



Event Planning Guide
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The Royal is an exceptionally appointed banquet venue at the edge of downtown Raleigh located in the historic Royal building. Elegant jewel tones, Old World décor & wrought iron chandeliers highlight the space providing a charming contrast to the building's exposed historic brick wall. The Royal is convenient to the beltline, airport & hotels. Our superior location & hospitality paired with historical recognition earns The ROYAL timeless distinction for business or pleasure.

We offer a 3,760 sq. ft. banquet hall comfortably accommodating up to 292 people with a variety of room sizes. We also offer an 875 sq. ft. Business Center. We allow you to select a licensed caterer of your choosing as well as serve alcohol at your event with a licensed insured bartender. The rental at the Royal includes a long list of equipment & features.

Our host will greet your guests & make sure your special event runs perfectly.

Please do not hesitate to contact us to reserve your special date or to receive additional information.

2012 ROYAL ROOMS & RATES*

We are a flat rate & do not charge tax or service fees.

\$300 refundable damage deposit required for all events. Damage deposit refunded within 15 business days.

Rooms	A	B	C (Rooms A & B)	Business Center
Sq. Footage	1,207	2,553	3,760	875
Seating	75	150	240+	40
M-F daily rate M-Th evening rate	\$600	\$800	\$1,200	\$50/hr. **
Friday after 4PM	\$600	\$1000	\$1,500	**
Saturday	N/A	N/A	Nov-April \$2,200 May-Oct \$2,750	**
Sunday after 4 PM	N/A	N/A	\$1,500	**

* Holiday Rates vary

**2 hr. minimum/\$300 maximum charge for 8 hrs; weekend rates available by request

Included in A, B, & C Room Rates

- ✓ Setup of Facility (tables/chairs) *Linens NOT provided.
- ✓ Free Parking covered & uncovered
- ✓ Private Restrooms
- ✓ Optional beverage service (coffee, water, canned sodas) \$4.00 per head for weekday/corporate events ONLY/not available on weekend
- ✓ Copy service \$.15 per page for weekday/corporate events ONLY
- ✓ Outdoor Patio (rooms B & C only)
- ✓ Hardwood Dance Floor (rooms B & C only)
- ✓ Catering Kitchen & ice machine
- ✓ Wireless Internet, LCD projector, Screen
- ✓ Sound System & speakers throughout facility
 - ◆ CD Player or IPOD Connection
 - ◆ 2 Hand Held Microphones, 1 Lavalier Microphone
- ✓ Equipment provided:
 - ◆ 290 – Ballroom chairs
 - ◆ 30 - 60” round tables that seat 8-10 people
 - ◆ 50 - 18” x 60” classroom tables
 - ◆ 10 - 8’ banquet tables
 - ◆ 5- High Top Cocktail Tables
 - ◆ Granite top bar, easels, cake table

Included in Business Center Rates

- ✓ Setup of facility (tables/chairs) *Linens NOT provided
- ✓ Free parking covered & uncovered
- ✓ Wireless Internet, LCD projector, screen
- ✓ Optional beverage service (coffee, water, canned sodas) for \$4.00 per head
- ✓ Copy service \$.15 per page

Terms and Conditions

1. RESERVATIONS AND PAYMENTS

- a) To secure a date a 50% deposit & signed contract is required.
- b) We accept personal checks, bank checks, cash & money orders. No credit cards.
- c) Checks are to be payable to **Royal NCB, LLC**.
- d) Balance is due **90 days prior to the event date**. The **\$300 refundable damage deposit** is also required at this time. Damage deposits will be refunded within 15 business days following your event provided no additional charges are incurred.
- e) Refunds:
 - ✓ If you cancel prior to 90 days before your event date, 50% of the deposit paid will be refunded. If the room is rebooked at an equal or greater rate, you receive the entire deposit paid less a \$100 administration fee.
 - ✓ If you cancel within 90 days of your event date, there are no refunds. However, if we do rebook the room at an equal or greater rate, we will refund 50% of monies paid provided the room has been paid in full.
- f) A meeting with our Sales Manager to determine floor plan will be scheduled 30-40 days prior to your event date. They will assist you in determining the maximum layout for your room.

2. CATERING

To ensure quality & preserve the integrity of The Royal, The Royal Sales Manager must approve caterers & bartenders. Only caterers/bartenders who are licensed & insured will be approved.

A list of recommended caterers is provided on our website: www.theroyalbanquet.com. Caterers are reviewed annually & the top performing caterers from the previous year are selected. We maintain their current health score & insurance on file for your convenience. All caterers must abide by the rules of The Royal or they will no longer be permitted to cater future events at The Royal.

a) All caterers are required to have on file at The Royal 60 days prior to the event:

1. Current Liability Policy -2 million \$ general aggregate policy
2. Workman's Compensation insurance
3. NC Heath Score of the facility where food is prepared
4. ABC License if they will be serving alcohol

*Should you elect to caterer the food yourself, you must acquire "Special Occasion Insurance" through Doug Robertson of Allstate Insurance (919-833-7515) & have on file with The Royal 30 days prior to event date. The policy is for 1 day only & must list yourself & The Royal as co-insured.

- b) The use of disposable products for food service creates an excessive amount of trash. We discourage the use of disposable products. There will be an additional charge for excessive amounts of trash.
- c) All caterers are permitted to use facility property that includes a refrigerator, ice machine, sinks, bar, tables & chairs. The Royal does not provide food, plates, utensils or cooking appliances.
- d) The caterer is required to properly dispose of all food & trash items. A large gray container is provided in the service hallway of The Royal for this purpose.
- e) All rental items must be properly set aside for designated pick up. Pick up must be immediately following the event unless prior arrangements are made with The Royal Sales Manager. Any items left over night are not the responsibility of The Royal for any damages or loss incurred.

2. ALCOHOLIC BEVERAGES

Alcohol may be served to persons over the age of 21 under terms & conditions consistent with applicable State of North Carolina laws & Licensee must abide by the following:

- a) **Licensee shall take full responsibility for & hold The Royal harmless from all liability** arising from the serving & consumption of alcoholic beverages.
- b) Licensee shall **provide a licensed, insured bartender to serve alcoholic beverages.**
- c) A **certificate of insurance evidencing a Liquor Liability Policy from the caterer, Licensee or bartender must be on file at The Royal at least 30 days prior to event date. If the policy is not on file, no alcohol will be served.**
- d) **If hard liquor is to be served, the Licensee or caterer is required to have an ABC Permit** and provide it at least 30 days prior to event date. This is required of the Licensee in addition to having a licensed, insured bartender or caterer.
- e) Kegs are permitted but service is only by the licensed bartender.
- f) Alcohol is **not permitted** outside of the licensed Facility, including, but not limited to, public areas within the Royal Bakery building.

3. MUSIC/ENTERTAINMENT

DJs and Live Bands are permitted. The Royal must approve additional entertainment in advance.

4. NO SMOKING

The Royal is a smoke-free environment. Smoking is prohibited in all areas of the building at all times. Smoking is permitted in outdoor common areas with proper disposal of cigarette butts.

5. PROHIBITED ITEMS

- a) **CONFETTI & GLITTER** The use of confetti/glitter is extremely difficult to clean & \$100.00 of the damage deposit will be retained if the Licensee uses confetti/glitter.
- b) **TAPE ON THE WALLS & FINISH SURFACES** Tape is damaging to the walls & finished surfaces & requires cleaning & repainting. \$100.00 of the damage deposit will be retained if Licensee uses tape on the painted surfaces.
- c) **SMOKE MACHINES, FOG MACHINES, SPARKLERS, & CANDLES that Drip** The use of smoke machines, fog Machines, and sparklers will set off sprinklers & are not permitted. Sparklers are permitted for use outdoors with advance notice. Drip less candles must be used for ceremonies, etc. Any type of candle may be used on tables. Licensee is responsible for any wax damage to carpet or surface.

6. TRASH AND FOOD

All trash & food items are to be bagged & placed within the container provided in the service hallway for disposal. Lack of use of bags & proper placement of trash & food causes difficulty in cleaning. \$100.00 of the damage deposit will be retained if Licensee does not properly dispose of food & trash items.

7. EXCESSIVE CLEANUP

The Royal will be delivered in a clean & sanitary fashion. It is expected that the space will be returned in roughly the same manner. Normal wear & tear & cleaning excluded. \$100.00 of the damage deposit will be retained for excessive trash, debris & cleanup.

8. RENTAL TIME PERIODS

- a) For weekend events, The ROYAL is generally licensed for a maximum of 8 hours or until 12:00 a.m. The Royal will designate a setup time for the event.
- b) Events will end at 11 p.m. to allow 1 hr. for Licensee/vendors to clean up (remove all personal items, dispose of trash, etc. Licensee is not responsible to mop, vacuum, and tear down tables or chairs.)
- c) The Royal host will arrive 2 hrs. prior to 1st guest & is the last one out. Tipping is not required, but is thoughtful if he/she has provided you & your guests with excellent service. Your rental time ends when the host staff exits the building.
- d) If items must be held overnight for later pick up, arrangements must be made with Sales Manager of The ROYAL prior to the event.
- e) If Licensee chooses to continue the event beyond 12:00 midnight, there is a charge of **\$150.00 per hour** payable in advance.
- f) Every one must exit the Royal no later than 2:00 AM. All events must conclude by 1 a.m. to allow 1 hr. for clean up.

9. FLOOR PLAN

A floor plan is available online & shows the dimensions of each room.
Room C is room A & room B combined along with use of the lobby and patio.