

Breeden Insurance Amphitheater
333 S. Main Street
Lexington, NC 27292

Amphitheater Event Guidelines & Rules and Regulations

About

Located at 333 S. Main Street in Uptown Lexington, the Breeden Insurance Amphitheater consists of 5 ½ acres. The amphitheater features a 40' wide x 30' deep stage with a dividing slide wall 2/3's of stage depth. The slide wall can provide an opening to extend the middle of the stage. The area has a large grassy lawn suitable for a variety of events.

Events

Organizers of all events, including performances, require the prior permission of the amphitheater management. Lexington Area Chamber of Commerce ("LACC") manages and operates Breeden Insurance Amphitheater on behalf of the City of Lexington. Event requests must be made two weeks prior to the requested event date.

Event Operations & Management

Facility rental costs vary based on the duration of the organized event. LACC will work with the event organizer to determine the rental cost per event. LACC is available as venue manager or to assist with details that are pertinent to using the property. Please note:

- For all events, venue and location **MUST** be noted as **Breeden Insurance Amphitheater**. The full name of venue **MUST** be included on all marketing and advertising materials.
- Event organizers are responsible for setup and removal of any rented or personal equipment. When requesting any event in/on the Amphitheater grounds, please advise the entire time requested for the event, including setup and breakdown.
- Event organizers must provide copies of any necessary permits to management prior to event. (ABC, Special Event, Health Dept., etc.) **NO EXCEPTIONS**.
- All event attendees are required to abide by the Rules and Regulations of the Amphitheater.
- Each event must denote at least one contact person.
- Each event organizer is required to conduct a walk-through of the park with management prior to the event.

Insurance LACC requires event organizers to furnish a certificate of liability insurance covering the event. LACC can provide information regarding this certificate.

Deposits/Billing

LACC requires a deposit of \$250 at contract signing in connection with an event. Final billing is due one week prior to the event. Payment can be made by cash, check or credit card. Checks returned for nonsufficient funds will be charged a \$100 processing fee.

Marketing

All marketing materials created (posters/billboards/flyers, etc., including social media of all types and forms) to advertise for an event held at the Amphitheatre **must** contain a reference to Breeden Insurance Amphitheatre **and** Breeden Insurance Services, Inc.

Cancellations

Event organizers may cancel or reschedule an event, in writing, up to 48 hours before the reserved event, or the first in a series of events. Cancellations made less than 48 hours before the reserved event, or the first in a series of events will be cancelled with the forfeiture of any paid deposit. LACC will make exceptions for unforeseen circumstances beyond the control of the event organizer or the park. LACC reserves the right to cancel any event.

Weather

LACC management reserves the right to postpone, cancel, reschedule an event at the Breeden Insurance Amphitheater due to inclement weather.

Hours

Event times are by agreement.

Catering/Food Trucks

LACC does not have an exclusive caterer or food truck vendor. Please note that the event organizer is responsible for making separate arrangements and payments with the caterer or food vendor of their choice, and no food services are included in the contract with LACC management.

While food trucks are permitted, LACC management must pre-approve the placement of each. There is parking from Railroad Street for all band vehicles. **Trucks are NOT allowed to park on the driveway leading up to amphitheater.**

Alcohol Policies

No person under the age of 21 will be allowed to consume alcoholic beverages on the grounds. While alcoholic beverages are permitted during organized events, it is the sole responsibility of the event organizer to provide applicable Liquor Liability Insurance and alcohol permits to ensure compliance with city, county and federal regulations.

If an event guest arrives intoxicated, they will be asked by security to vacate the premises. If event guests become too intoxicated during an event, security may also use his/her discretion to **shut down** the event.

Glass bottles are not permitted in the park, except for wine bottles. Canned beverages should be substituted for glass beverage containers.

Tents

Tents are only allowed in a **designated** area (mall area). Please discuss the need for tents and their set up with LACC management in advance of the event.

Signage/Decorations

Materials may not be attached to the stage by any form without prior consent of LACC management. Discuss your specific decorating plans with LACC to make sure they comply with park rules and regulations.

Storage

Storage space is not available before, during or following an event. LACC is not responsible for storing and moving equipment rented from outside vendors.

Cleanup & Breakdown

It is preferred that event setup occurs the day of the event. Event breakdown and removal of personal property must occur immediately following the event. You are required to assist with basic cleanup at the conclusion of your event, including (but not limited to) placing trash in receptacles, removing personal effects and equipment and decorations.

Please note that janitorial services may be required during and after your event based on the size of the event and number of people present. As event organizer, you are responsible for providing these services. The requesting event entity or user will be charged an additional cleaning charge should it be determined that additional cleaning is required following an event outside the scope of the property use agreement. Items left at park will be considered abandoned property and will be disposed of accordingly.

Security

All events must hire off duty police officers through the Lexington Police Department for security. The rate is per hour, per officer as issued by the police department and is paid directly to the officers by the event organizer. Currently, that rate is \$35.00 per hour/per officer. The police department will work with the organizer to determine the number of officers needed for an event.

LACC does not assume any security responsibility and is not responsible for the damage or loss of any merchandise or articles brought into the park.

Electrical

The stage structure has a 600 AMP panel with 3 phase power. Stage has ground lighting at step but no stage lighting for performance.

Power hook ups available around perimeter of grounds. Rental includes one hook up area. Others available for an additional charge.

Music

Bands and DJs are welcome in connection with your event. All loading and unloading of equipment must be preapproved and scheduled in advance. Once the equipment has been unloaded, the vehicle must park in an approved area.

If sound will be amplified, music must conclude by 10 p.m. unless otherwise permitted.

Please note that we advise groups to bring their own carts and/or moving equipment. All cords must be either taped down, with gaffers' tape, or covered with a cable cover ramp supplied by the event organizer. Site provides underground conduit for cords.

Grounds

The grounds need to be protected during event setup, breakdown and for the duration of the event. LACC management will work with you to develop a protection plan. Any damage to these areas will be billed to the event. Staking of tents or other structures is only allowed in approved designated areas. Event site plans must be approved by management.

Restrooms

Event organizer is responsible for rental of port-a-johns.

Photography & Filming

Pre-approval by LACC management is required if you wish to use the park for photography or videography shoots that are unrelated to an event. LACC reserves the right to take photographs of events and film events for its own records for future promotional materials with the expressed approval of the event contact.

Property Rules & Regulations

Operating hours: 7 a.m. to 10 p.m.

All visitors and staff must comply with all posted Rules and Regulations and on-site security:

This property is a smoke-free zone.

Pets

No pets allowed at events.

Sports

Organized team sports are not permitted within the park. Riding bicycles, skating and skateboarding are prohibited.

Recycling & Waste Collection

Please keep the area clean by placing all recyclable and waste materials in the appropriate receptacles.

City of Lexington Recycling & Waste Collection may charge a Special Event Fee depending on the duration &/or size of the event as follows:

Special Event Fee for Waste Collection Services

\$200.00 (Monday – Friday)

\$400.00 (Weekends / Holidays)

Prohibitions

The following are prohibited in Breeden Insurance Amphitheater property:

- Panhandling
- Soliciting
- Weapons
- Illegal Drugs
- Alcoholic beverages (except by permission)
- Glass Bottles
- Open flame
- Confetti or Glitter
- Birdseed or Rice

Damage fees will be assessed if these restrictions are not observed. Event organizer(s) are responsible for informing all event participants and vendors of these rules.

By Permit

- Film and photography shoots
- Events or gatherings with or without catered food and alcoholic beverages
- Commercial activity
- Amplified sound
- Performances

Amphitheater - Recommended COVID Mitigation Protocol

Maintaining these guidelines are the responsibility of the event planner/host.

- Mask mandates and enforcement for guests and crew. All event organizers should have complimentary, reusable masks available.
- Increased hand washing and hand sanitizer stations.
- Adequate safety informational and directional signage.
- Sanitization of common and heavy traffic surface areas with hospital grade EPA and CDC disinfectant that kill COVID-19 and other pathogens with minimal contact time
- When in line for restrooms or concessions, ground markers will be required to help maintain 6' of social distance between parties.
- Event organizers should make announcements before & after (potentially in-between, if needed) music performances reminding attendees of their responsibility to maintain six feet, wear a mask when not eating or drinking,
- Occupancy number must be monitored (1500) by gate counters or wristbands
- Attendees should maintain 6 feet social distancing between families/groups
- Safety is the number one priority. Organizers must strictly adhere to all CDC and NCDHHS mass gathering guidelines when in place and activated.