



FREQUENTLY ASKED QUESTIONS CONFERENCE & SPECIAL EVENTS VENUES

1. WHAT ARE YOUR HOURS OF OPERATION?

Conference Center Office Hours:
Tuesday through Thursday: 8:00 am - 5:00 pm
Monday and Friday: Closed except for events

Event Rental Hours:
Monday through Friday: 8:00 am - 11:00 pm
Saturday and Sunday: 9:00 am - 1:00 am

2. IS IT POSSIBLE TO RENT THE CONFERENCE CENTER OUTSIDE OF THE NORMAL OPERATION HOURS?

Yes, it is possible to rent the Conference Center prior to or after our normal operating hours. A \$50 fee is assessed for each hour reserved outside of normal operating hours. No time can be extended past 1 am.

3. WHAT DO I NEED IN ORDER TO MAKE A RESERVATION?

Submit a Reservation Request Form so that we have the important information needed to serve you. Return the signed Rental Agreement and pay the refundable damage deposit + 25% of the room rental charge.

4. WHAT IS THE MINIMUM AMOUNT OF TIME THAT I CAN RENT THE FACILITY?

There is a six (6) hour minimum for your rental. Your block of time includes the time you need to decorate before the start of your event, and the time you need to clean up after your event. If you need more time, additional hours can be purchased with advance notice.

5. DO THE CONFERENCE CENTER HAVE CATERING SERVICES?

We can provide you with a list of approved caterers. The listed caterers are familiar with the Conference Center, our policies and procedures, and provide excellent food and service. However, you can use a caterer not included on our list for an additional fee of \$150. We ask that you provide the caterers business licence and liability insurance.

6. WHAT IS YOUR CANCELLATION POLICY?

- Events cancelled 45+ days in advance will receive a refund minus \$100 non-refundable portion of the deposit.
- Events cancelled 30 - 45 days prior to the event will forfeit the 25% deposit plus the \$200 refundable deposit.
- Events cancelled less than 30 days prior to the event will receive NO REFUND.
- GPTC reserves the right to cancel any event in cases of extraordinary circumstances with a full refund.

7. DO YOU HAVE MICROPHONES, PROJECTORS, AND OTHER AUDIO/VISUAL (A/V) SERVICES?

Yes! Two hours of projector use are included with your rental. If more than two hours are needed, then additional hourly fees are assessed.

You can bring your own A/V technician to manage your needs, or we can provide a technician for a fee. If you have complex A/V needs (anything more than using a microphone or displaying a presentation), then you should advise us of your specific plans at least 30 days in advance. Be sure to read section IX of your Rental Agreement for more details.

8. IS THERE A PIANO AVAILABLE?

There is a grand piano available for rent. The piano has the ability to self-play, or you can use a skilled pianist. The piano is located in the public area of the Conference Center, and there is an additional charge if you would like to have the piano re-located to inside of your reserved room.

9. ARE TABLE LINENS AVAILABLE?

We have linen available for rent. We keep a variety of neutral colors (black, white, beige, chocolate) in our inventory, but it may be possible for you to request alternate styles, colors, and fabrics from a 3rd party vendor.

10. IS THERE A KITCHEN AVAILABLE?

The Conference Center has a warming caterer's kitchen. The kitchen comes equipped with a refrigerator, freezer, microwave, ice machine, dishwasher, and warming oven. There are two sinks and plenty of counter space. At times, caterers may need to share kitchen space since we may host several events simultaneously. Be sure to read section VI of your rental agreement for the Caterer's and Kitchen guidelines .

11. ARE WE ALLOWED TO SERVE ALCOHOL ?

Yes, alcohol may be permitted at your event. GPTC Police Officers are required to provide security, and the cost will be included in your bill and listed as "Personnel Charges".

Please note the following:

- You must hire a licensed bartender to serve your alcohol.
- Alcohol cannot be served after 11:00 pm.
- Cash bars and "BYOB" events are not allowed.

Be sure to read section VIII of your Rental Agreement for alcohol guidelines.

12. HOW MUCH DOES IT COST TO RENT THE CONFERENCE CENTER?

Your room charge is based on the space(s) you are assigned and the amount of time of your reservation. The space that you are assigned is based on your anticipated attendance, desired setup type, and availability. Our facility can be divided and reserved in a variety of configurations in order to accommodate nearly any meeting or event. Check with Conference Center personnel for pricing for your event.

13. WHAT ARE THE SIZES OF YOUR TABLES, STAGE, AND DANCE FLOOR?

Tables: Rectangle - 5'x2', 6'x2', and 8'x2'

Round - 60", 36" adjustable height cafe/bistro style

Stage: Four 6'x8' pieces. Can create up to 12'x16' stage.

Dance Floor: 15'x15' to 21'x21', but can be designed in a variety of configurations.

14. WHO IS RESPONSIBLE FOR CLEANING DURING AND AFTER MY EVENT?

The customer is responsible for returning the facilities and property in the same condition they were provided. Normal cleaning after an event should be done including the disposal of trash, collecting any event materials or decorations, removing trash from tables (plates, cups, e.t.c.), cleaning the serving/kitchen area. Excessive trash or debris could result in loss of your damage deposit.

We offer a cleaning service to take care of mopping floors and trash removal after your event. Fees start at \$125 if you would like to take advantage of this option.

15. IS THERE ANOTHER CONFERENCE CENTER LOCATION?

Georgia Piedmont Technical College has a Conference Center at our Newton County campus. For more information, visit www.gptc.edu/cc.