



RENTAL AGREEMENT CONFERENCE & SPECIAL EVENTS VENUES

Selected Location

CUSTOMER INFORMATION

Primary Contact Name

Company/Organization Name (if applicable)

Street Address

City State Zip Code

Phone Number Phone Number 2 (optional)

E-mail

Secondary Contact Name (optional)

Secondary Contact Phone Number Secondary Contact Phone Number 2

Secondary Contact E-mail

This FACILITY RENTAL AGREEMENT ("Agreement") is made and entered into on _____ ("Effective Date") between GEORGIA PIEDMONT TECHNICAL COLLEGE (GPTC) and _____ ("Customer") whose address is listed above. The time, date, and event during which the Customer shall be permitted to occupy and use the facilities that are described in the proposal/confirmation ("Exhibit A") of Reservation # _____.

Both parties agree to the following:

I. HOURS OF OPERATION

- A. Conference Center Office Hours:**
Monday - Thursday 8:00 AM - 5:00 PM
- B. Event Rental Hours:**
Monday - Thursday 8:00 AM - 11:00 PM
Friday 8:00 AM - 12:00 AM
Saturday - Sunday 9:00 AM - 12:00 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 room charge, reservation request form and the signed Rental Agreement. (See "Payment" section III below).
 - i.** Security Deposit: Based on the number of guests expected and the type of event, there may be an additional \$250 refundable deposit. The extra charge include events for teenagers, concerts, large events and any event that has the potential to bring larger crowds than anticipated.
 - ii.** All events with 250+ guests will require a GPTC police officer to remain on site until the conclusion of your reservation time.
- B.** All space and services will be arranged by this agreement. No promises, quotations, verbal guarantees, expressed or implied, will be honored unless they are a part of this written agreement. Addition of space and/or services to a rental agreement can be made if available and will result in additional fees and service charges.
- C.** GPTC Conference Centers reserves the right to move an event to a comparable location should the need arise.
- D.** GPTC Conference Centers may schedule other events in parts of the facility which are not a part of the customer's agreement.
- E.** Based on the needs and setup of the event, the GPTC Conference Center will determine the appropriate facility needed to effectively host the event.

- F. All events are scheduled with a minimum of a 6 hour block, between the hours of 8:00 AM and 1:00 AM. These blocks of time include setup prior to and clean up after the event.
- G. If requested event date(s) occurs on or around a holiday, the decision to accommodate the event is at the discretion of the GPTC Conference Centers, and additional costs may apply.
- H. Events requiring additional time before or after the event will incur additional facility rental fees. Refer to Capacities & Rates for hourly rates.
- I. After customer has approved the floor plan/layout, any changes made within 72 hours of scheduled event may result in additional fees.

III. PAYMENTS

- A. Reservations are confirmed after 25% of the room charge 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 the GPTC Conference Center.
- 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 reserved facility, furniture, and equipment are not left in the condition in which it was found. (See Section VI below). The customer also understands they will be liable for any damages exceeding the amount of the \$200 (or \$450) damage deposit.
 - i. Prior to your event, please complete an [IRS W9](#) which includes your SS# or Tax ID#, and the mailing address for the refund check. A current W9 is required for GPTC Accounts Payable to process the refund. We cannot process your refund request without the W9, so please complete and return prior to your event.
 - ii. If eligible, your refund will be issued in the form of a check and mailed within 30 days of receipt of the conclusion of your event.
 - iii. Helpful hints on how not to lose your refundable damage deposit are contained in Section VI below.
- 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.
- D. We accept cash, credit/debit cards, and personal checks, money orders, or cashier's checks made out to "GPTC Conference Center".

IV. 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% room charge deposit plus the refundable damage deposit. The remaining balance will be mailed within 30 days of cancellation once client provides information needed for *Request for Refund* form.
- C. No refund will be provided for any event cancelled 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, facility repairs or upgrades, and major power outages - with a full refund.

V. SETTING UP / DECORATING / ROOM FLIPPING

- A. All set up and decorating plans must be approved by GPTC Conference Centers.
- B. Pasting, taping or otherwise attaching any items to walls, floors or furniture is not 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 GPTC Conference Centers.
- C. Rice, glitter, sand, confetti, processed snow, birdseed or other substance that would take excessive cleaning to restore the room to original condition is permitted inside or outside of the GPTC Conference Center facilities. Bubbles are not permitted inside but can be blown outside.
- D. Fog machines are not permitted, as they may trigger the smoke detectors and fire suppression systems.
- E. Candles cannot be left unattended and must be enclosed by a proper inflammable devise (for example: hurricane globes or glass bowls). Use of protective materials is required to prevent anything from dripping onto tables, floors or carpets.
- F. 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.
- G. Most large deliveries are allowed but require at least 30 days advance notice. Depending on the space required, some deliveries may be allowed the day before but most items such as rented tables and chairs must be delivered and picked up on the day of the event. Without prior notice and approval, GPTC Conference Center has the option to deny your request for early delivery.

- H. Modifying your room from one setup to a different setup (e.g., starting the event in theater style, but concluding the event in banquet style) during your event will incur additional charges. These “room flips” must be discussed in advance and can only be completed by GPTC Conference Center staff.

VI. CATERING and USE of KITCHEN/SERVING AREA

- A. Any and all catering arrangements must be reviewed and approved by the GPTC Conference Center.
- B. Should you decide to use your own caterer instead of one from our Approved List, there will be an additional fee of \$150. Please request a copy of the GPTC Catering Application and Caterer's Operating Guidelines to see the required catering criteria to receive approval. Be sure to advise your caterer of your designated time in the building. Your reserved time includes the caterer's time for set up and clean up.
- C. GPTC is in no way liable for any mishandling of food prepared by any caterer contracted by the customer.
- D. Events with more than 250 guest must use their catering service to oversee food preparation and serving, kitchen management, and cleanup.
- E. Please request a copy of the GPTC Catering Application and Caterer's Operating Guidelines.
- F. Use of the kitchen/serving area is limited to those events where food services are part of the event. Caterers may be required to share the kitchen/serving area with other caterers. No cooking or grilling is permitted inside the Center. Cooking or grilling is permitted outdoor on the grounds of the facility with advance GPTC Conference permission.
- G. No alterations can be made to the kitchen/serving area without permission.
- H. Caterers are responsible for maintaining cleanliness in the kitchen/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.
- I. All trash is to be properly disposed of in waste cans provided, and will be required to be disposed of in the outside dumpster.
- J. Serving area should be left in a clean orderly manner.
- K. Any catering/dining materials, including leftover food should be removed.

VII. CLEANING and DAMAGES

- A. Customer is expected to return facilities and property in the same condition they were provided.
- B. 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.
- C. 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.
- D. At the end of the event, a GPTC Conference Center will assess your reserved spaces in order to complete the *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 damage deposit. Any damages exceeding the damage deposit are the responsibility of the customer. If you are unclear about the return of your deposit, GPTC Conference Center will provide an explanation.

VIII. SERVING ALCOHOL at YOUR EVENT

- A. Complete and submit the “Request for Approval to Serve Alcoholic Beverages” (see Appendix I).
- B. When serving alcohol, GPTC Police Officers are required be present to provide security. One officer is required for less than 250 guests; two officers are required for 250+ guests. The cost of the officers will be included in your bill and listed as “Personnel Charges”.
- C. Non-alcohol beverage options must also be provided for those in attendance.
- D. The bar/alcohol serving area(s) must close by 11:00 PM.. With the exception of New Year's Eve events, last call is at 10:30 PM with all bottles, glasses, etc. removed from the tables by 11:00 PM.
- 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 GPTC. 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 any time. There shall be no exchange of money involved with the serving of alcohol and no cash bar.
- G. Alcohol may only be served by 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 alcoholic beverages must be stored behind the bar area or in the 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 seven (7) days prior to the event. Signs must be posted indicating that a designated driver, taxi or ride sharing service is available.
- 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.

IX. AUDIO/VISUAL (A/V) SERVICES, BANDS, DJs

- A. A/V services and equipment may be contracted through the GPTC Conference Center. Equipment includes microphones, projectors and screens. Other services such as line out, teleconferencing and camera use are available with advanced notice and payment.
 - i. For an additional fee, a professional technician can be provided for dedicated A/V support services.
 - ii. The complexity of your technical needs and length of your program will determine your total A/V cost.
 - iii. No outside A/V equipment is permitted without prior approval from the GPTC Conference Center.
 - iv. The A/V control booth is not available for sitting or storing items.
- B. Our in-house audio system is excellent for playing background music, CD's with sound and background vocals. However, additional equipment may need to be supplied by a third party vendor for live musical performances, concerts, or similar activities.
- C. Stage Lighting: Basic stage lighting is available in Room 115 of the DeKalb Conference Center location. Other stage lighting may be supplied by a third party vendor, for theatrical productions, concerts, pageants, or other similar activities.
- D. Additional charges may be added to any on-demand service or changes made within three (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 the allotted time of your reservation. We permit a maximum of four (4) speakers for bands and DJs. The details of the setup (including wiring, placement of speakers, etc.) must be discussed with GPTC Conference Center staff when completing your setup layout.

X. SUPERVISION OF MINORS

- A. The Conference Center is a place of business and adult education --any children under the age of 18 years old must be under the supervision 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 the 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. Children are not allowed to be placed in an area without supervision by professional childcare provider. If you choose a childcare service, the children's area will be a part of the main room with walls partially closed. Rooms 111 & 112 of the DeKalb Conference Center are not intended for use for children's events.

XI. THIRD PARTY PROVIDERS

- A. All third party providers (i.e. decorators, caterers, florists, rental companies) must comply with all policies and procedures of GPTC and the Conference Centers.
- B. 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.
- C. Any provider who has previously violated these rules or engaged in improper conduct will not be permitted to service future events.
- D. Third party providers must utilize the customer's rental time for their setup and tear down.
- E. All deliveries from third party providers or agencies making deliveries on behalf of the customer must be arranged and approved by the GPTC Conference Center in advance. 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.

- F. 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.
- G. 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.
- H. Customers contracting directly with third party providers will be charged for inadequate clean-up and if provider or customer leaves with GPTC property.

XII. INSTITUTIONAL POLICIES

- A. The GPTC Conference Centers comply with the same institutional policies as other facilities on the GPTC campuses.
- B. Based on Technical College System of Georgia policies, political fund-raisers are not allowed on campus.
- C. GPTC Conference Centers are a tobacco free environment. Cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other devices that use tobacco such as hookahs and electronic cigarettes is prohibited.
- D. Customer must obtain all licenses, and pay all royalties and artist fees necessary to use any patented or copyrighted matter or any trade name.
- E. GPTC reserves the right to photograph events and/or participants for use in marketing materials.
- F. 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.
- G. 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.
- H. The Conference Centers are handicap accessible. Please notify the GPTC Conference Center 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.
- I. 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.
- J. 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.

XIII. 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* and *Confirmation*.
- 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.

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

Customer Signature/E-Signature

Conference Center Representative E-Signature

Vice President of GPTC E-Signature (required for 50+ guests)

President of GPTC E-Signature (required if alcohol is being served)

Be sure to complete *Appendix I* on the next page of this agreement. To submit this rental agreement, please click in the Customer Signature Field to sign electronically, then save the file, or print, sign, scan and e-mail the completed document to walkerr@gptc.edu for the DeKalb Campus or lanek@gptc.edu for the Newton Campus.



APPENDIX I: REQUEST FOR APPROVAL TO SERVE ALCOHOLIC BEVERAGES

Alcohol may only be served at events held in the GPTC Conference Center upon approval by the GPTC President or the President’s designee. In order to receive permission to serve alcohol at an on-campus event, the event sponsor must review the GPTC Policy on Alcohol (contained in Section VIII of the *Facility Rental Agreement*) and complete this form.

Do you plan to serve alcohol at your event? YES NO

If you answered "YES" above, then you must complete SECTION 2 below.

SECTION 1

Selected Location

Primary Contact Name

Company/Organization Name (if applicable)

Street Address

City State Zip Code

Phone Number Phone Number 2 (optional)

E-mail

Secondary Contact Name (optional)

Phone Number Phone Number 2

E-mail

SECTION 2

Event Date(s) How many police officers will you have on duty?

What type of alcohol will be served (check all that apply) Beer Wine Liquor

Read and initial that you understand and agree to abide by the following:

<p>Sale of alcoholic beverages <i>is not</i> permitted.</p> <p>Names and contact information for person(s) designated to transport, and serve alcoholic beverages must be submitted to GPTC at least seven (7) days prior to your event.</p> <p>Signs must be posted indicating designated driver, taxi or ride sharing service contact information.</p>	<p>The customer is responsible for ensuring the bartender(s) carry out the following duties:</p> <ul style="list-style-type: none"> -Check ID at all times -Report any suspicious behavior, underage drinkers, fake IDs to officer on duty and Conference Center staff -Maintain control of alcohol at all times no tubs or coolers for general use. -Maintain safe and clean working area around bar including cleaning of spills and leaks immediately.
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By signing below, customer agrees to the terms of the Alcohol Policy listed in Section VIII of the *Facility Rental Agreement*.

Customer Signature

GPTC President Signature

Reservation #

GPTC Chief of Police Signature