

Client:

Date:



## Newton Conference Center *Georgia Piedmont Technical College*



## Facility Rental Agreement

***Customer Name:***

***Physical Address:***

***Event Name:***

***Event Day:***

***Date:***

***Estimated Number of Guests:***

***Best Contact Phone #:***

***Alcohol:***

Newton Conference Center @ GPTC  
8100 Bob Williams Parkway  
Covington, GA 30014  
Phone: 770-784-3003  
FAX: 770-385-4674

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## I. Hours of Operation

- A) Normal hours of operation: Monday through Thursday, 8am-5pm
- B) Outside normal hours of operation:  
Monday through Thursday, Before 8am and after 5pm  
Friday, Saturday and Sunday, Before 9am and until 12am

## II. Reservations

- A) All reservations are made on a first come first serve basis. Reservations can be temporarily held for 72 hours of the initial request to hold the date. The reservation will be cancelled if the proper paperwork and deposit are not received before the 72 hour deadline. The reservation is confirmed when the 50% deposit, refundable damage deposit, and proper paper work are received. (See "Payment" Section III below).
- B) Agreements: All space and services will be arranged by written agreement on the ***Newton Center of Georgia Piedmont Technical College Reservation Confirmation*** form. No promises, quotations, verbal guarantees—expressed or implied—will be honored unless they are a part of the written agreement. Addition of space and/or services to a rental agreement will be made as available and may result in additional fees and service charges. Management reserves the right to move an event to a comparable room should the need arise. If your number of guests exceeds the amount on the written contract then your event may be closed and you will not receive your security deposit back plus you are liable to be fined another \$200-\$500.00. **You are required to hire a police officer for all TEEN parties (special rate: \$175).**
- C) All events are to be scheduled in 6,8, and 10 hour blocks, between the hours of 8am-1am. These blocks of time includes set up prior to and clean up after the event. **Events extending past 10 hours must receive advance approval and will incur additional fees up to \$500. Should an event extend past the scheduled 10 hour block without advance approval, the customer must make arrangements to pay for extended services.**
- D) Events requiring additional setup time will incur additional facility rental fees.
- E) Changes made after the customer has approved the floor layout plan may result in additional fees if the changes are made within 14 days of the scheduled event.

### III. Payment

- A) Reservations will be confirmed after a 50% deposit of the base room rental fee is received along with the signed Facility Rental Agreement along and a Credit Card Hold Form. **\$100 of the deposit is non-refundable in case of cancellation.** Governmental agencies and authorized 501c (3) entities may request waiver of the reservation deposit and should submit a letter stating such on their official letterhead. The decision to hone a request for waiver will be based on the details of the event and the discretion of management.
- B) In addition, a separate **\$200 refundable damage deposit** is required at the time of booking. The customer acknowledges the deposit money order will be forfeited or the credit card will be charged if the rented room(s) is not left in a clean, ready-to-use condition. (See Cleaning & Damages Section VII). The customer also understands they will be liable for any damages exceeding the amount of the \$200 damage deposit.
- C) The remaining rental fee balance is required no later than 30 days prior to the event. If the remaining balance is not received by this deadline, the event is subject to cancellation without a refund.
- D) **Payment may be made in the form of credit card or money order.**
- E)

### IV. Setting Up & Decorating

- A) Any and all setting up and decorating must be approved by GPTC Economic Development.
- B) No pasting, taping or otherwise attaching any items to walls, partitions, floors or furniture is permitted. No rice, glitter, sand, processed snow, birdseed or other substance that would take excessive cleaning to restore the room to original condition is permitted inside or outside facilities. The Conference Coordinator must approve use of candles in the Conference facility. Non-drip candles must be used. Candles, if approved, cannot be left unattended, must be non-drip, and the flame must be totally enclosed by a proper inflammable devise (for example: Hurricane Globe). Use of protective materials is required to prevent anything from dripping onto floors or carpets. All materials used for decoration must be approved by the Conference Center Manager before the event.
- C) HELIUM BALLOONS: 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 rental times, and removal of the tank after the event.

### V. Refundable Deposit

Your deposits check is usually processed and mailed within 30 days of your event.

On the day of your event, we will complete the **Request for Refund Form** to process the check. Please be prepared to provide your **SS#** or **Tax Id#** and the mailing address for the check.

Client:

Date:

Here are some helpful hints on how NOT to lose some or all of your refundable deposit:

1. Empty the trash from the receptacles in your room
2. Leave the kitchen/food area in condition it was found.
3. Remain in building only during agreed upon time (caterer included).
4. Guest numbers should not greatly exceed amount stated on paperwork by more than 10%.
5. Plan your room layout and share all needs at least 1 week prior to your event. Advance notice and requests are critical. If your layout is not in our office 7 days of your event, we will use reservation request form as a guide to set up your room. Afterwards, only minor adjustments to the set up will be allowed.
6. Tie all trash bags and DO NOT overload.

## VI. Canceling

- A) Events cancelled **45 days** prior to the event will receive a refund minus the **\$100 non-refundable portion of the deposit.**
- B) Events cancelled less than **30-45 days** prior to the event will forfeit the entire 50% deposit plus the \$200 refundable deposit. The remaining balance, if paid, will be mailed within 30 days of the cancellation once client provides information needed for *Request Refund Form*.
- C) Events cancelled less than 30 days prior to the event will receive **NO REFUND.**
- D) GPTC Economic Development reserves the right to cancel any event in cases of extraordinary circumstances with a full refund.

## VII. Third Party Provider and Delivery Procedures

- A) All third party providers must be identified and approved by the Conference Center Manager 14 days prior to the event. Third party providers include caterers, florists, rental companies, etc.)
- B) The Customer must provide each third party provider with a copy of **Appendix I: Third Party Provider and Delivery Procedures** and all parties must abide by these procedures.

## VIII. Catering/Use of Serving Area

- A) All catering activity is the responsibility of the customer.
- B) Any and all catering arrangements must be reviewed and approved by the Conference Center Manager 14 days prior to the event.
- C) If the customer decides to use a caterer that is not on the Newton Conference Center Approved List of Caterers, the customer and caterer will be required to meet certain criteria and provide pertinent documents from the caterer to the Conference Center Manager for approval. Please request a copy of the **GPTC Catering Application** and the **GPTC Newton Center Caterer's Operating Guidelines** for completion and submission 14 days prior to the event.
- D)

- E) Please note:
- i. No alterations are to be made to the Serving Area.
  - ii. All trash is to be properly disposed of in waste cans provided.
  - iii. Serving Area is to be left in a clean orderly manner.
  - iv. All materials, including leftover food, are to be properly removed when finished.

## IX. Cleaning & Damages

- A) The customer is responsible for normal cleaning after an event including the disposal of trash into waste cans, collecting any event materials or decorations, and cleaning the Serving Area and all equipment (if used). Any left over food must be removed from the premises. Customer will be responsible for disposing of trash from supplied waste cans and vacuuming/mopping.
- 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 being placed in the dumpsters.
- C) 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 damage deposit. Any damages exceeding the \$200 damage deposit are the responsibility of the customer.
- D) The customer is expected to return facilities and property in the same condition that they were provided. A check-list (Appendix II) will be provided and completed by Conference Center staff and the customer prior to the end of the event.

## X. Alcohol

### Events serving alcohol require the following:

- A) Complete and submit the *Request for Approval to Serve Alcoholic Beverages Form* (see Appendix III).
- B) Alcoholic beverages are limited to beer, wine, and champagne only. Non-alcoholic beverages must also be provided for those in attendance.
- C) **The bar are must close by midnight. Last call is at 11:30pm with all bottles, glasses, etc removed from the tables by 12am.**
- D) The customer must provide and pay for a designated bartender who is 21 years of age or older. Bartender information must be provided to GPTC 7 business days prior to the event date. It is recommended that you obtain a bartender from your caterer or a food service company. Any coolers or containers containing drinks must be stored in the kitchen area. Small coolers must be placed on plastic behind bar area and managed by bartender.
- E) 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.
- F) **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

Client:

Date:

days prior to the event. Signs must be posted indicating that a designated driver is available.

- G) No requests shall be made to any GPTC employee to assist in the **transport, serving, storage or disposal of any alcoholic beverage or container.**
- H) No under age (under 21 years of age) drinking is permitted on the premises.
- I) For events serving **alcohol**, additional officer personnel with jurisdiction in Newton County may be required based on the size and type of event: One (1) officer <225 guests. Two (2) officers for 226+ guests. The cost is \$250 for one and \$375 for two.
- J) Failure to comply with above requirements will result in cancellation of the event with no refund.

### **XI. Audio Visual (A/V) Services**

- A) A/V services and equipment may be contracted through the Conference Center. Services include sound equipment, data projection, live video feeds, satellite downlink, VHS, DVD and TV equipment. Other equipment may be available with advanced notice. An A/V technician will be provided if such services are written into the rental agreement. No outside A/V equipment is permitted without prior written approval from the events office.
- B) Sound: The house audio system is intended for public address and may not be sufficient for vocalists or music. Additional equipment may be supplied by a third party vendor, for musicals, banquets or other similar activities.
- C) Stage Lighting: Stage lighting may be supplied by a third party vendor, for musicals, banquets or other similar activities
- D) A 15% surcharge will be added to any on-demand service or change request made within 7 days of event date.

### **XII. Supervision of Minors**

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 will be asked to leave the facility. In such a case, refunds will not be available and customer is responsible for full rental price. For events that involve minors, the customer is responsible for ensuring that all local, state and federal laws relating to minors are enforced.

### **XIII. Institutional Policies**

GPTC Newton Conference Center falls under the same institutional policies as other facilities on the GPTC campus.

- A) GPTC does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those circumstances permitted or mandated by law).
- B) All events scheduled at the Newton Center must be consistent with the mission and scope of the Technical College System of Georgia

Client:

Date:

- C) GPTC has a zero tolerance policy on weapons. Any person transporting a firearm or other weapon onto DTC property— knowingly, by accident, or through ignorance of the policy—is subject to immediate arrest.
- D) Conference Center, as well as the building and grounds, are a tobacco free environment. **GPTC is a SMOKE-FREE College.**
- 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.
- H) Maximum Capacities: all areas have set capacities. Should a group's attendance exceed the maximum capacity, the Fire Marshall may opt to close an event and/or the building. Refunds will not be available and customer is responsible for full rental price.
- I) The Conference Center is handicap accessible. Please notify the Conference Center Manager of any special needs that you or your guests may have. It is the responsibility of the customer to ensure that all exits remain unblocked at all times.
- J) All exhibit space requirements must be specified in the event agreement. 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 vending area.

#### **XIV. Hold Harmless**

- A) The customer agrees to hold harmless the State of Georgia, The Department of Technical and Adult Education, Georgia Piedmont Technical College, and all those affiliated with these agencies including officers and employees in the event of any personal injuries, loss of life, theft or damages resulting from the use of GPTC facilities and/or property.
- B) It is recommended and sometimes required that, based on the number of attendees and type of activity, the customer obtain reasonable liability insurance prior to use of GPTC facilities and/or property.

**Client:**

**Date:**

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 Georgia Department of Technical and Adult Education as well as the laws of the State of Georgia

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Customer (please print)

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Signature

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Date

---

Conference Center Manager  
Georgia Piedmont Technical College

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Date

---

Vice President of Economic Development  
Georgia Piedmont Technical College

---

Date

---

President (only if alcohol is served)  
Georgia Piedmont Technical College

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Date

Client:

Date:

Appendix I

Newton Center of Georgia Piedmont Technical College
8100 Bob Williams Parkway
Covington, GA 30054

Request for Refund Form

Actual Number Attended: \_\_\_\_\_

Area(s) Rented: \_\_\_\_\_

Client: \_\_\_\_\_

SS#/Tax Id# for refund check \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Complete form at conclusion of event and give to the Conference Center Manager.\*

Table with 5 columns: Items Checked, Good, Fair, Poor, Comments. Rows include Tables, Chairs, Carpet, Walls, Blinds/Windows/Doors, Serving Area Counters, Serving Area Floors, Serving Area Walls, Sinks, Refrigerator, AV Equipment, Bathrooms, Linens all accounted for..., Other.

Damage Deposit to be Refunded: Deposit \$200

Total Damage Estimate \_\_\_\_\_

TOTAL REFUNDED: \_\_\_\_\_

Customer's Signature \_\_\_\_\_

Date \_\_\_\_\_

Newton Center Event Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

\*The amount of the damage deposit that is refunded is determined at the Conference Center Manager's discretion. If the facility is damaged, the customer is responsible to pay for any damage in excess of the deposit. We appreciate your assistance and care of the Newton Center facility. Thank you!

Client:

Date:

## Appendix II: Third Party Provider and Delivery Procedures

All third party providers (i.e. caterers, florists, rental companies) must comply with all GPTC Newton Conference Center policies and procedures. Customers who contract with 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.

1. All deliveries from providers or agencies making deliveries on behalf of the customer must be arranged and approved through the Conference Manager alone. Loading/unloading must be done through the side entrance of the building. The agency making delivery is responsible for adequate clean-up after the delivery is made. Caterers are not to enter until clients specified time.
2. 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 GPTC permission. Refrigerator and microwave can be made available with advance notice.
3. 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 cabinets and counters and cleaning any items used. While basic cleaning supplies are provided, caterers should supply any special items they may need.
4. Providers are responsible for any cleanup needed as a result of their delivery or setup. Vacuums, mops, brooms and dust pans will be made available upon request.
5. 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.
6. 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 Conference Center Manager.
7. Customers contracting directly with third party providers will be charged for inadequate clean-up and if provider or customer leaves with GPTC property.

Client:

Date:

**Appendix III: REQUEST FOR APPROVAL TO SERVE ALCOHOLIC BEVERAGES**

The customer listed below requests permission to serve alcoholic beverages at GPTC Newton Conference Center at an event to be held on the date indicated below. The customer agrees to adhere to the policies and procedures in the Facility Rental Policy (Section VIII).

Customer Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Please describe the persons/groups attending the event.

\_\_\_\_\_  
\_\_\_\_\_

Please describe in detail the precautions that will be taken to ensure that those persons under the age of 21 are not served alcoholic beverages. (Ex. Licensed bartender, police officer, no one under 21 admitted,etc...)

\_\_\_\_\_  
\_\_\_\_\_

Please describe the alcoholic beverages that will be served.

\_\_\_\_\_

- Names and contact information for designated server(s) of alcoholic beverages must be secured and submitted to GPTC 14days prior to the event start date.
- Names and contact information for qualified and designated people to transport alcoholic beverages on and off campus must be secured and submitted to GPTC at least 14 days prior to the event start date.
- Names and contact information for qualified and designated transportation must be secured and submitted 14 days prior to the event start date.
- Signs must be posted indicating that designated transportation is available.

Signatures indicate acceptance and agreement to the terms of the Alcohol Policy listed in Section VIII:

_____	_____	_____	_____	Customer
Name (please print)	Customer Signature	Date		

_____	_____
Conference Center Manager	Date

_____	_____
Richard Smith –VP GPTC Economic Development	Date

_____	_____
Larry Teems GPTC Acting President	Date