is based on the number of guests and event details. This is at the final discretion of the Venue Manager.

Security services bill at a rate of \$25 per hour (4 hour minimum) plus sales tax, per resource and will be included on your event contract.

Parking

The Event Center is located at: **900 Revolution Mill Drive, Greensboro, NC 27405**
Please use this address on your invitations and for GPS.

Parking is available onsite and dedicated for your event. There is signage on Revolution Mill Drive which will direct your guests to the Event Center. You may want to compliment this with personalized directional signage or balloons (please remove at the conclusion of your event).

Event guests may be dropped off on the circular drive. To ensure easy access for you, your guests, and your vendors, parking is not allowed on the circular drive.

If you desire valet service for your event, this must be contracted with a reputable service provider.

Equipment

QUANTITY	ITEM (<i>inventory subject to change</i>)	COST
30	60" Round Table	Included with Rental
3	48" Round Table	Included with Rental

1	36" Round Table	Included with Rental
8	6' x 30" Rectangular Table	3 Included with Rental <i>Additional at \$8.00 each</i>
20	8' x 30" Rectangular Table	5 Included with Rental <i>Additional at \$8.00 each</i>
8	30" Standing Cocktail Tables	3 Included with Rental <i>Additional at \$10.00 each</i>
258	Upholstered Banquet Chair (brown metal frame)	Included with Rental
250	Gold Chiavari Chairs with Black or Ivory Cushions	\$5.00 each
---	White or Ivory 85x85" Linens (for 60" round guest tables - points touch floor)	Included with Rental
Up to 6	Color Full Length Linens (for buffet, cake, gift, etc.)	Included with Rental
---	White or Ivory Linen Napkins (for plated or buffet meals with china service)	Included with Rental
<i>Please ask for pricing on specialty linens and additional equipment needs</i>		

AUDIO/VISUAL Complimentary WiFi Mounted LCD Projector 4 mounted TV Screens & 1 descending Projection Screen Laptop hookup (VGA and audio jack connections) PC to play PowerPoint slideshow via flash drive In house Speaker System Wireless Handheld Microphone iPod/Phone audio jack connection CD/DVD Player	Included with Rental
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Audio/visual equipment is provided as a courtesy to Clients and we cannot guarantee suitability for your requirements. Please discuss your plans in advance with the Venue Manager to determine if our system is capable of handling your needs. We are happy to consult our A/V partner for additional rentals and technicians.

Event Manager

An Event Manager will be onsite for the duration of your event, and is the representative of Revolution Mill Event Center and Pepper Moon Catering. They facilitate and control the operation of all aspects of the venue, such as the building, parking, equipment and all services. They also have oversight of alcohol related issues and ensure Club rules are followed. The primary role of the Event Manager is to ensure the safety of you, your guests, and vendors and lend assistance to you as needed. **You are responsible for coordination details including, but not limited to, event planning, guest management and décor setup/clean up.**

Décor Elements

All décor elements must be approved in advance. Management reserves the right to refuse decorations that, in our opinion, will be detrimental or damaging to the property.

- All candles must be in glass or metal containers. Open flame is not permitted.
- We DO NOT allow confetti, glitter, rice, birdseed, fire lanterns, hay, or fog/bubble machines at the facility.
- No rearrangement of house furniture or art work is permitted. Please ask Management about moving plants.
- The use of nails, thumbtacks, tape, glue or staples to affix any décor/signage to the interior or exterior walls, wood beams, columns, windows or other parts of the infrastructure is strictly prohibited.
- Additional light sources may be used, but cannot be suspended from the ceiling, beams, light fixtures, fans or air ducts.
- Any fabric draping must be installed by an approved professional vendor.

All decorations and signage must be cleaned up and removed from the interior and exterior of the space by the end of the venue rental or a disposal fee will apply. All boxes must be broken down fully before being placed in the proper dumpster.

Courtyard

The Courtyard is accessible for general use during your event without an additional fee. There is ambient lighting in the evening. The fire pit is used seasonally for the enjoyment of our guests. Operation of the unit is dependent on outdoor temperatures and weather conditions, and its operation is at the discretion of Management.

Smoking is only permitted outside in designated areas near receptacles. If you plan to have cigars, please advise us in advance so we can put out the proper containers. Cigars can catch the cigarette receptacles on fire.

Deadline Reminders

- Please schedule a walk through appointment with the Venue Manager 2-3 months prior to event date to work on room layout and event details (menu/rentals).
- Everything (with the exception of final head count) should be firmed up by 1 month prior.
- Catering guarantee is due 7 days prior.

Revised 2/16/16