

## **550 Trackside Policies and Procedures**

**Reserving** – 550 Trackside will be happy to hold a date for you for up to 2 weeks. If we have not heard from you, the hold will be released and made available to any other client who wishes to sign a contract for that particular date.

**Billing** – We require a 50% non-refundable event deposit at contract signing. The deposit is half of the facility rental charge. This deposit will be applied to your final balance. The remaining balance is due no later than 1 week prior to the event which is non-refundable. All beverages and rental prices are subject to a 6% Gwinnett tax.

**Payment Options** – We accept cash, personal check, MasterCard, Visa and American Express. A 3% credit card processing fee will be charged on all credit cards transactions.

**Event Cancellation** – In the unfortunate circumstances you must cancel your event, 100% of the event fees paid is nonrefundable.

**Guest Count** – A final guest count must be provided the week of your event. It is the client's responsibility to provide accurate guest counts to 550 Trackside staff.

**Building Walk Through** - All parties renting 550 Trackside, should do a floor plan 6-8 weeks prior to your event. The floor plan cannot be changed the day of the event without written approval.

**Wedding Rehearsals** - As a courtesy, wedding rehearsals will be scheduled based on calendar availability at no additional charge. Client will be provided with up to three options for wedding rehearsals at the discretion of 550 Trackside. 550 Trackside reserves the right to reschedule rehearsals based on the needs of other events.

**Party Decorations** – 550 Trackside does not permit the use of balloons, tape, stickers, silly string or confetti anywhere on the property. Nails are prohibited and fog/smoke machines are not allowed. Any item that you are considering using, passing out or including in a gift or party favors must be approved in advance by 550 management.

**Signage** - The use of nails, tape, glue or staples to affix any décor to any signage or to any building walls or structures is prohibited. If any of these are used, damage charges will be assessed. No handwritten signs are allowed at any time. Easels or table signs are recommended.

**Fire Alarm System** – Foreign substances, besides heat or smoke, can activate the fire alarm system in the facility. Events with programs that could use equipment such as fog machines, lasers and special effect machines must be approved by the 550 Trackside management staff at least 4 weeks prior to the event. No fireworks are permitted in this facility.

**Liability Insurance** – A 24 hour \$1 million Event Liability Insurance is required. This can be purchased through your homeowners insurance or from the following recommended providers:

National Alliance of Special Event Planners Inc. (818)980-1413

Private Event Insurance (WedSafe) (877) 723-3933

Tycho Insurance (877) 701-2468

The Event Helper Inc. (775) 573-8368

CSI Special Event Insurance (800) 204-1523

All caterers are required to provide proof of liability insurance and their business license.

**Animals** – With the exception of service animals, no animals are permitted at 550 Trackside.

**Parking** - Parking is available on site at 550 Trackside. Additional parking across the street will also be available.

**Alcohol** - All alcoholic beverages must be purchased through 550 Trackside! Donated or privately-purchased alcohol from a retail store is prohibited! Alcohol can ONLY BE CONSUMED at the start of the reception. PLEASE NOTE: No person under the legal drinking age of 21 will be permitted to purchase/consume alcohol.

**Security** – One security guard is required for any event for which alcohol is served. Additional security may be required. Private security for all nonalcoholic events is mandatory.

**Event Hours** – No event can start before 7:00 AM without written management approval. All events must end no later than 11pm. This means all tear down must be completed by midnight.

**Additional Hours** - For every hour after the allotted 4 hour reception time up until 11pm, an additional charge will be implemented. This must be approved by 550 Trakside the Monday before the event. After Midnight, advance written permission is required from the City of Lawrenceville.

Office Hours - Monday – Friday 10:00 – 5:00 PM. Evenings and Saturday by appointment only



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