



128 South Front Street • Wilmington, NC 28401 • www.128southevents.com

Historic Charm...Meets Modern Elegance

Policies & Guidelines

At 128 South, we want to give our clients flexible booking options. As such, below you will find our Facility Rental Fees and Food & Beverage Minimum vary dependent on if you, our client, would like to use the 128 South food selections or if you would prefer to use an outside caterer in our venue.

Due to North Carolina ABC laws, 128 South must handle the purchase, sale and consumption of all alcoholic beverages on premise.

We are happy to answer any questions you may have about hosting your event with 128 South.

With 128 South Catering

Day	AM - Facility Rental	F&B Minimum	PM – Facility Rental	F&B Minimum
Monday – Thursday	\$250.00	\$500.00	\$350.00	\$500.00
Friday & Sunday	\$550.00	\$1000.00	\$750.00	\$2000.00
Saturday	\$750.00	\$1000.00	\$2000.00	\$5500.00

With Licensed Off-Site Caterer (prior 128 South approval required)

Day	AM - Facility Rental	F&B Minimum	PM – Facility Rental	F&B Minimum
Monday – Thursday	\$450.00	\$500.00	\$550.00	\$500.00
Friday & Sunday	\$1000.00	\$750.00	\$1500.00	\$1000.00
Saturday	\$2000.00	\$2000.00	\$3500.00	\$2000.00

(NC Sales Tax & Service Charges Apply to All Food & Beverage Minimum)

Ceremony ONLY Fee - \$1000.00

**Must Conclude by 3:00 pm
(1 Hour Time Limit)**

***Includes One Hundred (100) White
Chairs with Padded Seats***

Ceremony Fee - \$550.00

**Corresponds to Reception Start Time
(1 Hour Time Limit)**

***Includes One Hundred (100) White
Chairs with Padded Seats***

Included in Facility Rental:

- (10) Tables and One Hundred (100) White Folding Chairs with Padded Seats Included in Facility Rental
- Indoor House Audio System with iPod dock and Wireless Handheld Microphone
- 4-Hour Event Block; Requests for additional time are considered on a case-by-case basis. Additional fees apply



128 South Front Street • Wilmington, NC 28401 • www.128southevents.com

128 South Deposit & Payment Information

- \$500.00 Non-Refundable Deposit Required to secure a date on the 128 South Calendar. Deposit may be in the form of check, money order, or cash. *(Although the deposit is non-refundable, it will count towards the final 128 South total provided the event is not cancelled.)*
- \$350.00 Security Deposit also required to secure date on the 128 South Calendar. The Security Deposit is fully refundable provided the entire 128 South venue, property, rentals, and grounds are not damaged. Security Deposit must be in the form of a check or money order. These monies will be returned within 10 days following the scheduled event date.
- Payment #2 is due 90-days after the 128 South contract date. This payment includes the agreed upon Facility Rental and Food & Beverage minimum as indicated in the 128 South Contract less the \$500 Non-Refundable deposit already paid.
- Final Payment is due 14 days prior to the event in conjunction with final headcount. This payment includes all 128 South charges less the Non-Refundable Deposit and Payment #2. Should there be any additional charges related to the event, those must be paid in full at the conclusion of the event.
- All other payments may be made by check, money order, cash or credit card. 128 South accepts VISA, Master Card, or American Express.

128 South Event Policies

- Prior Approval Required for All Off-Site Caterers. All Outside Caterers must be approved for Off-Site by the New Hanover Co Health Department. All Outside Caterers must be prepared to stage and serve from the rear parking area. Per New Hanover County Health Department, outside caterers are not permitted to use the 128 South kitchen facility or equipment.
- AM Events must conclude by 3:00 pm
- Prior Approval Required for All Bands; Client is responsible for any additional requests or requirements made by a contracted band (i.e., lodging, parking, meals, etc.)
- Client is required to rent a dance floor to accompany any DJ or band
- Additional AV equipment (Projector, Projector Screen, Lavalier Microphone, etc.) available for rent upon request
- 128 South offers additional event rentals including: lounge furniture, lanterns, candy/cookie jars, etc. Inquire with 128 South for pricing and availability
- Although, 128 South does not include table cloths for seating tables in the Facility Rental, 128 South does offer standard white floor-length table cloths for rent at \$10.00 each.



128 South Front Street • Wilmington, NC 28401 • www.128southevents.com

- When using 128 South catering: plates, glassware, and flatware included in per person pricing
- NC Sales Tax applied to all 128 South rental items
- NC Sales Tax and 22% Service Charge added to all Food & Beverage Totals
- With use of 128 South Catering, basic setup and cleanup are included; Bartender and Service Staff included with 128 South Catering
- The 128 South doors will be unlocked 15 minutes prior to the scheduled event start time. Should you choose to host a ceremony at 128 South, the doors will be unlocked 30 minutes prior to the scheduled ceremony time. NO Admittance to the venue (excluding scheduled decoration time block) will be permitted for any reason.
- Returned Check Fee \$50.00
- Saturday Rates apply to all Holidays and Holiday Weekends.

128 South Riverview Deck Policies

- For any event exceeding 150 persons, the client is required to rent a tent (minimum of 20' x 20') to be erected on the 128 South Riverview deck prior to the event start time. All costs and fees associated with the tent rental will be the sole responsibility of the client.
- In accordance with the City of Wilmington Fire Marshall, no candles or open flames will be permitted on the Riverview Deck. Use of sparklers will not be permitted on the 128 South deck.
- All entertainment (bands, DJs, etc.) on the 128 South Deck must conclude by 11:00pm.

128 South Contract Deadlines

- **Final menu selections must be confirmed 30 days prior to date of event** and may not be changed after that date.
- **Final Guest Headcount must be provided 14 days prior to date of event** and may not be reduced after that date.
- **Final Floor Plan must be confirmed 14 days prior to date of event in conjunction with Final Guest Headcount** and may not be changed after that date.
- **Any food allergies or special dietary requirements must be provided 14 days prior to the event.**
- For Plated Dinners, **Entrée Place Card Selections must be provided 14 days prior to the date of event.**

128 South Additional Party Rental Guidelines

- 128 South will provide (10) Tables and One Hundred (100) White Folding Chairs with Padded Seats included in the Facility Rental. Outside of those items, all other party



128 South Front Street • Wilmington, NC 28401 • www.128southevents.com

rentals must be ordered through a 3rd party vendor. The Client is responsible for setting up a billing account with a party rental company. A 128 South representative can assist with the party rental order for the event.

128 South Decor Policies

- A 3-Hour time block for decorating is provided on the day of the event. The decorating time block must conclude two (2) hours prior to the scheduled event start time. No event guests will be permitted in the venue until 15 minutes prior to the scheduled event start time.
- Any decorations that will leave permanent marks, holes, or damage to any part of 128 South are not permitted. Confetti, poppers, glitter, rice or birdseed is not permitted.
- No Candlestick or Taper Candles are permitted anywhere in 128 South or on the 128 South River View Deck. All other candles must be contained in a non-flammable vessel or container (votive, hurricane with base, lantern with base, etc.)
- Any wax spilled on 128 South table linens will result in a linen replacement fee of (\$29.95 each) assessed to the client and included in the 128 South final bill or subtracted from the Client's Security Deposit.
- The client is responsible for the set-up and **removal of all decorations the day of the event**. Decorations are **not** to be left overnight. A 1-Hour time block for décor breakdown and removal is provided at the conclusion of the event.

128 South Alcoholic Beverage Policies

- Due to North Carolina ABC laws, 128 South must handle the purchase, sale and serving of all alcoholic beverages consumed on the 128 South premises.
- 128 South reserves the right to refuse service to anyone.
- The Client is permitted to bring in wine by the bottle; \$10.00 Corking Fee per (750 ml) bottle applies.
- 128 South does not serve shots or martinis
- 128 South does not serve keg/draft beer
- No person under the age of 21 is permitted to consume alcohol

Misc. Charges

\$100 Bartender Fee for Cash & Consumption Bars

\$75 Chef Fee for Chef-Attended Food Stations

No Cake Cutting Fee

NC Sales Tax & 22% Service Charge Applied to All Food and Beverage Totals

NC Sales Tax Applied to All Additional Rental Items