



Junior League of Charlotte, Inc ("JLC") Building Licensing FAQs & Rules

Thank you so much for choosing the Junior League of Charlotte building for your event! To ensure the safety of guests and maintain the condition of the building, we have supplied the following rules at-a- glance as a resource for you. Please read them over and familiarize yourself with them. These Rules supplement, not supplant, the terms of the Licensing Agreement. This document is only intended to provide a quick resource as to some of the rules you must follow in the terms of the Licensing Agreement.

Event Times

- Start and end times, as indicated in your Licensing Agreement, are firm and must include time for set-up and take-down. To avoid added charges, please be sure that the rental space is returned to its original condition and all guests have departed prior to your agreed upon ending time. The building must be closed no later than 10pm on weekdays and 11pm on weekends.

Alcohol Policy

- Alcohol is not allowed at your event unless approved by JLC staff during the reservation process.
- Only beer and wine are allowed on the premises. Liquor and fortified wine are prohibited from being served on site.
- The sale of alcoholic drinks is prohibited.

Rental Fees

- Member/Non-Profit Rate: Community Room - \$110/hour, Board Room - \$85/hour
- Non-Member/Public Rate: Community Room - \$175/hour, Board Room - \$125/hour
- Event Hostess Fee - \$20/hour (A JLC member or staff must be on the premises)
- Optional Set-up/Take-down Fee: \$200 if available at the time of your event. Subject to availability.
- If the entire building is not rented, there may be other events scheduled in the building during your rental period.

Event Hostess

- A JLC member must always be on site during an event. If your event is scheduled after business hours or when the building is otherwise closed, there will be an Event Host fee of \$20/hour.
- If you have a JLC member attending our event who is willing to volunteer to serve as Event Hostess, then this fee can be waived.

- You will be greeted at our facility by either a staff member or a JLC hostess who will be onsite throughout your event as an agent of the JLC in case there are any issues. This person is there as a resource but is not expected to set up, clean up, serve food or take part in your event in any way.
- At the end of your event, the JLC hostess or staff member will walk through the building with you to ensure that the facility has been returned to its original condition. Any damage may result in an extra charge, so please be mindful and clean up after yourself and your guests.
- An Event Hostess will not be needed if the Licensee is a JLC Active member, Sustainer or Provisional.

Parking

- We have (20) parking spaces available on site, including (2) handicap spaces in the rear with two access ramps available for entry. More parking is also available next to the Freedom Park Tennis Courts. We share the parking lot with Freedom Park. Please note that visitors to the park typically use our parking lot during the weekends. **Please check the park schedule to ensure there are no large events at the park that would interfere with your event.**

Contracts & Payment

- A request for rental must be in writing (email) listing specific dates, rental times and contact information of the person who will sign the contract (name, address, telephone and email address). Please also include the type of event and expected attendance.
- Contracts will be sent via DocuSign for signature.
- A 50% deposit and signed contract is needed to hold the event date.
- The remaining balance is due 14 days prior to the event.
- Payment can be made online with a credit card or by check.

Set-up and Cleanup Responsibilities

- **Setup: The Renter handles all setup activities needed for their event, including but not limited to arranging tables, chairs, and decorations.**
- **Cleanup: Following the event, the Renter must ensure that the facility is returned to its original condition. This includes, but is not limited to, the removal of all decorations, trash disposal, and returning furniture and equipment to their original locations.**
- **Time Allocation:** The Renter acknowledges that their rental time includes both setup and cleanup. The facility must be vacated by the end of the rental period. **Any added time needed for cleanup beyond the allotted rental period will incur charges as outlined in the Licensing agreement.**
- **Condition of Facility:** The Renter agrees to leave the facility in a clean and orderly condition. Failure to do so may result in added cleaning fees,
- **Inspection:** The facility will be inspected by management after the event. If damage or excessive cleanup is necessary, the Renter will be billed for the costs associated with repairs or cleaning.
- **Optional Set-up/Take-down Fee: \$200 if available at the time of your event. Subject to availability.**

Insurance

- **All Licensees must have a Certificate of Insurance on file** with the Administrative Director, naming the Junior League of Charlotte as the certificate holder. If you are serving alcohol, you **must include Host**

Liquor Liability Insurance. The COIs must be provided to the Administrative Director prior to your event.

- This COI can be obtained through your insurance broker (homeowners or commercial), or you may buy Special Event Insurance through a third party. There are several insurance companies available online that offer one-day event insurance.
- All hired vendors who will be working on site must also submit a Certificate of Insurance.
- **Insurance Requirements:**
 - **For corporate Licensees:** (a) commercial general liability insurance covering all of the Licensee's activities on the Property, with a limit of at least \$1 million per occurrence and \$2 million aggregate per location, including host liquor liability (if alcohol is to be served at the event) and broad form contractual coverage, naming the Licensors as an additional insured thereunder, (b) workers' compensation insurance, which shall fully comply with the statutory requirements of all applicable state and federal laws, covering all of the Licensee's employees in connection with Licensee's event, (c) employers' liability insurance of not less than \$500,000 per accident for bodily injury and \$500,000 per employee/aggregate for disease and (d) business automobile liability insurance coverage covering all owned, hired and non-owned vehicles and equipment used by the Licensee in conjunction with Licensee's event with a minimum combined single limit of liability of \$1 million for injury, death and/or property damage, naming the Licensors as an additional insured.
 - **For Individual Licensees:** a single limit coverage of the Licensee and all of its activities on the Property of at least \$1 million per occurrence and \$2 million aggregate per location, including host liquor liability (if alcohol is to be served at the event) and broad form contractual coverage, naming the Licensors as an additional insured thereunder.
 - **All vendors** working on-site during the event must also provide a Certificate of Insurance as described above.
 - **If serving alcohol, insurance must include host liquor liability insurance.**

Audio/Visual Equipment

- There is free wi-fi available to all guests, and the proper network of information and password is posted in the building. We are not responsible for poor wi-fi connectivity that is beyond our control.
- The Community and Board Rooms offer the following:
 - Laptop connected to network wi-fi.
 - Projector and projector screen for presentations
 - OWL Meeting Camera for Zoom meeting/conferences.
 - Overhead speakers and plug-ins are available to play music off an iPhone.
 - Microphone available in Community Room
- Please contact office staff to arrange a walk-thru and tutorial prior to your event.

Room Set-Up

- Decorations or materials may not be attached to any part of the property unless approved in writing by the JLC staff prior to your event.
- **JLC does not supply decorations or tablecloths.**
- Unless the entire building is reserved for your event, other visitors will have access to and use the lobby, kitchen, and entrance areas. Decorations, signs, food, and other materials used for your event should not be placed in these areas without prior written approval from JLC staff.
- Should your event require other furniture (tables and chairs) beyond what is normally included in your licensed room(s), please coordinate your needs with JLC staff. Furniture cannot be moved from other areas of the building without prior written consent of JLC staff.
- If you use the large table in the foyer, you must cover it with the provided table pads. Your host can help you find these.
- **All rooms and furniture must be returned to their original configuration before leaving the premises following your event.**
- We have (10) 60" round tables, (10) 6-foot tables, (14) 8-foot rectangular tables and (6) high-top cocktail tables available for use.
- Tablecloths are only provided for the high-top cocktail tables.

Additional Rules

- Firearms, weapons, smoking, live animals (except for pre-approved service animals), and candles are not allowed.
- Due to fire regulations, regular extension cords are not allowed. Three prong/grounded power strips may be used if plugged directly into a wall outlet.
- No candles or open flames allowed, including the use of sterno.
- Our facility is in a residential area. Please be respectful of our neighbors and keep any music or other noises at a reasonable volume. Music should not be heard outside the building. Per the Mecklenburg County noise ordinance: no outside amplified sounds Sunday-Thursday after 9 p.m.; Friday-Saturday after 11 p.m.
- Per the Licensing Agreement, advertising and marketing about your event must refrain from mentioning The Junior League of Charlotte name or logo unless you have received written approval. You may supply our address to your guests - 1332 Maryland Ave, Charlotte, NC 28209.
- Please dispose of all the trash in the dumpster behind the building and replace the trash bags (found in the kitchen in a marked cabinet) at the end of your event. If you do not remove all trash, you may be charged a reasonable disposal fee.
- Please clean up any spills on rugs with the approved rug cleaner found by the sink in the Butler's Pantry.
- No pets are allowed in the building at any time.

Available Building Equipment

- The Community Room & Board Room each has multiple rectangular tables set up in a U-configuration. After events, each room must be returned to this original set-up.
- In addition, we have the following tables available for your use:

Revised June 2026

- (10) 6-foot tables and (14) 8-foot tables
- (10) 60" round tables
- (6) high-top cocktail tables
- Approximately 100 chairs (maximum available throughout the building)
- Cordless microphone is available in the Community Room. A portable microphone system is also available.
- Easels
- Two ice machines are available for use. Refrigerator and freezer space available if needed.
- Podium
- Tablecloths are not provided.

Photos of the Building and rooms are available in our online brochure. Please visit our website at the following link: <https://charlotte.jl.org/event-space-available/>

Please let us know if you would like a list of local vendors for catering, supplies, bartending, etc.

There are various online insurance sites available to purchase special event insurance.

The following are not endorsed or recommended by the JLC. For informational purposes only.

Please carefully read insurance requirements on the information page and/or in the Licensee Agreement.

Special Event Insurance:

https://www.specialeventinsurance.com/?gclid=CjwKCAiAvoqsBhB9EiwA9XTWGVnRMch4ZJ3Yh9gAESCDdx0SKAVBHQ3-3x28kJeFsg4zUYPD3084nhoC4gcQAvD_BwE

K&K Insurance:

https://www.kandkinsurance.com/sites/Events/Pages/Home.aspx?gclid=CjwKCAiAvoqsBhB9EiwA9XTWGaCOc5BfRmEoO6TUb6tqftBDzI2dKF63wSs3MM47nWnfuoEPMzRbFxoCeJQQAvD_BwE

Wells Insurance: <https://www.wellsins.com/services/special-event-insurance/>



The Junior League of Charlotte Member & Non-Profit Rates 2026

	<u>Dimension</u>	<u>Banquet</u>	<u>Theatre</u>	<u>Full Day</u>	<u>Hourly</u>
Community Room	39 x 53/2067 sq feet	70	90	\$1,000.00	\$110.00
Board Room	19 x 38/722 sq feet	40		\$680.00	\$85.00
Entire Building				\$1,500.00	

**The Community and Board Rooms are equipped with a laptop, projector A/V hookup and screen. Outdoor space attached to the Board Room is only available from the Board Room. The Community Room is equipped with an attached butler pantry.

	<u>Dimension</u>	<u>Capacity</u>	<u>Hourly</u>
Small Meeting Rooms			
Fireplace Room	14 x 6/84 sq ft	8	\$35.00
Meeting Room B	11 x 10/110 sq ft	8	\$35.00
Meeting Room C	11 x 6/66 sq ft	6	\$35.00
Meeting Room D	12 x 6/72 sq ft	8	\$35.00

- Maximum Capacity for entire building is 160.
- A JLC member or staff must be present at all times.
- \$20/hour Hostess fee is incurred, if the event is scheduled outside of business hours (Fridays and weekend included). The hostess fee will be waived if a JLC member in attendance agrees to serve as event hostess.
- A full day is defined as eight consecutive hours or more.
- Must include set-up and take-down time in event rental time.
- If the entire building is not rented, there may be other events scheduled in the building during your rental period.



The Junior League of Charlotte

2026 Public Rates

	<u>Dimension</u>	<u>Banquet</u>	<u>Theatre</u>	<u>Full Day</u>	<u>Hourly</u>
Community Room	39 x 53/2067 sq feet	70	90	\$1,400.00	\$175.00
Board Room	19 x 38/722 sq feet	40		\$1,000.00	\$125.00
Entire Building				\$2,000.00	

**The Community and Board Rooms are equipped with a laptop, projector A/V hookup and screen. Outdoor space attached to the Board Room is only available from the Board Room. The Community Room is equipped with an attached butler pantry.

	<u>Dimension</u>	<u>Capacity</u>	<u>Hourly</u>
Small Meeting Rooms			
Fireplace Room	14 x 6/84 sq ft	8	\$50.00
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