



CONFERENCE AND MEETING FACILITIES

FACILITY RENTAL AGREEMENT

TODAY'S DATE ____ / ____ / _____

NEWTON

DEKALB

CUSTOMER INFORMATION

CUSTOMER NAME _____

PHYSICAL ADDRESS _____

CITY _____ STATE _____ ZIP _____

CELL PHONE () _____ OFFICE PHONE () _____

E-MAIL _____

EVENT - Day of the Week _____ EVENT Date _____

TYPE OF EVENT _____ EVENT Name _____

DESCRIBE THE EVENT (if not self-explanatory) _____

ESTIMATED GUEST COUNT _____

IMAGINE YOUR EVENT. Your Way.

conferencecenters@gptc.edu

DIRECTOR, CONFERENCE CENTER OPERATIONS

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DEKALB CONFERENCE CENTER

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NEWTON CONFERENCE CENTER

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I. HOURS OF OPERATION

- A. Regular Office Hours:
Tuesday - Thursday 8 am -5 pm
- B. Rental Hours of Operation:
Monday – Thursday 8 am -11 pm
Friday 8 am -12 am
Saturday – Sunday 9 am -12 am

II. RESERVATIONS

- A. All reservations are made on a first come first serve basis. The reservation is cancelled if proper paperwork and deposit are not received within 72 hours of the initial request to hold the date. The reservation is confirmed once we receive the \$200 refundable damage deposit, 25% of the rental fee, reservation request form and the signed Rental Agreement. (See "Payment" section III below).
- i. **Extra Security Deposit:** Based on the number of guests expected and the type of event, there's an additional \$250 refundable deposit. The extra charge include events for teenagers, concerts, large receptions and any event that has the potential to bring larger crowds than anticipated.
 - ii. **Extra Security Deposit (\$100)** is assessed with piano use inside event room (DeKalb)
 - iii. For **TEEN parties**, a police officer is required. They must remain onsite until doors closing time. (Special rate: \$200 or provide your own)
 - iv. All events with **250+ guests** will require a security guard to remain onsite until doors closing time. (a list of approved officers if needed – Ask for details) If alcohol is served, see the section IX.
- B. Contracts: All space and services will be arranged by written contract. No promises, quotations, verbal guarantees—expressed or implied—will be honored unless they are a part of the written contract. Addition of space and/or services to a rental contract can be made if available and will result in additional fees and service charges. Management reserves the right to move an event to a comparable room should the need arise.
- C. All events are scheduled with a minimum of a 6 hour block, between the hours of 8am and 1am. These blocks of time include setup prior to and clean up after the event. * An additional fee of \$50 is charged to open the doors prior to 730a. * Our doors lock at 1am other than **New Year's Eve**.
- D. Should an event extend past the scheduled time without advance approval, the customer may lose some or all of their deposit or may be required to make immediate arrangements to pay for extended services. Acknowledge with

Signature: _____

- E. Events requiring additional setup time will incur additional facility rental fees. Refer to Capacities & Rates for hourly rates.
- F. After customer has approved the floor layout plan, any changes made within 72 hours of scheduled event will result in additional fees. Examples of these fees are as follows:
1. Additional table: \$10 each
 2. Additional chair (5 or more): \$5 each

III. PAYMENTS

- A. Reservations are confirmed after a 25% deposit of the base room fee is received along with required forms and agreements. **\$100 (or all – whichever is greater) of the deposit is non-refundable in case of cancellation.** Governmental agencies may request waiver of the reservation deposit and should submit a letter stating such on their official letterhead. The decision to honor a request for waiver will be based on the details of the event, the size of the crowd and will be made at the discretion of management.
- B. In addition, a separate **\$200 (or \$450) refundable damage deposit** is required at the time of booking. The customer acknowledges they can lose their refundable deposit if the room(s) is not left in the condition in which it was found. (See Cleaning & Damages Section VII). The customer also understands they will be liable for any damages exceeding the amount of the \$200 (or \$450) damage deposit.
- C. The remaining rental fee balance is required **30 days prior** to the event. If not paid within this period, the event is subject to cancellation without a refund. Additionally, we will accept **Credit Card payments only on the week of your event.**
- D. If you plan to pay with cash, make an appointment with the conference center to pick up a payment sheet. Then we will direct you to the business office in building A. **To make payment at the Center, bring a credit card, check, money order or cashier's check. Credit card payments are also accepted via phone.**

IV. SETTING UP / DECORATING / ROOM FLIPPING

- A. All set up and decorating plans must be approved by GPTC Economic Development.
- B. NO pasting, taping or otherwise attaching any items to walls, floors or furniture is permitted. Special tape that does not damage walls is allowed but please advise staff prior to use. We also permit large **Post It Paper Sheets**. Straight pins are great to use to attach signage to stage backdrop and collapsible walls. Other items may be authorized if discussed in advance with Project Specialist or Director.
- C. No rice, glitter, sand, confetti guns, processed snow, birdseed or other substance that would take excessive cleaning to restore the room to original condition is permitted inside or outside facilities. **Bubbles are not permitted inside** but can be blown outside.
- D. All candles cannot be left unattended and must be enclosed by a proper inflammable devise (for example: Hurricane Globe or large glass bowl). Use of protective materials is required to prevent anything from dripping onto tables, floors or carpets. All materials used for decoration must be approved by the Conference Center manager prior to the event.
- E. Helium balloons are permitted with prior approval. Customer may rent helium tank through a third party provider. Customer is responsible for ensuring safety of individual dispensing helium, storage of tank during contracted times, and removal of the tank after the event. Customer is also responsible for the removal of all balloons at end of event.
- F. Most large deliveries are allowed but require at least a 30 day advance notice. Depending on the space required, some deliveries may be allowed the day before but most items such as Chiavari chairs must be delivered and picked up on the day of the event. Without proper notice and approval, the center has the option to deny your request for delivery.
- G. Changing a room setup from wedding (theater style) to reception style will incur additional charges. Complete flips are not allowed. Minor flips are an option but will carry an additional fee (\$150 - \$200) and can only be completed by CC staff. For the same fee, we have a better option. Please discuss the details with Conference Center Personnel ~ final decision made by Director.

V. REFUNDABLE DEPOSIT

- A. Prior to your event, we'll ask you to complete a **W9** which includes **your SS#** or **Tax ID#** and the mailing address for the check. We'll then submit a Request for Refund form to our Finance department to process the check. We cannot process your refund check without the W9 so please complete and return prior to your event.
- B. Your check is usually processed and mailed within 30 days after we submit the form.
- C. Here are some helpful hints on how not to lose some or all of your refundable deposit:
 - i. Remove all trash from tables
 - ii. Empty the trash from the receptacles in your room
 - iii. Leave kitchen in condition it was found – Mop floor
 - iv. Remain in building only during agreed upon time (caterer, band and DJ included)
 - v. Guest numbers should not exceed amount stated on paperwork by more than 10%.
 - vi. Stay in control of children and keep them in the same areas with adults
 - vii. Plan your room layout and share all needs at least one (2) weeks prior to your event. Advance notice and requests are critical. If your layout is not in our office within five (5) days of your event, we will use your reservation request form as a guide to set up your room. Afterwards, only very minor adjustments will be made without additional charges.
 - viii. Do not eat food in the pre-function area on the sofas and comfy chairs (DeKalb)
 - ix. Tie all trash bags and **DO NOT overload**
 - x. **Keep** the majority of **glass** bottles (beer, wine) **out of the trash**. Discard glass bottles (wine, beer, etc) in the cartons / cases in which they purchased. **DO NOT DISCARD AN ABUNDANCE OF GLASS IN OUR TRASH CANS AND TRASH BAGS. YOU WILL BE RESPONSIBLE FOR TAKING ALL GLASS TRASH DIRECTLY TO THE DUMPSTER.** Staff will direct you to the correct location.

VI. CANCELLATIONS

- A. Events cancelled 45+ days in advance will receive a refund minus **\$100 non-refundable portion of the deposit**.
- B. **Events** cancelled 31 - 44 days prior to the event will forfeit the 25% deposit plus the \$200 refundable deposit. We will mail the remaining balance within 30 days of cancellation once client provides information needed for Request for Refund Form.
- C. **NO REFUND** will be provided for any event canceled within 30 days of the event.
- D. **GPTC** Conference Centers reserves the right to cancel any event in cases of extraordinary circumstances - including but not limited to inclement weather and major power outages - with a full refund.

VII. CATERING/USE OF SERVING AREA

- A. Any and all catering arrangements must be reviewed and approved by the Conference Center Personnel.
- B. Should you decide to **use your own caterer** instead of one from our Approved List, there will be an additional fee of \$150. Refer to the Caterer's Application to see the required catering criteria to receive approval. Be sure to advise your caterer of your designated time in the building. Your 6, 8 or 10-hour block includes the caterer's time for set up and clean up.
- C. Events with **more than 250 guests must:**
 - i. Use a catering service to manage / oversee food, kitchen, clean-up.
 - ii. Serve the main course at least 3 hours prior to your event end time
- D. Please request a copy of the GPTC Catering Application and Caterer's Operating Guidelines.
- E. No alterations can be made to the "serving area" without permission.
- F. All trash is to be properly disposed of in waste cans provided and will sometimes be required to dispose of waste in the outside dumpster.
- G. Serving area should be left in a clean orderly manner.
- H. Materials, including leftover food should be removed.

VIII. CLEANING & DAMAGES

- A. The customer is responsible for normal cleaning after an event including the disposal of trash in proper waste areas, collecting any event materials or decorations, cleaning the Serving Area and all equipment (if used). Customer will be responsible for disposing of trash from supplied waste cans removing any large items or debris (trash) from floor or tables.
- B. The customer is responsible for properly bagging all trash resulting from their serving line and depositing it into the dumpster behind the facility immediately after a meal is completed. Boxes must first be broken down before placing in dumpsters. **DO NOT** overload trash bags! Please ask staff for more if needed. **NO bag** should be too heavy for **one person to carry**.
- C. At the end of the event, prepare for a staff member to walk with you through the area to complete a **Post Event Report**. Any and all costs associated with cleaning and/or damages related to the event that are deemed to be above and beyond normal wear and tear are subject to forfeiture of the \$200 (or \$450) damage deposit. Any damages exceeding the \$200 (or \$450) damage deposit are the responsibility of the customer. If you are unclear about the return of your deposit, management will provide a clear explanation.
- D. Customer is expected to return facilities and property in the same condition they were provided.

IX. ALCOHOL - EVENTS SERVING ALCOHOL REQUIRE THE FOLLOWING:

- A. Complete and submit the "Request for Approval to Serve Alcoholic Beverages" (see Appendix I).
- B. When serving **alcohol**, additional security personnel with jurisdiction in DeKalb, Fulton, Rockdale County will be required. One officer < 250 guests; Two for 250+ guests. The cost is **\$250** for one and **\$400** for two.
 - i. If you choose to provide YOUR OWN police officer, their **Off Duty Release form** must be in our office 1 month as stated due may be considered in advance of the event.
 - ii. If we are not in receipt of the form within 14 days of your event, the options available to you are as follows: Order officer from Center or Don't Serve Alcohol.
- C. Non-alcohol beverages must also be provided for those in attendance
- D. **The bar area(s) must close by 11 pm.** Last call is at 10:30 pm with all bottles, glasses, etc. removed from the tables by 11 pm. **(Exception: New Year's Eve)**
- E. Any advertisement or promotional materials which indicate that alcohol will be available for your event shall not contain any information which would suggest that the event is sponsored by the College. GPTC logos, name, etc, shall not be used as an endorsement for the alcoholic beverages
- F. **No sales of alcoholic beverages** are allowed in the Conference Center or on the grounds of GPTC at anytime. There shall be no exchange of money involved with the serving of alcohol and no cash bar.
- G. The customer must provide information for a **licensed bartender**. Bartender information must be provided 30 days prior to the event date. We recommend that you obtain a bartender from your caterer or a food services company.
- H. Any coolers or containers containing drinks must be stored behind bar or kitchen. Small coolers must be placed on plastic behind bar area and managed by bartender. If your cooler leaks, the problem must be handled if it continues to happen, we will require that you remove the cooler.
- I. A **designated driver must be provided, such as a taxi service or other official driving service**. GPTC must be provided with the designated driver's information 7 days prior to the event. Signs must be posted indicating that a designated driver is available.

IX. ALCOHOL - EVENTS SERVING ALCOHOL REQUIRE THE FOLLOWING cont.

- J. No requests shall be made to any GPTC employee to assist in the transport, serving, storage or disposal of any alcoholic beverage or container.
- K. **If any violations occur, you may be given a warning. The 2nd violation will result in the closing of your bar. Also, depending on the severity to the violation, your bar could be closed down immediately - without a refund.**
- L. Before completing **page 7 - Appendix I**, carefully read the details regarding your responsibilities as it relates to the serving of alcohol.

X. AUDIO / VISUAL (A/V) SERVICES / BANDS / DJS

- A. **A/V services** and equipment may be contracted through the Conference Center. Services include projector and built in screens. Other services such as line out, teleconferencing and camera use are available with advanced notice and payment.
 - For an additional fee starting at **\$250**, an A/V technician can be provided for dedicated services.
 - The complexity and length of your program will determine your total AV cost.
 - No outside A/V equipment is permitted without prior written approval.
 - For complete cost analysis, please schedule a meeting with the Director to discuss your vision.
 - As an FYI, our AV booth is NOT AVAILABLE for sitting or storing items. For more details on the booth's use, refer to your AV Agreement.
- B. **Sound:** The audio system is excellent for playing background music, CD's with sound and background vocals. Additional equipment may be supplied by a third party vendor for musicals, concerts, or other similar activities.
- C. **Stage Lighting:** (DeKalb) We have basic stage lighting in room 15 only for an additional \$50. Other stage lighting may be supplied by a third party vendor, for musicals, plays or other similar activities
- D. A surcharge may be added to any on-demand service or changes made within 3 days of event date.
- E. **Bands and DJs:** If you **are not renting all rooms** of the center, you must receive **approval** in advance of booking a band. **Bands** must set up and breakdown their equipment within your allotted time. We permit a maximum of four (4) speakers for bands and DJ's. The details of the setup (including wiring, placement of speakers, etc.) must be discussed with Conference Center Director prior to completion of layout.

XI. SPECIALTY EQUIPMENT – PIANO & VIDEO/AUDIO CONFERENCING (DEKALB)

- A. The piano has various playing options and costs associated
 - i. An extra deposit (\$100) is required when the piano is moved into your event space. After your rental time has expired, the piano may or may not remain in your room.
 - ii. Children are allowed to play the piano only when he/she is the pianist for the event.
 - iii. 'Playing around on the piano' by children or adults is not allowed.
 - iv. **Costs:** \$100 - Internal playlist; \$ 150 - Your pianist;
 - v. **Move Fee:** \$100 to move from its home space
- B. **Video & Audio Conferencing Equipment is managed completely and solely by the staff of the Conference Center. Pricing for these are based on your individual needs. Arrange to meet with Conference Center staff to discuss details at least 30 days prior to your event.**

XII. SUPERVISION OF MINORS

- A. The Conference Center is a place of business and adult education—**any minor children present must be under the control of the customer at all times.** Minors creating disturbance and/or causing damage may be asked to leave the facility. In such a case, refunds will not be available and customer is responsible for full contract price. For events that involve minors, the customer is responsible for ensuring that all local, state and federal laws relating to minors are enforced.
- B. We do not allow children to be housed in a completely separate area without complete supervision by professional childcare service. If you choose a childcare service, the children's area will be a part of the main room with walls partially closed. Rooms 11&12 are not included-DeKalb).

XIII. INSTITUTIONAL POLICIES

- A. The Conference Centers @ GPTC falls under the same institutional policies as other facilities on the GPTC campus.
- B. GPTC is a weapons restricted campus, any person found to be in violation of O.C.G.A.16-11-127.1 may be subject to arrest.
- C. Based on TCSG policies, political fundraisers are not allowed on campus.
- D. Conference Centers @ GPTC is a tobacco free environment Smoking is only allowed inside your vehicle. **We are a SMOKE FREE school.**

XIII. INSTITUTIONAL POLICIES cont.

- E. Customer must obtain all licenses, and pay all royalties and artist fees necessary to use any patented or copyrighted matter or any trade name.
- F. **Marketing Rights:** GPTC reserves the right to photograph events and/or participants for use in marketing materials.
- G. GPTC reserves the right to suspend any activity that is deemed inappropriate and will contact law enforcement in the event of illegal activity. Events that involve any type of explicit behavior are prohibited.
- H. **Maximum Capacities:** all areas have set capacities. Should a group's attendance exceed the maximum capacity, based on the Fire Marshall's rules, we may opt to close an event and/or the building. Refunds will not be available if this occurs.
- I. The Conference Centers are handicap accessible. Please notify the conference center office of any special needs that you or your guests may have. We will advise but it's also your responsibility to ensure that all exits remain unblocked at all times.
- J. All exhibit space requirements must be specified in the event contract. No vending of any kind is permitted on GPTC property, unless such sale is the primary purpose of the event. This includes, but is not limited to, mobile vending units, vending booths/tables or direct sales in any form of food, merchandise or services.
- K. **Telephones:** Office phones are not available to visitors unless prior arrangements have been made. A courtesy phone is available in the atrium area and if available, you can possibly use an office phone.
- L. **Credit Card Machine:** To utilize a phone line for a credit card machine, we must discuss in detail and have ample notice to accommodate. A wireless credit card system is recommended and you will need to dial 9 for an outside line.

XIV. HOLD HARMLESS

- A. The customer agrees to hold harmless the State of Georgia, The Technical College System of Georgia, Georgia Piedmont Technical College, and all those affiliated with these agencies including officers and employers in the event of any personal injuries, loss of life, theft, or damages resulting from the use of GPTC facilities and/or property.
- B. Customer also agrees that the success of their event is their responsibility. The center is responsible for providing the venue and other items as agreed upon on the Reservation form.
- C. It is recommended and sometimes required that based on the number and type of activity, the customer obtain reasonable liability insurance prior to use of GPTC facilities and/or property.

Customer agrees to accept and abide by the policies and procedures listed above. Customer further agrees to accept and abide by all policies of the Technical College System of Georgia as well as the laws of the State of Georgia.

CUSTOMER (PLEASE PRINT) _____/_____/_____
DATE

CC REPRESENTATIVE SIGNATURE ~ SPECIALIST / ASSISTANT _____/_____/_____
DATE

DIRECTOR, CONFERENCE CENTER OPERATIONS _____/_____/_____
DATE

VICE PRESIDENT
GEORGIA PIEDMONT TECHNICAL COLLEGE
(Signature needed for 50+ Guests) _____/_____/_____
DATE

APPENDIX II: AV REQUESTS

Please carefully consider your audio/visual and other special technology requirements. As time unfolds, your request may change as will this form, for it will be used to assist you and the Conference Center team to properly plan for the needs of your event.

Fees are associated with some of these requests. Carefully review the Agreement for rates and discuss your needs completely with our Team to ensure a smooth AV experience.

CUSTOMER NAME _____

TYPE OF EVENT: _____ DATE: / /

2. CHECK BELOW THE PRECAUTIONS YOU WILL TAKE TO ENSURE THAT PERSONS UNDER THE AGE OF 21 ARE NOT SERVED ALCOHOLIC BEVERAGES.

- 1. Will you require a dedicated AV Technician to run your presentations YES NO
- 2. Do you have already have a designated person for your AV? Name: _____
- 3. If not, would you like to request one from us? YES NO
- 4. Check below all possible presentations -
 Videos PowerPoint YouTube Skype or other video conferencing _____ How many total presentation
 If so, provide name:
 Other details needed: _____
- 5. Check below additional needs.
 Teleconferencing Stage Lighting Special location for camera/videographer
 Line Out Extra podium Extra Screens
- 6. Will you need to access the internet for your presentation? YES NO
- 7. Music: DJ Band CD iPad/Phone Other None
- 8. Laptop: We prefer that yo u use ours if available. If you use your own, an HDMI connection is desired and if not, please bring an adapter. Ours Yours
- 9. Piano: Yes No If yes, Inside room Outside room Self play Pianist No Piano
- 10. Special instructions / What else might we need to know? _____

Signature indicates the customer agrees to adhere to the policies and procedures in the Facility Rental Agreement (Section X).

CUSTOMER NAME (PLEASE PRINT) CUSTOMER SIGNATURE DATE / /

CONFERENCE CENTER REPRESENTATIVE DATE / /

All third party providers (i.e. caterers, florists, rental companies) must comply with all Conference Center@Georgia Piedmont policies and procedures. **Customers who contract third party providers directly assume responsibility for those providers and should review this document with them, as the customer is ultimately responsible should the provider fail to comply with procedures. Any provider who has previously violated these rules or engaged in improper conduct will not be permitted to service future events.** Third party providers must setup and teardown within the customer's rental time. GPTC is in no way liable for any mishandling of food prepared by any caterer contracted by the customer.

- A. All deliveries from providers or agencies making deliveries on behalf of the customer must be arranged and approved through the events office. Loading/unloading must be done via the elevator or the main entrance of the building. The agency making delivery is responsible for adequate clean-up after the delivery is made.
- B. Use of the Serving Area is limited to those events where food services are part of the event. Caterers may be required to share the Serving Area with other caterers. No cooking or grilling is permitted inside the Center. Cooking or grilling is permitted on the grounds of the facility with advance GPTC permission.
- C. Caterers are responsible for maintaining cleanliness in the Serving Area, a safe working area and clear walkways. **This includes, but is not limited to, mopping, sweeping, wiping down counters and cleaning any items used.** While basic cleaning supplies may be provided, caterers should supply any special items they may need.
- D. Providers are responsible for any cleanup needed as a result of their delivery or setup. Upon arrival, mops, brooms and dust pans will be made available.
- E. Providers are responsible for properly bagging all trash resulting from their serving line and depositing it into the portable dumpster in the facility immediately after a catered meal is completed. Boxes must first be broken down before being placed in the dumpster.
- F. Providers are responsible for removal of all of their equipment and materials from the premises immediately after the event, within the customer's rental time. Unclaimed items will be disposed of the following business day unless prior arrangements have been made with the events office.
- G. Customers contracting directly with third party providers will be charged for inadequate clean-up and if provider or customer leaves with GPTC property.