



Event Room Guidelines

General Guidelines

1. Victory Camp is a non-smoking facility. The deck and porch area can be designated as a smoking area if needed.
2. Alcoholic beverages are not allowed on campus.
3. No pets are allowed on campus.
4. All facilities close at midnight. Please plan your event to end by 11:30 p.m. to allow time to pack up your items.
5. Items may not be hung on the walls or windows.

1. What's Included?

- > _____ Hours of usage on your event date
- > _____ Hours of set up time (either on the event date or the day prior)
- > Use of up to 40 – 8" rectangular tables
- > Use of up to 400 chairs
- > Sound system with 1 wireless microphone, 1 corded microphone, cd player and MP3 connection.
- > Use of 1- 100 pot coffee maker or 1-40 pot coffee maker.
- > Refrigerated storage area.
- > "Behind the scenes" area for your caterer to set up.
- > Staff Assistance: two Victory Camp staffers will assist you during your event. These staffers can orient you on the use of the serving area as well as the other equipment you may be using. They will also remove the trash from the building after your event, monitor bathroom cleanliness, and sweep and mop the floors when you depart.

2. What's Not Included?

> Set Up

Your party is responsible to set up the room (tables and chairs) prior to your event. If you would like Victory Camp to set up the room, there is a \$150 fee.

4 days before your event, submit a sketch of how you will be setting up the room. The allotted number of tables and chairs required by your diagram will be placed in an easily accessible location. You/ your group are responsible for the set up and take down of all tables and chairs. Tables should be wiped down with a wet cloth prior to take down.

> Extra Hours

You have reserved a certain number of hours for your event. Any additional time used for either set up, clean up or event overage will be charged \$85 per additional hour.

> Cooking/ Food Preparation

We welcome your caterers to use the kitchen area for plating or serving food that is already prepared, however no cooking should be planned.

3. What Clean Up Are You Responsible For?

We ask that your group take care of the following items before departing: remove any decorative items you have set up, wipe down all tables, return the tables and chairs to the storage area, remove any food items remaining in the kitchen area or cooler.