



RESERVATION CONTRACT

RESERVATION CONTRACT for EVENT date: _____

Goldsboro Golf Course & Event Center, 1501 S. Slocumb Street Goldsboro, NC 27530
Phone: (919) 735-4075 | Email: eventcenter@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: _____

Email Address: _____

Website (if applicable): _____

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: _____

Check all that apply: Wedding Reception Dance Performance
 Reunion Band/DJ Banquet Celebration Party
 Seminar Exposition Meeting Other _____

III. Leased Space

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

apply: 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)

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

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

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

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

Estimated Attendance: _____

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

- Microphone(s) Portable Speaker(s) Projector/Screen (Ballroom) 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*

- Renter Charging Admission†

†Effective January 1, 2014, the gross receipts derived from an admission charge to an entertainment activity are subject to sales and use tax in accordance with N.C. Gen. Stat. §105-164.4(a)(10). These sales are subject to 6.75% tax which includes the 4.75% general State tax and applicable local and transit rates of sales and use tax. An admission charge includes a charge for a single ticket, a multi-occasion ticket, a seasonal pass, an annual pass, and a cover charge.

“Entertainment activities” include:

- A live performance or other live event of any kind.
- A motion picture or film.
- A museum, a cultural site, a garden, an exhibit, a show, or a similar attraction or guided tour at any of these attractions.

SECURITY PERSONNEL – One or more Security Officers may be required for all events at the discretion of the Event 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.*

BUILDING ATTENDANT- A Building Attendant is required for all events and is included in your rental fee. The Event Manager will assign additional Attendants as necessary based on expected number of guests (approx. 1 per 80 guests). However, additional building attendants may be requested by, and at the expense of, the renter and will be included in the final balance. The City/GEC cannot guarantee any single gender of Building Attendant, even upon renter request. *Building Attendants are subject to a minimum of four hours at \$10.00 per hour.*

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

Caterer: _____ Phone: _____

Florist: _____ Phone: _____

Decorator: _____ Phone: _____

Entertainment: _____ Phone: _____

Rental Company: _____ Phone: _____

Other: _____ 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.

VI. 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	\$
Service & Equipment Fees	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$

Security Deposit: \$250.00 (refundable) Payment Method: _____ Date Paid _____

25% NON-REFUNDABLE Deposit (Applied to Final Balance): _____

Payment Method: _____ Date Paid _____

Final Balance: _____ (due 3 weeks prior to rental) Due date: _____

Additional Payment Amount _____ Payment Method _____ Date Paid _____

Additional Payment Amount _____ Payment Method _____ Date Paid _____