



Goldsboro Event Center, 1501 S. Slocumb Street Goldsboro, NC 27530
Phone: (919) 735-4075 | Fax: (919) 580-4209 | www.GoldsboroEventCenter.com

RESERVATION CONTRACT for EVENT date: _____

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: _____

Mailing Address (if different from above): _____

Secondary Contact: _____ Phone Number: _____

How did you hear about GEC?: _____

II. Event Details

Event/Name/Title: _____

(Unless otherwise noted, this information will be listed on the GEC website)

Event Details/Description: _____

- Check all that apply: [] Wedding [] Reception [] Dance [] Performance [] Reunion [] Band/DJ [] Banquet [] Celebration Party [] Seminar [] Exposition [] Private Event [] 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 [] Dining 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): _____

Pre-Event Set-Up Times (if applicable)

Date: _____ Start Time: _____ End Time: _____

Please describe what you will be doing during set-up: _____
(i.e. decorating, rehearsing, unloading equipment, setting up equipment etc.)

IV. Technical, Equipment Needs & Services

Technical & Service Needs: Sound Video Projector Screen Podium

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.*

Signed Box Office Waiver OR Using Ticketing Services*

**Service provided through the Paramount Theatre’s Box Office Services-See Box Office Policy*

SERVICE VENDORS (Information must be provided within three weeks of event)

Caterer: _____ Phone: _____

Florist: _____ Phone: _____

Decorator: _____ Phone: _____

Entertainment: _____ Phone: _____

Rental Company: _____ Phone: _____

Other: _____ Phone: _____

**Liners are required and supplied by the Renter*

V. Amenities

60” Round Tables (#: _____) 6’ Rectangular Tables (#: _____)

6’ Aluminum Rectangular Tables (#: _____)

Chairs (#: _____)

LED Video Projector/Screen Easel Piano Flipchart

Estimated Attendance: _____

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 919.580.4273. Renters 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.*

BUILDING ATTENDANT- A Building Attendant is required for all events and is included in your rental fee; however, additional building attendants may be required at the expense of the renter and at the discretion of the Event Manager subject to activities, alcohol availability and number of guests. *Building Attendants are subject to a minimum of four-hours at \$10.00 per hour and will be included in your final balance.*

Rentals are based on 5-hour block, unless otherwise noted				
ROOM	Accommodates	Rates		Hourly
		Mon-Thurs.	Friday-Sun	
Entire Facility(a)	600	\$ 1,075.00	\$ 1,275.00	
Ballroom	240-500	\$ 775.00	\$ 875.00	
Bar Room	60-100	\$ 375.00	\$ 475.00	
Dining Room	70-100	\$ 375.00	\$ 475.00	
Gallery, Patio & Lawn	75	\$ 375.00	\$ 475.00	
Bar Set-up Fee		\$ 150.00	\$ 150.00	
Host Bar Deposit				
Additional hours to block(b)				\$ 75.00
Photo Session©				\$ 50.00
Full-day Package (Includes entire facility up to 10 consecutive hours)		\$ 1,575.00	\$ 1,575.00	
Event Package (includes 2 days/up to 8 consecutive hours per day)		\$ 1,975.00	\$ 1,975.00	
Service & Equipment Fees		Price		
LED Video Projector & Screen		\$25 each/day		
Easel		\$15 each/day		
Flipchart/Pad/Markers		\$15 each/day		
Piano (includes tuning)		\$125		
Total Expenses				\$
(a)Includes Ballroom, Bar Room, Dining Room, Gallery & Patio				
(b)Only 2 hours permitted before rolling into 5-hour block				
(c)Rates do not apply to Fri-Sunday Rentals				
<i>All rooms may be semi-private with the exception of entire facility</i>				

ROOM	Accommodates			Measurements
	Table/Chairs	Chairs Only	Standing	
Entire Facility(a)	400	500	600	
Ballroom	240	415	500	33'x79'/18'x17 (2,913sq.ft)
Bar Room	60	125	175	53'x18' (954 sq.ft)
Dining Room	80	150	200	39'x26' (1,014 sq.ft)
Gallery, Patio & Lawn			110	

Tables and chairs are available, but limited. They will be available on a first-come first serve-basis. Renters may be required to rent additional equipment when necessary at their expense.

Service & Equipment Fees (fee includes set-up)

Item	Price
LED Video Projector & Screen	\$25.00 each/day
Easel	\$15.00 each/day
Flipchart/Pad/Markers	\$15.00 each/day
Piano (includes tuning)	\$125.00

Non-refundable deposit A non-refundable deposit of 25% of the total estimated balance is required to reserve your event date. Deposit will be applied to your final balance.

Refundable Security Deposit Required A refundable security deposit of \$250.00 will be required to reserve a date at the Goldsboro Events Center. Security deposits are refunded when facility guidelines are met. They are not part of the rental fee and may not be applied toward your balance.

VI. 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.
- 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 security 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's box office source, the Paramount Theatre Box Office.
- 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 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. GEC staff will make arrangements for Security Personnel; however, 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.
- X. The Goldsboro Event Center is committed to the safety and security of its staff, renters, and guests. As such, the decision to cancel events or close facilities is based on the overall concern for the safety and security of the all parties. In general, the GEC's 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 Paramount will notify Renter of the cancellation in an appropriate and timely manner and make an active effort to reschedule the event with the renter. If an event cannot be rescheduled, the Renter will be refunded for cancelled rental date(s) excluding the non-refundable rental deposit.

VII. INVOICE/SIGNATURE

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: _____

For GEC Management Use Only:

Security Deposit: \$250.00 (refundable)

Payment Method: _____ Date Paid _____ Date Reimbursed _____

Deposit Amount: _____

Payment Method: _____ Date Paid: _____

Additional Payment Amount _____ Payment Method _____ Date Paid _____

Additional Payment Amount _____ Payment Method _____ Date Paid _____

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