



HERITAGE CONFERENCE CENTER

Wedding Policies & Guidelines

Congratulations on your engagement!! Your fairytale wedding awaits you in Fort Mill, SC. The Heritage Conference Center offers several elegant settings, comprehensive planning, and catering services from a wide range of professional catering vendors. We can make your day truly unforgettable.

Thank you for considering Heritage Conference Center for your wedding. We want to make your wedding special for you and your guests, and we will do all that we can to accommodate your requests. Please read and carefully consider the following policies of Heritage Conference Center.

Securing the Wedding Date:

- ❖ In order to secure the rental space on the desired date, a signed Terms and Conditions Form, Release and Waiver of Liability Form and a Covid Waiver Form, plus the deposit ***must*** be received. The deposit is 20% or \$1000.00, whichever is greater. The date will not be guaranteed, until these are received.
- ❖ The initial event deposit is nonrefundable.
- ❖ Cancellations are accepted provided that notification is given no later than 30 days before the event takes place. The event deposit will be applied to a new date, if your event is cancelled in writing no later than 30 days before the event. The remaining balance of each event is due 30 days before the scheduled date.

Catering:

- ❖ We have some exceptional outside catering teams that are happy to assist you in providing food & beverages for your event.
- ❖ The number of wedding reception guests must be submitted 21 business days prior to the wedding. Should the actual number of guests in attendance exceed the agreed upon number, the charge for the additional guests will be added to the bill.
- ❖ 25 % deposit paid to HIM, when the menu is finalized
- ❖ Remainder paid to HIM in full at 30 days out from the event

Alcoholic Beverages:

Alcohol is only allowed during weddings. If alcohol is served during a wedding ceremony/reception, certain limitations will apply. Alcohol is not allowed for any other events. Alcohol is ***not permitted*** in hotel rooms. Your event coordinator can provide you a copy of our alcohol policy upon request.

Use of Facilities:

- ❖ Clients will be responsible for any damages to Heritage Conference Center Facilities and equipment. This includes, but is not limited to the client and their wedding guests.
- ❖ Outside catering is only permitted through our approved vendors.
- ❖ For events over 200 people a safety team member will be assigned to the event.
- ❖ For the sake of our hotel guests, all events held on Main Street & in the Grand Café must end by 10:00pm. All events held in the Conference Center must end by 11:00pm. Management reserves the right to determine curfew on a case by case basis.
- ❖ Smoking is ***not permitted*** on the premises and it is requested that guests of the wedding be informed of this policy. If smoking occurs inside Heritage Conference Center there will be additional fees charged to the client.
- ❖ Heritage Conference Center is currently following state recommended CDC guidelines regarding COVID- 19 for your safety. We are committed to providing clean rooms and event spaces to our guest.

Decorations:

- ❖ Nothing may be affixed to, or removed from the walls or doors without permission. No nails or tacks may be driven into woodwork or plaster.
- ❖ Items rented from outside vendors requiring set up, break down, or placement is the responsibility of the client and is not included in the Setup Fee.
- ❖ The use of candles must be approved. No open flames are allowed for any event.
- ❖ No items shall be left on premises, including flowers unless prior arrangements are made with our staff.
- ❖ All changes in furniture set up must be approved and requested in advance. Additional charges may be incurred for additional time required outside of normal setup.
- ❖ All equipment, and decorations brought into the facility must be removed at the conclusion of the event or an additional rental fee will be charged.
- ❖ Outside catering is only permitted through our approved vendors.
- ❖ Items rented from outside vendors requiring set up, break down, or placement is the responsibility of the client, unless otherwise agreed upon.
- ❖ Pursuant to local fire code, all candles, or any device that emits flames or smoke must be enclosed in glass or non-flammable containers.
- ❖ The use of fireworks is strictly prohibited by the fire marshal. Floating lanterns are considered fireworks and are therefore also prohibited.
- ❖ Throwing rice or confetti is not allowed anywhere on the premises. However, birdseed and bubbles may be used out in the parking lot.
- ❖ No real flower petals may be used on the carpet.

Audio / Visual Equipment:

- ❖ Heritage Conference Center offers full service audio-visual packages.
- ❖ Our event team will work with you on all your A/V requirements.
- ❖ Should you choose not to utilize our A/V team, we do allow outside vendors for A/V services.
- ❖ The client will accept full responsibility for the conduct of their A/V vendor. Please keep in mind that Heritage Conference Center is a Christian facility. Lewd, vulgar, or inappropriate music & behavior is not allowed.

Facility Charges:

- ❖ Setup / Tear Down \$1,500.00
Cleaning and Sanitizing/ Carpet Cleaning
On Site Event Host

- ❖ Additional cleaning fees and charges may apply, if the wedding ceremony/reception warrants such charges. These charges may include, but are not limited to, carpet cleaning, and excessive cleaning resulting from negligence by the client or their guests. The size of the wedding will also be taken into consideration when setting the fees charged for administration, set up, cleaning, etc.

Guest Rooms:

- ❖ Guest room blocks are available upon request.

- ❖ Hotel guest rooms are subject to availability and the current rack rate will be charged.

- ❖ Hotel Rooms:
 - Atrium Upgraded Room \$125/night
 - King Suite \$160/night
 - Executive King Suite \$199/night
 - King Apartment \$250/night

Other exclusions & limitations may apply for all events held at Heritage Conference Center. All event details, client expectations, and event charges will be discussed with the client prior to contract signing. Please speak with your event coordinator if you have any questions, comments, or concerns related to the Policies & Guidelines of Heritage Conference Center.