



RESERVATION CONTRACT

EVENT DATE: _____

Goldsboro Golf Course & Event Center, 1501 S. Slocumb Street Goldsboro, NC 27530
Phone: (919) 735-4075 | Email: jshockley@goldsboronc.gov | www.goldsboroeventcenter.com

On _____, the City of Goldsboro, DBA: Goldsboro Event Center (GEC) enters into
(MONTH, DAY, and YEAR)

a lease agreement with _____, hereinafter referred to as "Renter."
(NAME OF ORGANIZATION OR INDIVIDUAL)

I. Contact Information

Name of Primary Contact: _____

Physical Address (Street, City, Zip): _____

Email Address: _____

Phone: Business or Home: _____ Cell: _____

Secondary Contact: _____ Phone Number: _____

How did you hear about GEC?: _____

II. Event Details

Event/Name/Title: _____

(Unless otherwise noted, public events will be listed on the GEC website or social media)

Event Details/Description: _____

III. Leased Space

The GEC hereby leases to the Renter the following space(s)* in the Goldsboro Event Center:

- Entire Facility Full Ballroom Half Ballroom
 Bar Room Gallery, Patio & Lawn

**Renter shall have the right of ingress and egress through the halls and corridors of the GEC; but acquires no other right to any other part of the facility than the part specified above.*

EVENT TIMES (required)

Move-In (Set-up): _____ Event Start Time: _____

Event End Time: _____ Move Out (Close): _____

Estimated Attendance: _____

IV. Technical, Equipment Needs & Services (Fees Apply)

- Microphone(s) Projector/Screen (Ballroom) Portable Speaker(s) Projector/Screen (Portable)
 Copy/Print Service Alcohol Beverage Service* (See GEC Alcohol Service policy and fees)

***Renters are not permitted to bring alcoholic beverages on the premises**

V. Service & Equipment Fees: (Taxes Apply)

Service & Equipment Fees	All Items – Taxes Apply
Bar Service Fee (includes Bartender (s) / set up)	\$200.00 (No Tax for this Service)
Stage - 6' x 8' (includes riser, steps, & skirting)	\$150.00
LED Video Projector (3 in Ballroom or Portable/Screen)	\$25.00
Sound System (includes microphone / podium / mic stand)	\$25.00
Piano	\$100.00
Table Linens (Black / White; Round /Rectangle; floor length)	\$10.00
Chair Covers w/ Chair Sash	\$3.00 / each
Chair Cover (Black / White) - Chair Sashes (Black / White / Silver / Red / Gold / Royal Blue)	
Whiteboard	\$20.00
Easels (3 wooden)	\$10.00
Balloon Arch	\$20.00
White Wedding Arch	\$20.00
Wooden Arbor	\$50.00
Backdrop Frame (6ft x 8ft)	\$10.00
Flower Stands (Set of 5)	\$20.00
All Equipment Fees are subject to NC / Wayne Co taxes @ 6.75%	

*** Available upon request – Laptop stand, power strips, extension cords, and flags (US & NC)

SECURITY PERSONNEL – One or more Security Officers may be required for all events at the discretion of the Event Center Manager subject to activities, alcohol availability, and number of guests. Only off-duty officers from the City of Goldsboro Police Department may serve as Security Personnel for the GEC. Renter is responsible for making arrangements for security by calling GPD at 919.580.4236 ext 3. Renters will be required to pay, in cash or check, at the beginning of the rental experience. *Security Personnel are subject to a minimum of three hours at \$30.00 per hour.*

VI. Service Vendors (Information must be provided within three weeks of event)

Caterer **: _____ Phone: _____

Decorator/Florist: _____ Phone: _____

Entertainment: _____ Phone: _____

Rental Company: _____ Phone: _____

****Caterer(s) must be able to provide a valid Certificate of Liability Insurance as well as a current Food Establishment Inspection Report in order to prepare or serve food in the GEC.** The GEC kitchen will be in a clean condition prior to all events and must be returned to the same clean condition before event move out by Caterers or Renters. All equipment, work surfaces, and sinks should be wiped down. Caterers are responsible for observing proper food handling and equipment operating procedures. No food or beverages should be left inside the GEC. Violation of guidelines or failure to adequately clean kitchen could result in Renter forfeiting part or all of their security deposit. Additionally, the Caterer may lose the privilege of working future events at the GEC.

VII. Goldsboro Event Center Rules & Regulations

- A. The Goldsboro Event Center (the "GEC") dates will be assigned on a first come first serve basis.
- B. A complete list of all contracted vendors (caterer, florist, musicians, rental company, etc.) should be provided to the GEC at least three weeks in advance of event. Linens are required at Renter's expense for any banquet/event requiring use of tables.
- C. All prepared food served at the GEC must be provided by caterers who can furnish a copy of Liability Insurance and a Food Establishment Inspection report prior to the event date. If this information is not available, Renter MUST sign Food Liability Waiver.
- D. Renter will not bring alcoholic beverages on the premises. Only distillers/brewers with a Special Event Permit as part of their Commercial Permit may bring alcohol in the GEC for certain special promotional events.
- E. All areas must be kept clean and free of clutter. GEC furniture may not be moved during your rental. Building must be left as found free of trash, decoration and equipment. Failure to comply may result in partial/complete forfeiture of security deposit, plus additional fees as necessary.
- F. Renter shall not advertise space prior to the signing and approval of this contract.
- G. Reservations and Payment
 - i. Rental dates should be scheduled at least three weeks in advance.
 - ii. A **non-refundable** deposit of 25% of the base rental is due with a signed contract to confirm a date. The non-refundable deposit will be applied to the final balance.
 - iii. The deposit is non-refundable and non-transferrable.
 - iv. A **REFUNDABLE - DAMAGE DEPOSIT** of \$250.00 is required to reserve date and will be refunded within 10 business days of the reserved date or cancellation.
 - v. Final estimated balance is due three weeks prior to reserved date.
- H. The GEC is committed to the safety and security of its staff, renters, and patrons. As such, the decision to cancel events or close facilities is based on the overall concern for the safety and security of all parties. In general, the Event Center practice is to remain open and to conduct business as usual during periods of inclement weather. Should inclement weather conditions arise or be anticipated that would make it unsafe to continue the operations of the GEC, City of Goldsboro management may elect to close the facility. In the event of a cancellation, the GEC will notify Renter of the cancellation in an appropriate and timely manner, and make an active effort to reschedule the event. If an event cannot be rescheduled, the Renter will be refunded any non-labor related rental fees, excluding the non-refundable rental deposit.
- I. In the event of a cancellation or a change in rental needs, please notify the GEC staff in writing or by e-mail as early as possible. Failure to provide notification of a cancellation or changes at least 10 working days before the event may result in additional staffing fees. Reminder: Your deposit is not refundable or transferrable.
- J. The Renters will remove all property upon completion of the event. Storage of decorations, props, equipment, etc. will only be permitted during the period of the rental event. The GEC and/or its staff will not be held responsible for loss or damages of any kind to stored items.
- K. No smoking is permitted in the GEC.
- L. Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to any part of the building. No confetti, glitter, beads, rice, or any other type of small-granule decorations are allowed inside the GEC. Seed will be permitted outside only.
- M. It is the responsibility of the Renter to ensure that all children are chaperoned. No room or space inside the GEC may be used and/or designated as a child care area. It is also unlawful to allow anyone under the age of 21 an alcoholic beverage during a function in which they are served.
- N. Animals are not permitted on the premises of the Event Center with the exception of service animals as defined by ADA or with explicit staff consent if they are an essential part of an event.
- O. Renter is responsible for obtaining, at Renter's expense, all necessary licenses and/or royalties for the event, prior to the date of the event.
- P. Renter is responsible for the collection and remittance of applicable sales, use or privilege tax on any goods/services sold directly to consumer in association with the event, including but not limited to merchandise, approved concessions, and admissions tickets not sold through the GEC.
- Q. The GEC reserves the right to require liability insurance. Renter is fully responsible for any damages caused by any person associated with the event under Renter's supervision. If the damage is not covered by liability insurance, or renter does not have liability coverage, renter will be held responsible for the damages. The additional charges will be included in the final invoice.
- R. Renter shall indemnify and save harmless the Goldsboro Event Center and The City of Goldsboro from and against any and all claims, costs, expenses, and/or liability for damages to person or property arising from or relating to the use or occupancy of the GEC by Renter during the rental period or permitted to be done by the Renter in or about the GEC, or otherwise resulting from any breach or default in the use of Renter's obligations under this agreement, including attorney's fees and court costs.
- S. The use of pyrotechnics and/or open flame is not allowed in the GEC. Use of candles are permissible with candles covered at least 3" above the flame.
- T. Firearms are not allowed in any municipal building, including the GEC.
- U. Fire watch is required anytime smoke, fog, or similar effects are being used at the GEC. Fire Watch is required for the safety of renters and patrons. The building is swept periodically in case of fire or smoke when the fire alarm system in the GEC needs to be disabled. An off-duty firefighter employed by the City of Goldsboro *is required* to perform Fire Watch. The estimated cost of an off-duty firefighter is \$25.00 per hour. To request an off-duty firefighter, please call the City of Goldsboro Fire Department at (919) 580-4262.
- V. One or more Security Officers may be required for all events at the discretion of the Event Center Manager subject to activities, alcohol availability and number of guests. Only off-duty officers from the City of Goldsboro Police Department may serve as Security Personnel for the GEC. Patron / Renter will make arrangements for Security Personnel. Renter will be required to pay, in cash or check at the beginning of the rental experience. Security Personnel are subject to a three-hour minimum at \$30.00 per hour.
- W. WIFI is available for renters, however, you may not connect wireless access devices, switches, routers, or hubs to the City of Goldsboro's network. Use of the City of Goldsboro's WIFI network is entirely at the user's risk. It is the responsibility of each user to ensure that their equipment has appropriate virus protection when connecting to the City of Goldsboro's Guest WIFI network. The City of Goldsboro assumes no responsibility for users' hardware, software, or data. The City of Goldsboro assumes no responsibility for users' actions or conduct while utilizing the Guest WIFI network. For details on how to connect to the Guest WIFI network, contact a GEC staff member.

VIII. Signature/Invoice

***** Signature of the Goldsboro Event Center Reservation Contract includes acceptance of all policies herein. Signature of the renter acknowledges violation of the rules & regulations may result in the event cancellation without a refund, even if the event has begun.**

Signature of Individual or Organization Representative: _____

Print Name: _____ Are you a City of Goldsboro resident? Yes No

Event Center Manager: _____ Date: _____

Rental Package			
			\$
Additional Hours (up to 3 additional hours)	# _____	x \$100.00	\$
Bar Service Fee			\$
Rental Package Total			\$

Equipment Fees			
Stage - 6'x8'			\$
Projector(s) or Portable Screen			\$
Sound System (includes microphone, podium)			\$
Piano			\$
Table Linens	# _____	x \$10	\$
Chair Cover w/ Sash	# _____	x \$3	\$
Whiteboard			\$
Easels (3 wooden)			\$
Balloon Arch			\$
White Wedding Arch			\$
Wooden Arbor			\$
Backdrop Frame (6ft x 8ft)			\$
Flower Stands (Set of 5)			\$
			\$
		Subtotal (Fees Only)	\$
		Tax (6.75%)	\$
		Service Fee Total	\$

Total Expenses	\$
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Damage Deposit: \$250.00 (refundable) Payment Method: _____ Date Paid _____

Security Deposit (Non-Refundable; Applied to Final Balance): 25% of Rental Package = _____
 Payment Method: _____ Date Paid _____

Final Balance (Total Expenses – Security Deposit): _____

Due date (3 weeks prior to rental): _____

Additional Payment Amount: _____ Date Paid _____

Additional Payment Amount: _____ Date Paid _____

Additional Payment Amount: _____ Date Paid _____

Additional Payment Amount: _____ Date Paid _____