



PROUDLY MANAGED BY LEGENDS GLOBAL

EVENT PLANNING & PRODUCTION GUIDE



75 Taylor Street

Punta Gorda, Florida 33950

941-833-5444

www.CharlotteHarborECC.com



Planning a concert, Black-Tie Gala, sporting event or anything in between is more convenient than ever at the Charlotte Harbor Event & Conference Center, featuring a 20,000 square foot main hall with lighting, staging and acoustics to enhance any production. Professionally managed by Legends Global, this multifunctional waterfront facility can seat over 1,800 guests and accommodate a variety of configurations all built specific to your needs, without exorbitant fees. In addition, this venue has the ability to host a variety of outdoor functions on the 18,000 square foot Great Lawn which overlooks scenic Charlotte Harbor.

Since its opening in January 2009, the Charlotte Harbor Event & Conference Center has already proven to be a viable entertainment venue. The facility has attracted scores of people from all over the region, which boasts over 1.3 million residents within a one-hour drive. Geographically located just off Interstate 75 between Tampa and Miami, makes Punta Gorda an ideal stop for any show circuit touring the State of Florida.

WELCOME





DETAILS

01

Location

The Charlotte Harbor Event & Conference Center is conveniently located in downtown historic Punta Gorda with a multitude of restaurants, shops and hotels just blocks from the facility. Adjacent to US-41 and minutes to I-75 make driving here effortless.

02

Airports

- Punta Gorda Airport (PGD) 10 minutes
- Southwest Florida International Airport (RSW) 40 minutes
- Sarasota Bradenton International Airport (SRQ) 55 minutes.

All host a variety of carriers and rental car agencies.

03

Parking

There are 240 complimentary parking spaces including handicap spaces with a covered area for drop off/pick up. Additional overflow parking is located within walking distance from the Charlotte Harbor Event & Conference Center.

04

Name

The correct name for the facility is as follows: “Charlotte Harbor Event & Conference Center”. Please use this name exclusively when referring to the building in literature, advertising and promotions.

05

Event Staff

The Charlotte Harbor Event & Conference Center can provide stagehands, ushers and ticket takers in house for an additional fee. Event Security will be contracted by the Charlotte Harbor Event & Conference Center if necessary. In addition, the Charlotte County Sheriff Office, Punta Gorda Police Department and the Punta Gorda Fire Department can provide special event services if required.

06

Ticketing

Ticketed events are provided through [ticketmaster](#). A link from the Charlotte Harbor Event & Conference Center's website enables customers to make purchases through a secure connection. Customers may also purchase tickets at the Charlotte Harbor Event & Conference Center's Business Office. Ticket charges apply. The Business Office may be used day of the event for walk up sales and ticket pickup. Please contact your Event Manager for details.



MEDIA/MARKETING

Our goal is to assist you with making your event successful!
We can provide additional support with advertising your event.

01

Website

Event listing on our website
www.CharlotteHarborECC.com.
Links to your site, photos and other information will be included.

02

Social Media

The Charlotte Harbor Event & Conference Center has multiple social media pages.
Facebook @CHEventCenter
Instagram: @_charlotteharbor_ecc

03

Email Blasts

Email blasts are sent out monthly with our upcoming events. Specific event email blasts are possible - please see Event Managers.

04

On Property Marketing

Depending on the type of event, your event may be listed on the marquee outside the building facing southbound US- 41. There are 8 indoor LCD display screens that can display your promotional photo and event details. All postings are subject to Management approval.

05

Free Referrals & References

Our close relationships with the local media allow the promoter to gain more exposure. Your Event Manager can provide additional resources and guidance on how to best advertise your event.



All catering at the Charlotte Harbor Event & Conference Center is proudly delivered by Legends Global, our exclusive in-house food and beverage partner. Together, we bring your hospitality vision to life by designing dining moments that feel authentic, unforgettable, and distinctly yours.



Food

Whether it's a signature dish, refreshing beverage, locally inspired menu, or shared meal that becomes tradition, every item crafted by the Charlotte Harbor Event & Conference Center and Legends Global connects people to a lasting impression of world-class hospitality.

Beverages

The Charlotte Harbor Event & Conference Center and Legends Global offers a complete selection of non-alcoholic and alcoholic beverages to compliment your function. State Law prohibits individuals or groups from bringing Alcoholic Beverages onto the premises.

Linens

Complimentary standard white linen table clothes and standard napkins are available in a variety of colors. Specialty linens and can be ordered through the Charlotte Harbor Event & Conference Center and Legends Global for an additional fee.



TECHNICAL SPECIFICATIONS

General Building Information

- 44,537 Gross sq. ft
- 19,800 sq. ft. Hibiscus Hall
- 1,770 sq. ft. Peace River Room AB
- 1,770 sq. ft. Myakka River Room AB
- 2,659 sq. ft. of pre-function space
- 18,000 sq. ft. Great Lawn
- 2 Group Dressing Rooms of 394 sq. ft. each
- 2 Star Dressing Rooms of 220 sq. ft. each
- 240 free on-site parking spaces
- 2 Loading Docks with 10' x 12' roll-up overhead doors
- Ramp with direct hall access.

Dressing Rooms

- Quantity: 2 of each (group & star)
- Coat Racks
- Private Showers/toilets
- Full makeup bar
- *NOTE NO ON-SITE LAUNDRY FACILITIES*



Main Hall

- Name: Hibiscus Hall A, B, & C
- Dividable into 3 separate areas
- Hibiscus Hall C only – overlooks Charlotte Harbor providing picturesque views.
- Flooring – carpet tiles over concrete
- Ceiling heights:
 - Hibiscus Hall A – 45 ft.
 - Hibiscus Hall B, C – 38 ft.
- 11 theatrical line-sets in Hibiscus Hall A
- Lighting: Theatrical for staging
- Electrical- Power and data at 30' x 30' centers in floor

Meeting Rooms

- Myakka River Rooms AB and Peace River Rooms AB 900/1770 sq. ft.
- Both can be divided into two rooms for a total of 4 break out rooms
- Ceiling height: 16'
- Flooring: Carpet
- Recessed screens and projectors.
- Additional equipment available upon request



TECHNICAL SPECIFICATIONS

Concourse

- Multi- purpose space (availability pending on event schedules)
- Flooring – Terrazzo inlaid with a decorative marine design
- Ceiling height – 23 feet
- Pre-function space: Power and data connection

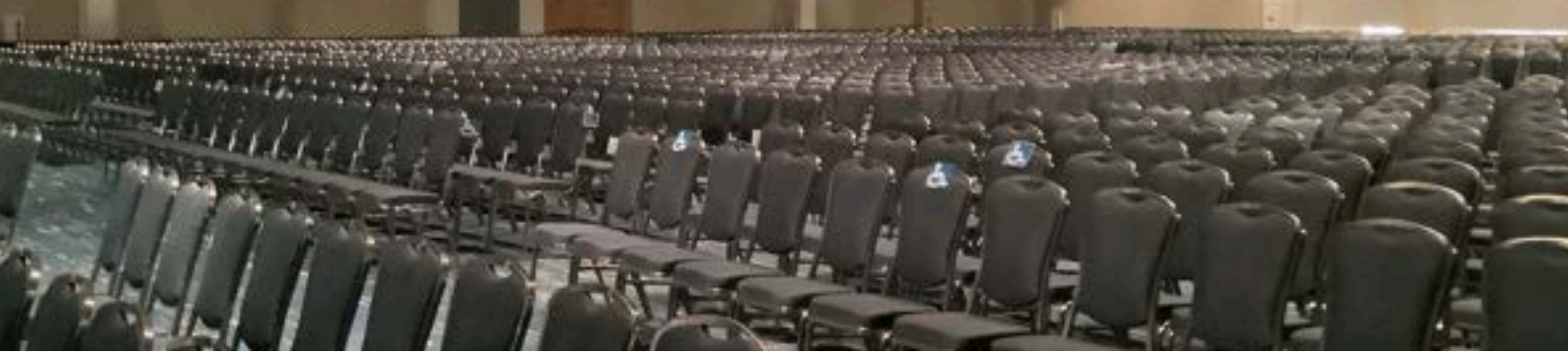
Great Lawn

- 18,000 square feet
- Standing room capacity approx. 2,000
- Overlooks Charlotte Harbor providing picturesque views
- Electric and/or sound equipment outside can be provided for an additional fee.
- Stakes are not permitted in the Great Lawn.
- Tents, columns, arbors, arches or props are not available directly through the Charlotte Harbor Event & Conference Center. There are local rental companies who can provide these items.

Parking

- Capacity: 240 free on-site spaces
- Covered area for drop off/pick up
- Parking is on a first-come, first-served basis and spaces cannot be guaranteed. Additional overflow parking is located within walking distance from the Charlotte Harbor Event & Conference Center. Guests are advised not to leave valuables unattended in their vehicles.

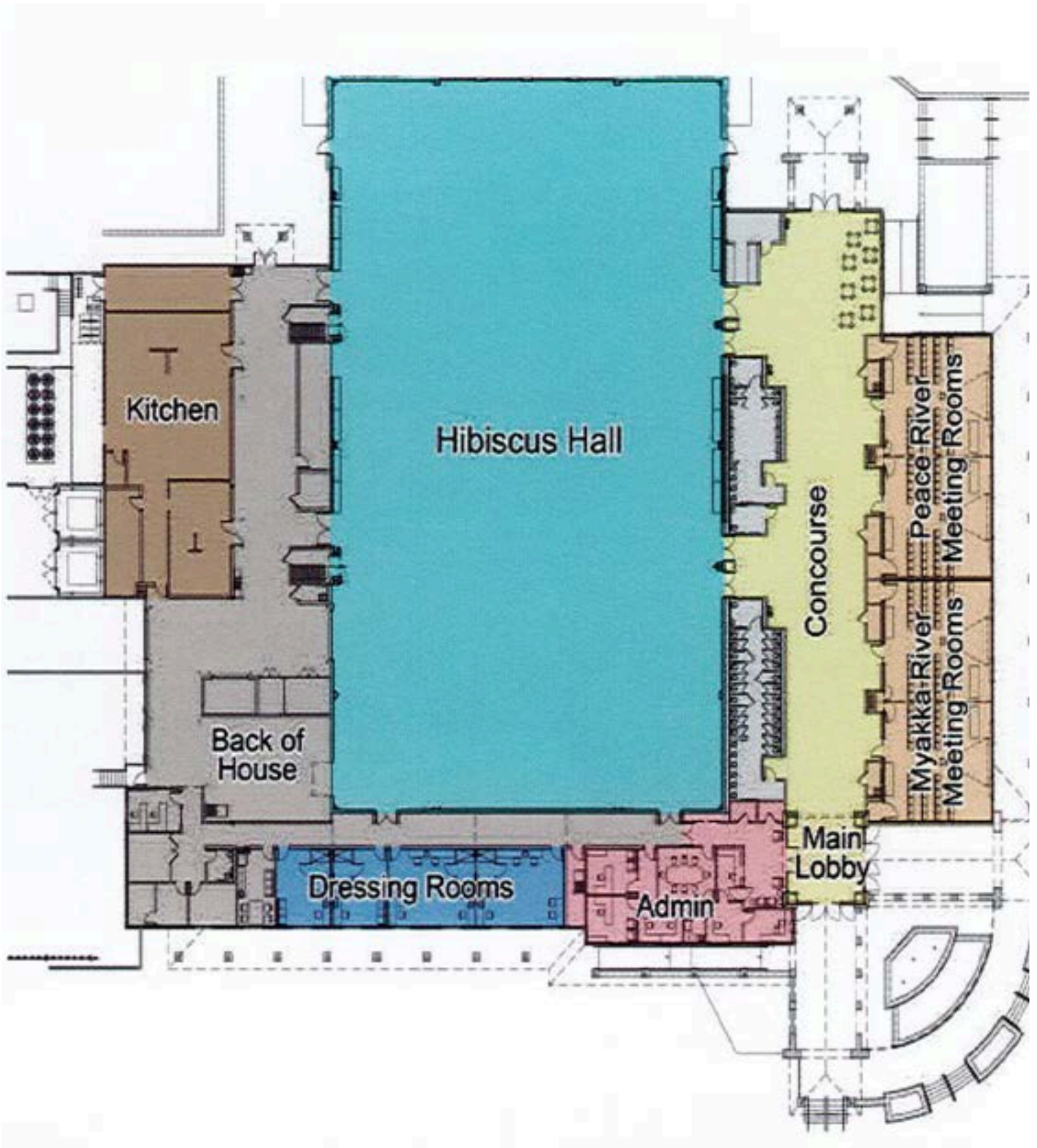




BUILDING SPECS

Room	Size	Square Footage	Ceiling	Theater	Banquet	Classroom
Hibiscus Hall ABC	180' X 110'	19,800	35-46'	1,800	1,000	1,100
Hibiscus Hall A	60' x 110'	6,600	46'	600	390	370
Hibiscus Hall B	60' x 110'	6,600	35'	600	390	370
Hibiscus Hall C	60' x 110'	6,600	35'	600	390	370
Hibiscus Hall AB	120' x 110'	13,200	35'-46'	1,200	700	750
Hibiscus Hall BC	120' x 110'	13,200	35'	1,200	700	750
Myakka River Rooms AB	30' x 60'	1,800	16'	194	140	120
Myakka River Room A	30' x 30'	900	16'	94	60	51
Myakka River Room B	30' x 30'	900	16'	94	60	51
Peace River Rooms AB	30' x 60'	1800	16'	194	140	120
Peace River Room A	30' x 30'	900	16'	94	60	51
Peace River Room B	30' x 30'	900	16'	94	60	51
Star Dressing Room (2)	Varies	221	12'	N/A	N/A	N/A
Group Dressing Room (2)	Varies	394	12'	N/A	N/A	N/A
Concourse	Varies	2,659	23'	N/A	N/A	N/A
Great Lawn	Varies	18,000	N/A	N/A	N/A	N/A

BUILDING LAYOUT





PRODUCTION INFO

Audio-Visual

The Charlotte Harbor Event & Conference Center can provide your Audio-Visual needs. Equipment such as laptops, screens, projectors, microphones, speakers and up-lighting are available for additional costs.

Spotlight Towers

Spot towers can be an array of sizes. They can also be placed anywhere necessary on the main floor.

Fly Space

From Deck to Grid: 35ft

Working Batons: 4 empty 4 lighting bars

Equipment

- Scissor Lift
- Fork Lift
- Pallet Jack

Soft Goods Inventory

- Black Legs: 4 - 25' x 25'
- Black Back Curtain/Trav: 1 - 25' x 70'

Mix Positions

Name: Hibiscus Hall A, B, & C

- Dividable into 3 separate spaces
- Ceiling height: ranges from 45' over stage (Hibiscus A) to 38' (Hibiscus B-C)
- Flooring: Carpet tiles over cement
- Multiple spaces for flown screen & projector

Stage

Portable stage in 8'x8' sections in many configurations up to 60' x 40'. The stage can be set in various locations in the Hibiscus Hall with a ramp and 2 sets of stairs. Hibiscus Hall A is the preferred location

- Distance from curtain to front edge of apron depends on stage configuration
- Full Stage lighting is only in Hibiscus Hall A

Risers

Riser panels in 6'x8' or 3'x8' sections in many configurations. Standard riser height is 24". We have riser heights of 8", 16", 24", 32", 48" & 80". The riser stage can be set in various locations in the Hibiscus Hall with 2 sets of stairs.

Seating

Seating is theater style. It is typically broken up by sections, and rows are typically 10-14 chairs per row.

- Seating capacity is 1,700
 - For full capacity riser seating is recommended
- Seating will vary based upon the event





PRODUCTION INFO

ELECTRICIAL

Electrical requirements must be received no later than 14 days prior to move-in.

- Hibiscus Hall- Boxes located at 30ft intervals in the floor. Show power is available at stage areas
- Meeting Rooms- Standard wall outlets
- Concourse/Pre-Function - Standard wall outlets
- Great Lawn- Power access available upon request
- Shore power available upon request

INTERNET CONNECTIONS

We offer complimentary WiFi throughout the building. If you require a hardline connection or a Static IP, this can be secured through your Event Manager.

RIGGING

Main Hall rigging points are 2,000 lbs. on 10' center

Line Set Capacities:

Fixed Speed - 2,500 lbs.

Variable Speed - 1,775 lbs.



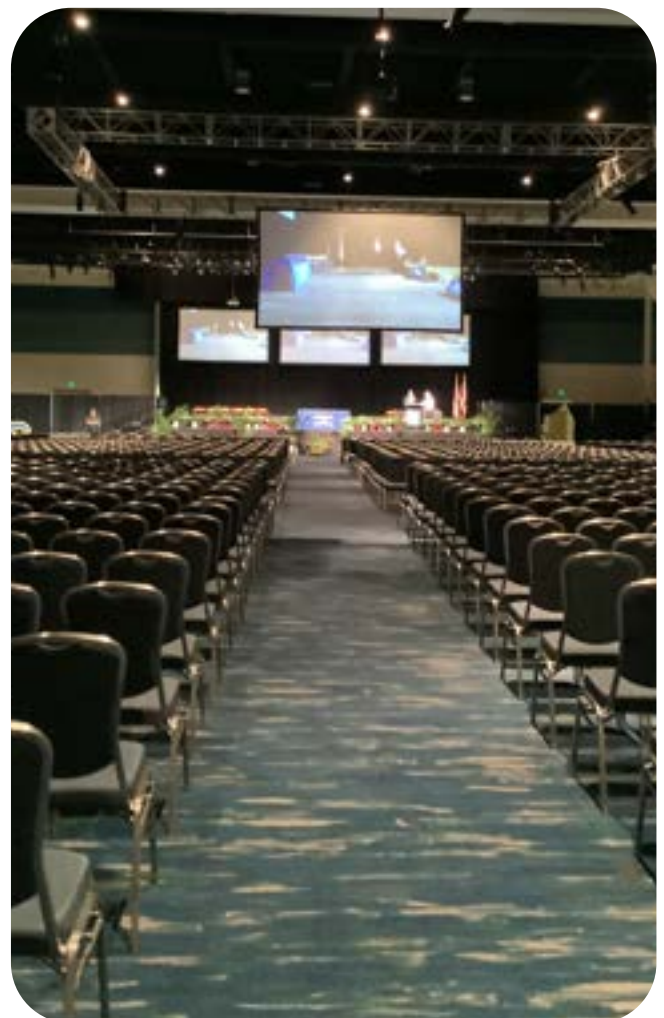
LIGHTING

Hibiscus Hall: Incandescent and LED

Meeting Rooms: LED

House lighting, ventilation, heat or air conditioning will be provided as required during event times. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during load- in/load out periods.

Theatrical lighting available for stage area.





EVENT SERVICES

ADVERTISING

The Charlotte Harbor Event & Conference Center reserves the right to pre-approve all usages of the Charlotte Harbor Event & Conference Center logo and any photos of the facility. To obtain approval, please submit in writing via email the intended usage of the venue's logo and photos prior to actual usage. All requests for approval should be sent to your Event Manager. Appropriate logos and photos are available upon request. The Charlotte Harbor Event & Conference Center reserves the right to omit or correct information regarding the venue. The main phone number of 941-833-5444 may be published for directions only, not for event information.

ANIMALS

Animals/pets are not permitted inside the facility. Service animals are permitted. Animals are permitted in conjunction with approved exhibit display or performance requiring use of animals.

BANNERS AND OTHER SIGNAGE

Banners, overhead signs and special decorations may not be hung on ceilings, windows or walls. Ladders are not available, ONLY Charlotte Harbor Event & Conference Center staff or authorized contractor(s) may use such equipment. Exterior signs/banners may not be fastened to the building structure. Temporary signs require advanced approval from Charlotte Harbor Event & Conference Center Management. Any signs placed outside of the CHECC property must contact the City of Punta Gorda Zoning & Code Compliance Department for "off premises sign permit application".

BOOKING CATEGORIES

Governs when bookings may be accepted, contracts issued etc.

Category 1 – Conferences and Conventions mainly coordinated through the Visitor's Bureau that generates multiple hotel night stays

Category 2 – Large local, multiple day public and civic events of significant importance to the community and significant revenue potential for CHECC

Category 3 – Small local, usually one time civic and social events with moderate revenue potential for the venue

CANCELLATION POLICY

In the event the License cancels the contract with the Licensor, the refund policy is as follows:

- 3 months prior to the event 100% refund
- 2 months prior to the event 75% refund
- 6 weeks prior to the event 25% refund
- 2 weeks or less 0% refund

CASHLESS FACILITY

The Charlotte Harbor Event & Conference is a "cashless" facility.

CHAIRS

- Padded banquet style are used for indoor events
- White plastic folding chairs are used for outdoor events
- You are permitted to provide your own chairs. It is your responsibility to schedule delivery, set up and removal.



EVENT SERVICES

CONDITION OF FACILITY

Licensee acknowledges that Licensee has inspected the Facility, and that Licensee is satisfied with and has accepted the Facility in its present condition. (1) Legends Global shall have the continuing obligation and responsibility to maintain and keep the Facility in good order and repair, normal wear and tear excepted; provided, however, that (i) the failure by Legends Global to accomplish the foregoing, said failure resulting from circumstances beyond the control of Legends Global, shall not be considered a breach of this Agreement by Legends Global, and (ii) any damages to the Facility and its appurtenances caused by Licensee or its officers, directors, agents, employees, subcontractors, licensees, or invitees shall be paid for by Licensee at the actual or estimated cost of repair, as elected by Legends Global (including any damages that may be incurred if such repair affects any future events or contracts). (2) Licensee shall not make any alterations or improvements to the Facility without the prior written consent of Legends Global.

CONDITION OF FACILITY continued

Any alterations or improvements of whatever nature made or placed by Licensee to or on the Facility, except movable trade fixtures, shall, at the option of Legends Global, (i) be removed by Licensee, at Licensee's expense, immediately upon the conclusion of the Event, or (ii) become the property of the Owner. Legends Global may, at its election, accept delivery of property addressed to Licensee only as a service to Licensee, and Licensee will indemnify, defend, and hold harmless Legends Global for any loss or damage to such property in the receipt, handling, care, and custody of such property at any time. Legends Global assumes no responsibility whatsoever for any property placed in the Facility. Notwithstanding anything to the contrary set forth herein, Licensee shall be solely responsible and liable for any and all Losses arising out of any and all rigging from or to the physical structure of the Facility or any fixture thereto, set-up, alterations, and/or improvements at or to the Facility necessitated by and/or performed with respect to the Event. (3) Any debris, items, or materials left at the Facility by Licensee may be removed by Legends Global at Licensee's cost and at no liability or expense to Legends Global.



EVENT SERVICES

DAMAGE

Any event-related damage to the building or its facilities beyond normal wear and tear is your responsibility. This includes damage caused by your attendees and vendors. Show management and service contractors are invited to inspect leased areas prior to load-in and following load-out. Damages should be reported to the Charlotte Harbor Event & Conference Center management. If damage has occurred related to the activities of the event, the cost of repair will be added to the final invoice or billed separately upon completion of the repair.

DANCE FLOOR

Colombian Walnut laminate floor is available for an additional fee. The dance floor can be set in multiple sizes depending on the event needs and budget.

DECORATIONS

We understand that décor is an integral part of your event. We do not provide décor. We encourage you to provide décor for your event or to secure rented equipment from an outside company. There are local rental companies who can provide these items. Assembly and set-up of your decor is your responsibility. All decorating must occur during the contracted event time. Decor cannot be stored post event and must be removed at the conclusion contracted event time. This includes delivery and removal from an outside vendor. Your contracted vendors must provide all supplies and equipment needed including ladders and lifts.

DECORATIONS continued

- Installation of carpet runners/show carpet or other temporary floor coverings must be approved in advance by Management.
- Facility permanent graphics, signs or display may not be visibly blocked in any manner nor temporary signs/decorations be attached to permanent building furnishings.
- Planters/furniture located in common areas may not be removed or repositioned.
- Decorations or signage may not be taped, nailed or fastening to ceilings, painted surfaces, fabrics and/or decorative walls.

The following items are prohibited:

- Mylar Balloons/Helium Balloons. Balloons used as décor/centerpieces must be approved in advance by Management.
- Fire
- Candles with flames. We recommend LED flameless candles.
- Sparklers/Fireworks
- Glitter/Confetti/Sequins
- Pop-up Tents/Free standing structures with ceilings
- Dirt
- Hay
- Chalk
- Smoke/Haze Machines
- Adhesive backed decals/stickers



EVENT SERVICES

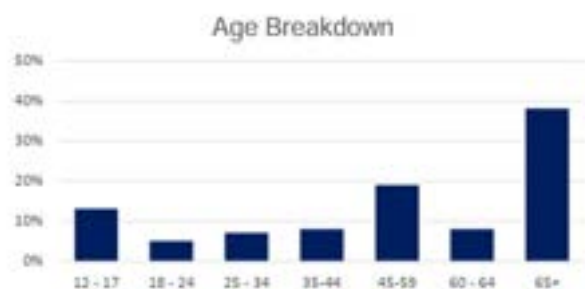
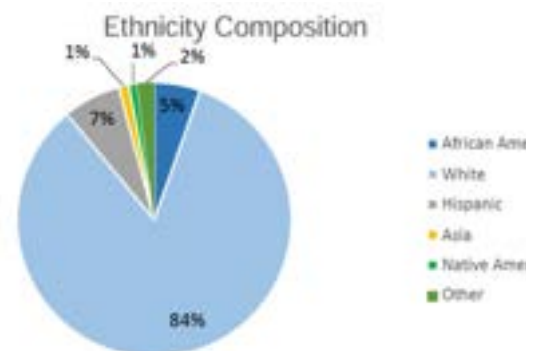
DELIVERIES /SHIPPING

Due to limited storage space, the Charlotte Harbor Event & Conference Center cannot accept advance freight shipments more than 48 hours before the effective date of the rental contract. Exhibit freight should be directed to the Licensee. Deliveries that arrive during load-in or on show days will be directed to the on-site representative. All other deliveries arriving during the period of the License Agreement will be received by the venue. It is the client/licensee responsibility to retrieve deliveries. The Charlotte Harbor Event & Conference Center does not take responsibility for incomplete or mislabeled shipments, un-packing or opening of crates and disposal of packing material including pallets. Disposal of excess packing materials and any pallets will incur a fee to the event organizer. If a vendor is shipping weight restrictive items, it is the responsibility of the Exhibitor/Vendor to arrange assistance with receiving and moving of these types of items.

All items to be shipped out must be labeled and have a scheduled pick up within 24 hours of the contracted event end date. It is the responsibility of the "shipper" to schedule pickups. Items left more than seven (7) days after contracted event end date will be disposed.

DEMOGRAPHICS

The Charlotte Harbor Event & Conference Center is located in Charlotte County. Below you will see the demographics for our area.



DEPOSITS

Required for all events and may include a damage deposit. Deposits are normally non-refundable except where the Charlotte Harbor Event & Conference Center is unable to deliver.



EVENT SERVICES

DRONES and UNMANNED AIRCRAFT

For proprietary reasons and for the safety of our guests and the building structure; drones, unmanned aircraft systems ("UAS"), unmanned aircraft ("UA"), remotely operated aircraft ("ROA"), unmanned aerial vehicles ("UAVs"), and other similar devices, including Radio-Operated Blimps, are not permitted inside the Charlotte Harbor Event & Conference Center.

EVENT MANAGER

An Event Manager is assigned to work with you and your team. This individual works with you from initial planning through move-out. They are your principal source of information during the planning process. Communication with your Event Manager assures your event is well-planned and effortlessly executed.

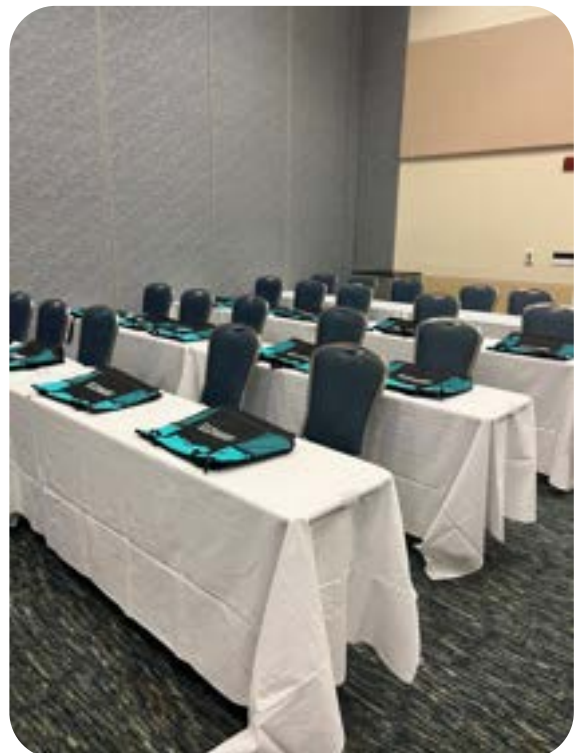
FACILITY RENTAL

Rentals include available tables, chairs and lecterns, on a one-time setup basis. Changes made after sets are in place will incur a reset charge. The Licensee is responsible for the expense of any additional tables, chairs, risers and lecterns beyond the available inventory of the Charlotte Harbor Event & Conference Center.

FIRE CODE REGULATIONS

Show management, exhibitors, service contractors and all other involved parties must comply with all Federal, State and Municipal fire codes which apply to places of public assembly.

- All drapes, curtains, table coverings and skirts, carpet or any materials used must be flame retardant. All such material is subject to inspection and flame testing by the Fire Marshall.
- Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, fire hose cabinets, pull stations and stand pipes.
- Exit doors cannot be blocked with any equipment at any time.





EVENT SERVICES

FORCE MAJEURE

If the Facility is damaged from any cause whatsoever or if any other casualty or unforeseeable cause beyond the control of the parties, including, without limitation, acts of God, fires, floods, epidemics, quarantine restrictions imposed by government officials, terrorist acts, strikes or labor disputes (though not of the employees of the Licensee), failure of public utilities, or unusually severe weather, prevents occupancy and use, or either, as granted in this Agreement, then the parties shall be relieved of their respective obligations hereunder. In the event performance is excused in accordance with the foregoing provisions, Licensor shall refund to Licensee any deposits paid by Licensee, less any reasonable costs and expenses which have been incurred by Licensor up to the time further performance is excused.

HAZARDOUS WORK AREAS

The Hibiscus Hall (during load-in/loadout), loading dock area and “back of house” services areas are considered **HAZARDOUS WORK AREAS**. The following guidelines are strictly enforced:

- Absolutely no drinking of alcoholic beverages
- No horseplay, practical jokes, etc.
- Use or possession of illegal or controlled substances of any kind is prohibited
- All electrical equipment must be UL approved.

HOTELS

There are 3 hotels within walking distance

- Springhill Suites by Marriott Punta Gorda Harborside
- Wyvern Hotel
- Four Points by Sheraton Punta Gorda Harborside

HOUSEKEEPING/CLEANLINES

The Charlotte Harbor Event & Conference Center will maintain all common areas. You are responsible for cleaning up your event materials and décor. Additional housekeeping costs may be incurred for extraordinary cleaning requirements. Arrangements for the disposal of any anticipated large trash or recycle quantities, or handling of specialized waste removal such as shipping crates, pallets, large volumes of packaging materials, etc. should be made in advance. Appropriate fees may be assessed for large or specialized waste volumes.



EVENT SERVICES

INDEMNIFICATION

Licensee shall indemnify, defend and hold harmless Licensor, Legends Global Parent, Inc., Owner and their respective officers, directors, agents, and employees (the “Indemnitees”) from and against any and all losses, liabilities, claims, damages and expenses (including reasonable costs of investigation and attorneys’ fees) (collectively, the “Losses”) occurring at the Facility (whether within or without an Authorized Area) caused to Licensor, Owner and/or persons and/or property in, on, or near the Facility before, during, or after an Event, by (i) Licensee’s failure to comply with any and all federal, state, foreign, local, and municipal regulations, ordinances, statutes, rules, laws, constitutional provisions, and common laws (collectively, the “Laws”) applicable to Licensee’s performance of this Agreement and/or activities at the Facility, including without limitation, health and safety laws, the American with Disabilities Act and intellectual property laws, (ii) any unlawful acts on the part of Licensee or its officers, directors, agents, employees, subcontractors, licensees, or invitees, (iii) the negligent acts, errors and/or omissions or the willful misconduct of licensee or its officers, directors, agents, employees, subcontractors, licensees, or invitees, (iv) the material breach or default by Licensee or its officers, directors, agents, or employees of any provisions of this Agreement, (v) any and all rigging from or to the physical structure of the Facility or any fixture thereto, set-up, alterations, and/or improvements at or to the Facility necessitated by and/or performed with respect to the Event.

INSURANCE

All rentals require a current certificate of insurance. Unless Licensee, at its expense, provides Legends Global with satisfactory alternate insurance at least five (5) business days prior to commencement of the Event, Legends Global may obtain the following insurance covering the Event and Licensee’s activities in the Facility (the premium for which shall be included as part of the License Fee): (1) a commercial general liability insurance policy in the amount of \$1,000,000.00 for bodily injury and \$1,000,000.00 for property damage, including blanket contractual liability and independent contractors coverages; and (2) commercial automotive bodily injury and property damage insurance in the amount of \$1,000,000.00 (including an extension of hired and non-owned coverage). No election by Legends Global not obtain any or all such insurance policies shall give rise to any claim or liability against Legends Global related to any Loss that may have been covered by any such policy had such a policy been obtained. At its expense and to the extent required by law, Licensee shall provide applicable workers compensation insurance for Licensee’s employees. On each such required policy: (i) Licensee shall be the insured; (ii) Legends Global and Owner shall be named as additional insureds; and (iii) the insurer shall be required to waive subrogation claims. No such policy shall in any way limit the liabilities



EVENT SERVICES

INSURANCE continued

INSURANCE CERTIFICATE WORDING

Under description of operations please list as additional insured: "Charlotte County, a political subdivision of the State of Florida, Charlotte Harbor Event & Conference Center, Legends Global, their officers, directors, agents, employees and volunteers for events held on (date)_____ to (date)_____. In the same description of operations area please list, name of event, event date(s) including load-in and load-out days. Under certificate holder, certificate needs to read as follows:

Charlotte County/Charlotte Harbor Event & Conference Center/ Legends Global
75 Taylor St.
Punta Gorda, Florida 33950.

LABOR FOR ROOM SETS AND CHANGEOVERS

We provide your initial room set-up and overnight conversions at no charge. Any additional room set changes will be subject to a fee.



LATE CHARGES

If Licensee fails to pay any amounts when due under this Agreement, Licensee shall pay the Charlotte Harbor Event & Conference Center a late charge of 1.5% per month on the unpaid balance or the maximum charge as allowable by applicable law.

LIMITATIONS

If the Facility is damaged from any cause whatsoever or if any other casualty or unforeseeable cause beyond the control of Legends Global, including, without limitation, acts of God, fires, floods, epidemics, quarantine restrictions, strikes, failure of public utilities, or unusually severe weather, prevents occupancy and use, or either, as granted in this Agreement, then Legends Global is hereby released by Licensee from any damage so caused thereby. Because the Facility is publicly owned, Owner retains the right to decline to provide funding for the operation of the Facility in the sole discretion of Owner. If such non-funding renders performance of this Agreement difficult, impractical, or impossible, then it shall not be considered a default under or breach of the terms of this Agreement and Legends Global and Owner will not be liable for such failure to perform, except there shall be an equitable reduction in the consideration which would otherwise be payable or due under this Agreement.



EVENT SERVICES

LOADING/UNLOADING

Load in/out must take place within your contracted time. When working with your Event Manager please be specific about your load in/out timing on your event schedule. Load in/out should occur through the loading bays only, not through public entrances. The venue does not provide flatbed carts.

Clients/exhibitors are encouraged to bring their own wheeled equipment to help with freight movement.

LOSSES

Licensee shall be solely liable for all losses, liabilities, claims, damages and expenses (including reasonable attorneys' fees) (collectively, "Losses") that occur at the Facility (whether within or without an Authorized Area) and that are caused to Legends Global, Owner and/or persons and/or property in, on, or near the Facility before, during, or after an Event, by: (1) Licensee's failure to comply with any and all Laws; (2) any unlawful acts on the part of Licensee or its officers, directors, agents, employees, subcontractors, licensees, or invitees; (3) the negligent acts, errors and/or omissions or the willful misconduct of Licensee or its officers, directors, agents, employees, subcontractors, licensees, or invitees; (4) the material breach or default by Licensee or its officers, directors, agents, or employees of any provisions of this Agreement; and/or (5) any and all rigging from or to the physical structure of the Facility or any fixture thereto, set-up, alterations, and/or improvements at or to the Facility necessitated by and/or performed with respect to the Event.

OVERTIME

Office Hours are 8:00am-5:00pm, Monday through Friday. Normal hours of operation for the Charlotte Harbor Event & Conference Center are 8:00 a.m. until 11:59 p.m. daily. Over-time charges for usage of space prior to 7:00 a.m. or after 11:59 p.m. will be charged.

PALLETS/CRATES

All event related pallets and crates must be removed from the facility by the end of the contract time. A disposal fee for each remaining empty pallet and/or crate will be added to the final invoice, as well as any damage due to the improper use.

PAYMENTS

We accept Visa, Mastercard, Discover, ACH or company checks (make checks payable to "Charlotte Harbor Event & Conference Center").

PHOTO POLICY

Photographs taken at the Charlotte Harbor Event & Conference Center events are often used in presentations, display boards, flyers, brochures and other promotional materials. If you do not wish to have photographs taken at your event, please inform venue Management in advance.



EVENT SERVICES

PRICING – HOLIDAY RATES

Subject to increase on designated holidays.

PUBLIC AREAS

The Concourse/Pre-Function and Café are considered public areas and generally not under lessee control. The following guidelines apply:

- All activities utilizing public areas i.e. registration, special displays must be approved in advance. Detailed specifications must be submitted to management for approval
- Activities in public areas must be respectful of other clients renting the facility
- Service desks and “behind the scenes” workstations should not be set in public areas.
- Motorized vehicles, forklifts, gas/electric carts may not be operated in public areas.

REMEDIES

If Licensee cancels the Event, Legends Global may retain all or portion of the License Fee as liquidated damages and not as a penalty, and the parties agree that such amounts constitute reasonable provision for liquidated damages and that such damages could not otherwise be calculated. If there is a dispute concerning this Agreement or if a party seeks to enforce its rights under this Agreement, then the non-prevailing party shall pay all reasonable costs and expenses, including attorneys’ fees, the prevailing party incurs in connection with the dispute or enforcement or in pursuing any remedy provided hereunder or by relevant statutes or other laws. Either party may terminate this Agreement immediately upon the occurrence of material breach by the other party which is not cured within five (5) after receiving written notice of such breach.





EVENT SERVICES

REIMBURSEABLE SERVICE EXPENSES

Within THIRTY (30) days after Legends Global's receipt of Licensee's Event Details report delivered to Legends Global, Legends Global shall deliver to Licensee an expense report estimate ("Expense Report Estimate"), setting forth Legends Global's estimate of all expenses which Legends Global will incur in connection with the Services. Within THIRTY (30) days after the conclusion of an Event, Legends Global shall deliver to Licensee an expense report setting forth the expenses actually incurred by Legends Global for the Services ("Actual Expense Report"). In the event the amount reflected in the Actual Expense Report exceeds the amount reflected in the Expense Report Estimate, Licensee shall promptly pay to Legends Global the amount of the excess. In the event the amount reflected in the Expense Report Estimate exceeds the amount reflected in the Actual Expense Report, Legends Global will promptly pay to Licensee the amount of such excess. Notwithstanding anything to the contrary set forth in this Agreement, Legends Global's failure to deliver either the Expense Report Estimate or the Actual Expense Report shall not excuse Licensee's obligation to pay any amounts due hereunder.

RENTAL DAY

Includes event days, load in and load out are 8am -11:59pm. Events requiring access outside of these hours will have additional rental/labor charges.

RESTRICTIONS

Without Legends Global prior written consent, Licensee shall not take, or permit to be taken, any of the following actions: (1) advertise, paint, post, or exhibit signs, advertisements, show bills, lithographs, posters, or cards of any description inside or outside or on any part of the Facility; (2) broadcast by television or radio any Event scheduled to be presented in the Facility under the terms of this Agreement; (3) cause or permit beer, wine, or liquors of any kind to be sold, given away, or used upon the Facility; and/or (4) block or obstruct any passageway or exit in any manner whatsoever, or, while the Facility is in use, lock, block or bolt any exit door or any exit. Licensee must comply with all applicable laws, rules, regulations and ordinances in its use of the premises, including all applicable fire safety regulations.

ROOM SETS

Standard room sets are:

- Theater
- Classroom
- Conference
- U-shape
- Hollow square
- Banquet



EVENT SERVICES

SECURITY

Security coverage shall be determined by Charlotte Harbor Event & Conference Center Management. If required, management shall hire designated Security/Law Enforcement to be present based on the type of event and the event needs. Costs will be charged to the Lessee. The number of officers and hours required is to be determined by management. The Charlotte Harbor Event & Conference Center is protected by a security system, that includes video monitoring systems placed throughout the venue as well as the building exterior.

All entries are subject to security screening and/or bag checks.

Prohibited items for any event:

- Concealed weapons
- Containers of any kind
- Contraband
- Glass
- Large/oversized bags
- Back packs
- Duffle Bags
- Laser Pointers
- Noisemakers
- OUTSIDE FOOD AND DRINK
- Video/Audio Recording devices

Abusive language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.

SMOKING AREAS

The Charlotte Harbor Event & Conference Center is designated as a smoke/vape-free facility. Licensee shall ensure that the no smoking policy of Charlotte County is followed. Licensee will comply with such other policies and procedures that may be established by the City of Punta Gorda Fire Department.

SOLICITING

Soliciting is not permitted on the Charlotte Harbor Event & Conference Center grounds. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be made immediately.

SPECIAL EQUIPMENT

Basic equipment is provided with your rental fees. This includes tables, chairs, and lecterns. However, there are some items considered to be "special equipment", and there are charges for those items. If you need additional equipment, please communicate your needs to your Event Manager.

SPECIAL FACILITIES CHARGES

"Special Facilities Charges" are charges for items and services that are over and above the actual cost of your room rent, such as: cost for staging, dance floors, hanging banners, exhibit tables, phone/internet connections, electrical needs, any audio/visual orders, security, emergency medical technicians, special lighting needs, room resets, special labor needs, etc.



EVENT SERVICES

STATEMENT OF PURPOSE

General operating policies and procedures have been established to ensure the Charlotte Harbor Event & Conference Center, its personnel, lessees and related service industries are working in a safe and orderly environment. These policies and procedures should serve as a guideline for all concerned and will be enforced by Management.

STORAGE

The venue does not have areas for storage of large crates or materials. During show day(s), empty cases and crates must either be stored off-site or kept inside contracted spaces. Cases, crates and boxes cannot be stored on the loading dock area. All remaining event materials must be removed by the end of our contracted rental time.

TABLES/SKIRTS

All tables and chairs are included in your rental contract.

- Banquet tables – 72 inches round
- Cocktail tables - 30 inches round
- Rectangle tables – 8ft x 30 inches or 6ft x 30 inches
- Table skirts - are available in black or white

TAX EXEMPT STATUS

If your group is tax exempt, please present a current copy of your DR-14 State of Florida certificate.

TELEPHONES

Office telephones are reserved exclusively for Charlotte Harbor Event & Conference Center business.

TRASH

Lessee and contractors are responsible for removal of bulk trash, crates, pallets, packing material etc. Additional trash hauls shall be the responsibility of the lessee. Crates, wooden boxes, packing material etc. may not be stored in event areas. All guests, vendors, gifts, props and decorations must be completely out of the building by the listed scheduled time of the rental contract.



EVENT SERVICES

USE OF FACILITY

Licensee shall conduct business in the Facility in a dignified and orderly manner with full regard for public safety and in conformity with all Rules and Regulations for facility users, including fire, safety and health rules, as may be imposed from time to time by Company and/or local authorities. Licensee shall provide to the Facility, for Licensor's review and approval (i) a full and complete description of all set-up (including, without limitation, any staging, lighting, video boards, and/or rigging from or to the physical structure of the Facility or any fixture thereto required for the Event), electrical, communications systems, and plumbing work anticipated to be needed for the Event, and (ii) a Licensee Operations Plan in substantially the same form supplied by Licensor. Licensee shall update the Plan from time-to-time as may be necessary or appropriate to address any changes in operating conditions. Licensor reserves the right in its sole discretion to accept the Plan, or request modifications to ensure compliance with event rules imposed by the Licensor and all other applicable laws, regulations, codes, ordinances, orders or similar requirements. Licensee shall conduct business in the Facility in conformity with: (1) all Legends Global "rules and regulations" adopted or prescribed by Legends Global pursuant to a certain operating handbook, which may be amended from time to time by Legends Global, titled "Event Planning Guide",

USE OF FACILITY continued

and (2) all federal, state, local, and municipal regulations, ordinances, statutes, rules, laws, constitutional provisions, and common laws, including, without limitation, fire and safety rules; the Americans with Disabilities Act (the "ADA"); environmental and hazardous materials laws; Title VI and Title VII of the Civil Rights Act of 1964, as amended; and intellectual property law and rights of others (collectively, the "Laws"). Licensee shall be responsible for any violations of the ADA, including, without limitation, those that arise from Licensee's configuration of the seating areas or modification of other portions of the Facility in order to accommodate Licensee's usage. Licensee shall not make any alterations to the Facility without the prior written consent of Legends Global. Representatives of Legends Global and Owner may enter the Authorized Areas at any time and on any occasion in a commercially reasonable manner. All food and beverage services and concessions are reserved exclusively to Legends Global and its designees. Legends Global and its designees shall have the sole right to sell, give away and/or dispense food and beverages (including liquor) in the Facility and the Authorized Areas.



EVENT SERVICES

VENDORS/EXHIBITORS

All vendors must enter and exit within the contracted time.

VEHICLES

- No speeding or reckless use of vehicles or equipment is permitted
- No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporary in hazardous work areas.
- No re-fueling activity of any kind permitted. Re-fueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building.
- Vehicles with gasoline engines may be displayed with a maximum of two (2) gallons of gas remaining in the tank. A locking gas cap must be installed, or the tank must be adequately sealed by tape or in some other appropriate manner. All battery cables must be disconnected and taped to avoid potential sparks.
- Carpet protective covering must be provided for any vehicle sitting for any duration.

VENDORS/EXHIBITORS

All vendors must enter and exit within the contracted time.

WALLS

Movement of portable walls is to be accomplished by Charlotte Harbor Event & Conference personnel only.

WEATHER

The Charlotte Harbor Event & Conference Center is entitled to cancel or relocate an outdoor event due to inclement weather or the threat of inclement weather. If the weather is threatening (imminent rain, looming thunder clouds, dangerous winds capable of damaging equipment), Management reserves the right to protect equipment, employees and guests by cancelling or possibly relocating an outdoor event to an interior space of the facility. The decision will be made at the sole discretion of the Charlotte Harbor Event & Conference Center Management.





OUR MISSION

Our mission is to enrich guest experience, building upon your vision through food – listening, learning, growing, harvesting, cooking and breaking bread together. At Legends Global, we aspire to design a visitor experience so aligned, so delicious and so indelible that it will live as your signature food offering for years to come.

Curating stories through food creates a powerful bond between people, place and time. And in an instant, a flavor, a taste or a familiar aroma transports us all to a memory – a snapshot in time with family and friends. That is the power of food. We strive to build on those moments.

We seek out partnerships with local chefs, restaurateurs and farmers, who will help us shape a singular dining experience known only at our venue, set within the unique backdrop of our community.

SUSTAINABILITY

We are a leader in environmental sustainability. Legends Global is committed to reducing our environmental impact and ecological footprint. Our goal is to serve as an industry leader in environmental program implementation and stewardship through a partnership with our guests, team members, partners, and communities. Our sustainability initiatives include purchasing locally produced and sustainable raised products, sourcing sustainable seafood, using non-petroleum-based products, and recycling, composting and reducing our waste whenever possible to ensure the most seamless service.

ALLERGENS & FOOD SAFETY

We are focused on providing an inclusive environment to all your attendees. Whether your guests have a food allergy, food intolerance or dietary preference our teams are trained to meet your needs.

Our Sales Team, Chefs and Managers complete ServSafe Allergen courses and understand how to prepare safe food for your guests. We will offer the best in guidance and suggestions to provide a safe and welcoming dining environment for your event.

Speak with your Food and Beverage Representative about any anticipated dietary concerns as early as possible to ensure the most seamless service.

EVENT PLANNING TIMELINE

There are some important decisions for you to consider regarding the catering and execution of your event. The Legends Global team is ready to assist you in making these decisions a seamless part of your planning. The timeline below will help you in creating the environment and presentation needed for a successful event.

- Sixty (60) days prior to your event, we require approximate guest coast and finalized menu choices.
- Ten (10) business days prior to your event we require guest guarantee minimums along with any remaining balance. Once minimums are stated, they can increase, however they may not be reduced.



ADMINISTRATIVE FEE AND SALES TAX

All menu prices are subject to a 22% administration fee and applicable sales tax. Sales tax-exempt organizations are required to provide a copy of their Consumer's Certificate of Tax Exemption (DR-14) no later than one week prior to the event.

CONTRACTS, DEPOSITS AND PAYMENTS

Once initial contact and event information is communicated to the Savor... Charlotte Harbor Team, you will receive a contract for the entire event.

Thirty (30) days prior to your move-in day for your event we require a signed food and beverage agreement and a 50% deposit.

Ten (10) business days prior to your event we require guest guarantee minimums along with any remaining balance. Once minimums are stated, they can increase, however they may not be reduced.

A guarantee payment is required for all functions. Deposits are non-refundable and non-transferable. We accept company checks, cashier's check, Visa, MasterCard, American Express, Discover or ACH transaction.

Note: Credit card payments may be subject to additional fees. Checks are payable to:

Savor

75 Taylor Street

Punta Gorda, Florida 33950

GUARANTEES

When providing your initial order, a minimum estimated attendance guarantee must be communicated to the Food and Beverage Department. Contract minimums and full payment prior to your event will be based on the minimum estimated attendance. When changes are determined on a per person basis, a "final guaranteed attendance" must be given to the Food and Beverage Department ten (10) business days prior to the event. Guarantees given are not subject to reduction after the deadline. If the guarantee is not received as stated, the number specified on the contract will be your guarantee. Increases in attendance given after the final guarantee deadline are subject to approval of Savor and will be subject to additional charges. Savor will make every effort to service additional guests based upon availability of product and labor, however; Savor will not be responsible or liable for servicing these additional guests. Once minimums are stated on initial sales orders and signed, they cannot be reduced. Final charges will be based on the guaranteed number or the number of meals served, whichever is greater. Additional seating will only be placed if needed. Pre-set salads and desserts will only be provided for the guarantee. We reserve the right to make reasonable substitutions as necessary. The Food and Beverage Department will not provide any services to commence planning for the event(s) until the fully executed contract and the deposit has been made.



CANCELLATIONS

Should it be necessary for the Customer to cancel a function after their agreement has been signed, Food and Beverage will be entitled to liquidation damages equivalent to 50% of the total estimated charges for the canceled function. Neither the deposit nor any other prepaid amounts will be refunded.

LATE FEES

Initial orders not received within 10 business days of your event will be subject to 15% surcharge. Customer shall pay interest at the rate of 1.5% per month (or, if lower, the maximum legal rate) on all payments not made within thirty (30) days following the date such payments are due, which interest shall accrue from the date due until the date of payment. Further, Customer agrees to be liable for all costs and expenses incurred by the Caterer to collect past due payments.

SPECIALITY MEALS

We ask that ten (10) business days prior to your event that a specialty meal guest count be given with your guarantee.

MINIMUMS

A minimum of fifty (50) guests for all catered events. Additional fees may apply to groups less than fifty (50) guests.

ALLERGIES

The Charlotte Harbor Event & Conference Center is not certified Gluten Free, Vegan or Vegetarian. We cannot guarantee that cross contact with allergens will not occur and cannot assume any responsibility or liability for a person's sensitivity or allergy to any food item provided in our facility.

SERVICE TIMES

Food and beverage service time frames are based on two (2) hours of service. If services extend past two (2) hours additional labor fees may apply.

CONCESSIONS

Legends Global Management will determine the need for concession services during public events. If concession services are requested for an event that Legends Global Management feels may not cover labor costs, a guaranteed minimum may be required to provide concession services.

OUTSIDE FOOD & BEVERAGES

Patrons, exhibitors or attendees may not bring food or beverage of any kind into the facility for any event.

BEVERAGE CHARGES BASED UPON CONSUMPTION

Beverage charges based upon consumption apply only to each order that is a quantity of fifty (50) beverages or more. Orders less than fifty (50) beverages are based upon the actual amount ordered.