



# CONFERENCE AND MEETING FACILITIES

## FREQUENCY ASKED QUESTIONS NEWTON CAMPUS

### **Newton Campus**

8100 Bob Williams Parkway  
Covington, GA 30014

### **Kevin Lane**

GPTC Conference Specialist  
404.297.9522, Ext. 5014  
lanek@gptc.edu

### **Julie McKay**

Director, Conference Center Operations  
404.297.9522, Ext. 1800  
mckayj@gptc.edu

**[www.gptc.edu/ncc](http://www.gptc.edu/ncc)**

**Office:** 770.784.3003

**Fax:** 770.385.4674

**IMAGINE YOUR EVENT.** Your Way.

**[conferencecenters@gptc.edu](mailto:conferencecenters@gptc.edu)**

**DIRECTOR, CONFERENCE CENTER OPERATIONS**

**Julie McKay**

404.297.9522, EXT. 1800

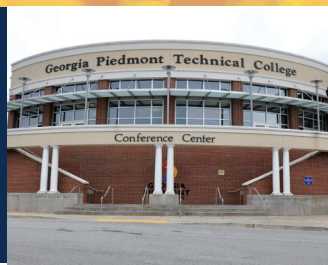
[mckayj@gptc.edu](mailto:mckayj@gptc.edu)

### **DEKALB CONFERENCE CENTER**

**Damita Young**

404.297.2432

[youngd@gptc.edu](mailto:youngd@gptc.edu)



### **NEWTON CONFERENCE CENTER**

**Kevin Lane**

770.784.3003

[lanek@gptc.edu](mailto:lanek@gptc.edu)

**1. WHAT ARE YOUR HOURS OF OPERATION?**

Mon – Thursday: 8am - 5pm  
Friday: Closed unless there is an event  
Evenings: 5pm – 11pm  
Weekends: 9am – 1am

**2. IS IT POSSIBLE TO RENT THE CENTER BEFORE OR AFTER THE NORMAL HOURS OF OPERATION?**

Yes, it is possible to rent the center prior to or after our normal hours. To enter prior to 7:30 Monday-Friday OR 8:30 Saturday -Sunday, a one hour rental fee is assessed.

**3. WHAT DO I NEED TO DO TO MAKE A RESERVATION?**

Reservations are confirmed after the Reservation Request Form, Rental Agreement, and Deposit are submitted. The deposit is a combination of a \$200 refundable deposit PLUS 15% of the room rental.

**4. FOR HOW MANY HOURS CAN I RENT THE FACILITY?**

The Conference Center is rented in six (6), and nine (9) hour increments. These blocks of time include set up prior to and clean up after the event. If you need more time, additional hours can be purchased with advance notice.

**5. CAN WE COME IN EARLY TO DECORATE?**

Your set up and decorating is included in the total block of hours you purchase. If you need additional time to decorate, please see the rate sheet for hourly fees. Also, speak with your decorator or coordinator about the amount of time you purchased. When planning for the setup and breakdown of elaborate décor, a 6-hour block is generally not enough.

**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 15% deposit plus the \$200 refundable deposit..
- Events cancelled less than 30 days prior to the event will receive **NO REFUND**.
- GPTC Economic Development reserves the right to cancel any event in cases of extraordinary circumstances with a full refund.

**7. DO YOU HAVE A MICROPHONE AND OTHER AUDIO / VISUAL SERVICES?**

Yes, we have microphones and other A/V equipment. Rates depend on the complexity and length of your presentation(s). For basic service, the cost is \$50/hour and \$250 for 6 hours. For more detailed AV needs, you may need to the assistance of our dedicated AV Technician with rates starting at \$250 / 4 hours. Please make arrangements to discuss your specific needs at least one month in advance.

**8. IS A PIANO AVAILABLE? IF SO, WHAT IS THE COST?**

No, a piano is not available.

**9. DO YOU HAVE CATERING SERVICES?**

We have recommended caterers, but it is your responsibility to contact the caterer.

**10. DO YOU HAVE LINEN FOR RENT?**

You are responsible for providing your own linens.

**11. DO YOU HAVE A FULL KITCHEN?**

The Conference Center has a small kitchenette that houses a refrigerator, microwave, and ice machine. Please leave the kitchen in the same condition you found it.

**12. CAN WE SERVE ALCOHOL?**

Yes, we allow alcohol. A police officer must be on the premises for up to 225 guests. For over 225 guests, you will need two officers. You can also provide your own or contact the office for a Newton Police contact info. Please discuss your plans with Conference Center staff for more details.

- A licensed bartender must serve alcohol.
- No alcohol served after 11pm
- BYOB and CASH BARs are prohibited.

**13. WHAT IS AN AVERAGE PRICE OF YOUR ROOMS?**

We have a small meeting room or general classroom available for \$150. Our banquet hall rents for \$1400 for 9 hours. The entire center can be rented for 9 hours for \$3600. (Fees are subject to change)

**14. WHAT SIZE ARE THE TABLES? WHAT ARE THE SIZES OF THE DANCE FLOOR AND STAGE?**

Tables: 6 ft. x 2ft. and 8ft x 2 ft rectangle  
60" Rounds

Chairs: 400 armless

Stage: 12 x 12

Dance Floor: Not available.

**15. CAN WE HIRE SOMEONE FROM YOU TO CLEAN UP AFTERWARDS?**

Sometimes we can provide assistance with removing trash and mopping kitchen area. If interested in this option, contact the Conference Center Representative after your reservation is complete. The starting fee is \$150.

**16. DO YOU HAVE ANOTHER LOCATION?**

Yes, we have a Conference Center in DeKalb County. For more information about our DeKalb campus location, check out [www.gptc.edu/dcc](http://www.gptc.edu/dcc).