

# Guidelines & Regulations

- Breaks Park Rhododendron Restaurant offers catering or outside caterers are allowed.
- Guests must pay the park entrance fee. This fee may be paid in advance for your guests.
- **Breaks Park Rhododendron Restaurant Catering:** A final menu selection and number of attendees must be known 7 days in advance, and catering must be paid in full 7 days in advance of the event. 18% gratuity will be added to all food invoices for events held in the Conference Center and Banquet Room. Buffet food service remains in the room for two hours, per food safety requirements. Beverages are set out with the buffet and left in the room for the duration of the event. Additional beverages are available for an added fee. Tablecloths and Napkins are included.
- **Outside Caterers:** If using an outside caterer, tables and chairs are included in the rental fee for the Room. The Park does not provide linens, plates, cups, utensils etc. Please provide a headcount at least 7 days before the event for set up of room. A warming kitchen is available on a first come, first serve basis in case of multiple events at the same time. (we recommend slip resistant shoes in the kitchen) The guest is responsible for removing all decorations and for cleanup of the Room. All trash must be placed in the bear proof dumpster near the loading dock of the Restaurant.
- Alcoholic beverages are permitted in the Conference Center, with some restrictions. A one-time event license from the Virginia ABC Board is required. The Abingdon, VA office may be contacted at 276-676-5502 or at [www.abc.state.va.us](http://www.abc.state.va.us). Advance notice is required to serve alcohol. Alcoholic beverages are only permitted in the event space. You must furnish your own alcohol and bartender, if one is required. We can furnish a bar table and glasses. **A copy of the license must be given to the Park Business Office at least 14 days before your event.** (Alcohol is not allowed in the Banquet Room)
- The conference center and banquet rooms may be decorated, with some restrictions. Candles aren't allowed. No decorations may be placed on the dividing walls in the conference center. Any decorations placed on perimeter walls must not mar the wall or painted surface. (We recommend removable command strips or removable adhesive wall putty) Please, no glitter or confetti.
- To decorate the space before the event, it's recommended the space be rented for the time slot immediately prior to the event. Decorations must be removed immediately after the conclusion of the event. If decorations are not removed in a timely manner, a cleaning fee will be charged. We ask that evening rentals conclude by 9pm and all cleanup be finished by 10pm. The conference center closes at 10pm. Time extensions are not allowed.
- Decorations for the deck cannot be put in place until the date of the event and only one hour before the scheduled start time. Decorations must be removed immediately after the conclusion of the event.
- There will be a \$75 damage deposit added to each reservation. This will be refunded after the room is cleaned and inspected by our staff and all fees are collected. If there is damage to our facility you will forfeit the damage deposit and will be responsible for all damages that exceed the amount of the deposit.
- All room set-up and equipment needed for the event must be requested in advance. Room set-up cannot be changed on the day of the event.
- The sound system must be reserved at least 24 hours before the scheduled event. The person signing the booking contract will be held responsible if any components of the system are damaged or missing after the event.
- The person booking the space and signing the booking contract is responsible to inform all guests attending a function being held in the conference center of the rules and regulations regarding the conference center.
- Conference center space or outdoor venues (excluding shelters, which can be reserved 11 months in advance) may be reserved up to one year from the date of the event. Rental fees are due in full 14 days after the facility is booked. Reservations with an outstanding balance will be automatically cancelled after this time period. Cancellations made prior to 90 days of the rental date will be assessed a 30% cancellation charge with the remaining balance returned. Date transfers made within 90 days of the rental date receive no penalty. There are no refunds for cancellations or date changes made within 90 days of the rental date.

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Event Name

Event Date

\_\_\_\_\_(Initials) Occasionally the staff at Breaks Interstate Park will take photos of events held in the park. I give my permission for Breaks Interstate Park to use photos of my event for advertising and marketing purposes.

**I have read and understand the event guidelines and regulations at Breaks Interstate Park.**

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Signature

Date

