

**NATCHEZ CONVENTION CENTER  
POLICIES AND PROCEDURES**

The following is list of policies and procedures required of Lessee and caterer by the City of Natchez.

1. **No pins, tacks, tape, nails, etc. can be used on any of our walls or doors.** If someone needs to hang something they will need to discuss it with the event coordinator.
2. **Anytime banners or flags need to be hung, NCC staff will need to be present** to help and to also ensure that our policies are being followed.
3. Velcro can be used on the petitioned walls downstairs in the exhibit hall.
4. No candles allowed.
5. **Helium balloons should not be used downstairs.**
6. Helium balloons can be used upstairs.
7. **Glitter, confetti, etc. are allowed downstairs.**
8. **Any and all food and beverages (including alcohol) must be catered by one of our approved caterers.**
9. **Any additional equipment incurs additional charges. (A/V equipment, break items, etc. must be discussed in advance-at least 3 business days with event coordinator).** Tables and chairs are provided. With exception of exhibit shows and concerts, they are charged per table and per chair.
10. Rented room must be left in the same condition as it was upon arrival.
11. This is a **smoke-free** facility.
12. **Children are to be under adult supervision at all times!**
13. **Cleaning**
  - (a) Caterers are required to provide table coverings for all tables and to clean all items off the tables after the event.
  - (b) All trash and garbage from tables, kitchen area, concession area, loading dock, etc. must be bagged and placed in the trash collection area at the rear of the building.
  - (c) All non-Center equipment, supplies, and materials must be removed from the building following the event. Neither Center Management nor the will be responsible for anything left on Center property.
  - (d) No grease is to be poured in any drain inside or outside the building. Grease must be properly disposed of.
  - (e) The Kitchen area is to be cleaned in the following manner. All of caterer's materials removed, all trash removed, all kitchen equipment wiped down with sanitizing solutions, all tables wiped down, all sinks cleaned and drains cleared of debris.

- (f) Before the caterer leaves a member of Center staff must inspect the Kitchen Check Out form.
- (g) The Lessee assumes all responsibility for any damage to the NCC and its contents outside normal wear and tear.
- (h) The Lessee will be charged for cost of cleaning in the event the NCC and equipment is not left clean.

## **2. LOADING DOCKS**

Loading docks are provided at the Center. Lessee may use the docks for loading and unloading only. When using the loading dock at the facility the Lessee must move his vehicle immediately after unloading. No equipment such as stoves, tables, cookers, trailers, etc. may be placed in a manner which will block the loading dock area.

## **3. FIRE REGULATIONS**

All fire regulations must be observed. No pressure vessels containing any type of gas for the purpose of cooking or heating will be allowed inside the building, including the kitchen. This includes butane, propane, and other similar fuels contained in closed vessels.