



Goldsboro Event Center, 1501 S. Slocumb Street Goldsboro, NC 27530
 Phone: (919) 735-4075 | Email: eventcenter@goldsboronc.gov | 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, 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 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 and/or available)

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

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.

Signed Box Office Waiver OR Using Ticketing Services‡

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

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. *Building Attendants are subject to a minimum of four hours at \$10.00 per hour.*

V. Amenities

60” Round Tables (#: _____) 6’ Rectangular Tables (#: _____) Linens (black or white) ◇§

Cocktail Tables (#: _____) Chairs (#: _____) Catering Kitchen Stages

Pianos§ Podium(s)§ Laptop Stand Easel (brass)§ Easel(s) (flipcharts) Easel(s) (wood)

Flags (US & NC) Pin Spots§ Whiteboard/Markers Bev/Snack Services§ Power Strips/Cords

◇Linens are required for banquet events and may be supplied by outside vendors

§Fees may apply to some amenities: see **VI. Fee Schedule**

Estimated Attendance: _____

VI. Fee Schedule

ROOM	Guests	Rates	Rates
Rentals are based on 5-hour block, unless otherwise noted		Mon-Thurs.	Friday-Sun
Entire Facility ¹	600	\$ 1,075.00	\$ 1,275.00
Ballroom	240-500	\$ 775.00	\$ 875.00
Bar Room	80-160	\$ 375.00	\$ 475.00
Dining Room	80-170	\$ 375.00	\$ 475.00
Gallery, Patio, & Lawn	56-220	\$ 375.00	\$ 475.00
Additional hours to block ²		\$ 75.00	\$ 75.00
Photo Session (One hour) ³		\$ 50.00	\$ 50.00
GEC Full-day Package (Includes entire facility up to 10 consecutive hours)		\$ 1,575.00	\$ 1,575.00
GEC Event Package (includes 2 days/up to 8 consecutive hours per day)		\$ 1,975.00	\$ 1,975.00
Goldsborough Package ^{4,5} (includes GEC, Paramount Theatre, Say I Do Downtown)		N/A	\$ 2,000.00
Paramount Package ⁴ (includes 5 hours at Paramount, 5 hours in GEC Ballroom)		\$ 1,475.00	\$ 1,475.00
Say I Do Downtown Package ^{4,5} (includes 4 hours Downtown, 5 hours in GEC Ballroom)		N/A	\$1,275-\$1,475
Meeting Package ⁶ (Includes Dining or Bar Room up to 10 consecutive hours)		\$ 650.00	N/A
Seminar Package ⁶ (Includes Ballroom up to 10 consecutive hours)		\$ 1,200.00	N/A
Service & Equipment Fees		Price/Day	
Golf Package ⁷ (Includes 18-hole greens fees, cart, hot dog, chips, & non-alcoholic drink)		\$ 25.00	per person
Bar Set-up Fee (Includes 1 bartender)		\$ 150.00	
Stage 6' x 8' (Includes riser, steps & skirting)		\$ 150.00	
LED Video Projector(s) & Screen(s) [Ballroom] (includes all 3)		\$ 25.00	
LED Video Projector & Screen w/ Cart [Portable]		\$ 25.00	
Podium w/ 1 Microphone (2 available)		\$ 15.00	each
Portable Sound System w/ 1 Microphone (up to 4 speakers)		\$ 25.00	
Pin Spots (6 available)		\$ 10.00	each
Table Linens (Black or White; Round or Rectangle, floor length)		\$ 8.00	each
Chair Covers (Black or White)		\$ 1.00	each
Piano (includes tuning)		\$ 125.00	
Decorative Easel [Brass]		\$ 10.00	
Flipchart Easel ⁸ (4 available; includes self-stick pads, markers)		Free upon request	
Easel [Wood] (3 available)		Free upon request	
Whiteboard 60" x 48" [Reversible, Magnetic] ⁸ (Includes markers, eraser, magnets)		Free upon request	
Laptop Stand w/ Printer Shelf (Does NOT include printer)		Free upon request	
Extension Cords, Cord Protectors, Power Strips		Free upon request	
Flags (US & NC)		Free upon request	
Copy Services			
B&W		\$ 0.15	page
Color		\$ 1.00	page
Beverage Service (Includes unlimited coffee, decaf, tea, can soda, & bottle water)			
Half Day (4 hours or less)		\$ 5.00	per person
Full Day (8 hours or less, more than 4 hours)		\$ 9.00	per person
Healthy or Savory Snacks (Kind Bar & Trail Mix or Chips & Cookies)		\$ 5.00	per person
Total Expenses			\$

¹ Includes Ballroom, Bar Room, Dining Room, Gallery, Patio & Lawn
² Only 2 additional hours permitted before rolling into 5-hour block (hrs apply to GEC only)
³ May be unavailable Friday - Saturday
⁴ Dependent upon availability of the Paramount Theatre & Say I Do (DGDC)
⁵ City Hall & Fountain weddings available Saturday & Sunday only
⁶ Hours Monday - Thursday, 7am - 5pm
⁷ For use at Goldsboro Municipal Golf Course
⁸ For Meeting & Seminar Packages only

A 25% discount will be applied to the base rental for clients who commit to a minimum of 6 rentals annually.

(Fee schedule subject to change)

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.

Final payment is due a minimum of 3 weeks prior to event date

Room	Accommodates			Measurements
	Table/Chairs	Chairs Only	Standing	
Entire Facility			600 cap.	
Ballroom	240	300-400	500	80' x 53.5' (4,280 ft ²)
Bar Room	80	120	160	53'x18' (954 ft ²)
Dining Room	80	130	170	39'x26' (1,014 ft ²)
Gallery, Patio, & Lawn				
Gallery	56	N/A	170	47-64' x 19' (1,040 ft ²)
Patio	96	160-200	220	46' x 29' (1,334 ft ²)
Lawn	N/A	N/A	N/A	0.3 acre (13,000 ft ²)

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

VII. 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.

VIII. Goldsboro Event Center Rules & Regulations

- A. The Goldsboro Event Center (the "GEC") dates will be assigned on a first come, first served 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. Renters, vendors, and guests may only occupy space in the GEC until midnight at the latest. 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. Move-In and Move-Out times as agreed upon in **Section III** of the contract will be strictly adhered to by the renter, caterer, or any other contracted vendor. Failure of all parties to exit the premises in a timely fashion relevant to the agreed upon Move-Out time will result in partial/complete forfeiture of security deposit, plus additional fees as necessary.
- L. Photography/Photo Sessions are allowed at no charge within the contracted rental space and time, however, any photography done or requested outside of those parameters will be charged at the Photo Session rate according to the Fee Schedule (Sec. VI).
- M. No smoking, vaping, e-cigarettes, etc. are permitted in the GEC.
- N. 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. No chewing gum will be allowed inside the GEC.
- O. 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.
- P. 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.
- Q. 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.
- R. 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.
- S. 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.
- T. 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.
- U. 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.
- V. Firearms are not allowed in any municipal building, including the GEC.
- W. 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.
- X. 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.
- Y. 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.

IX. 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: _____

For GEC Management Use Only:

Rental Package	
	\$
Additional Hours	\$
Service & Equipment Fees	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$

Security Deposit: \$250.00 (refundable)

Payment Method: _____ Date Paid _____ Date Reimbursed _____

Deposit Amount: _____ (non-refundable)

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 _____

Additional Payment Amount _____ Payment Method _____ Date Paid _____

Additional Payment Amount _____ Payment Method _____ Date Paid _____