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## FIC FAQ

### **Can I sell alcohol during my event or serve my guests even if I purchase the Certificate of Alcohol Insurance?**

The FIC does not have a liquor license to allow the sale of alcohol. Alcohol can be served by a bartending service but not sold during events. Cash bars, the sale of drink tickets, and self-service bars are strictly prohibited. If you plan to serve (not sell) alcohol, alcohol insurance must be purchased through Hospitality Services Group (additional fees apply). Drink tickets can be sold in advance prior to the event, not on the premises.

### **Can I sell entry tickets for my event at the door?**

No. All tickets must be sold prior to the event, not on the premises.

### **What is the latest time my event can end?**

To respect our neighbors and other businesses in the community, all events must end by 1:00 a.m.

### **What size are the round and rectangle tables? How many guests can be seated at each?**

Our round tables measure 60 inches in diameter and seat seven to nine guests, depending on the type of chairs used. Rectangle tables measure 6 by 2.5 feet and seat eight guests.

### **Can I set-up the day before or the morning of my event?**

Setup must take place within the six-hour time allotted for your event. If you require more time outside of the six hours, additional time can be purchased at an additional fee.

### **Can I have items for my event delivered prior (i.e. cake, linen, flowers, equipment, etc.)?**

On a case-by-case basis, the Charles A. Hayes Family Investment Center staff may approve deliveries prior to the event. Because the center regularly books events back-to-back, we strongly suggest you arrange all deliveries to be made during the six-hour time. The Charles A. Hayes Family Investment Center does not assume responsibility for lost, stolen or damaged items.

### **How many guests does the multi-purpose room hold?**

- 350 guests – Standing Room Only (no tables or chairs)
- 300 guests – Chairs (no tables)
- 250 guests – Rectangle tables and seating
- 220 guests – Rectangle tables, seating & dance floor
- 147 guests – Round tables and seating
- 115 guests – Round tables, seating & dance floor

**Is there a projector available to rent?**

Yes, the Charles A. Hayes Family Investment Center has a portable projector available to rent for an additional fee.

**Can I use my own caterer?**

Yes. The Charles A. Hayes Family Investment Center also offers a list of first-class caterers for clients who do not have a preferred caterer.

**Can I pay for my event with a credit card?**

Yes. The Charles A. Hayes Family Investment Center accepts Visa, MasterCard and Discover credit cards. Please note, we do not accept American Express.

Contact us at [312.786.6986](tel:312.786.6986) or [email Tracy Evans](#) today to book your event.