



## **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. 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)
<i>*Renters are NOT PERMITTED to bring alcoholic beverages on the premises</i>	
PHOTOBOOTH (8 Backdrop choices)	\$200.00
UP LIGHTS (12 lights)	\$100.00
Stage - 6' x 8' (includes riser, steps, & skirting)	\$150.00
LED Projectors (3) / Portable LED Video Projector / Screen	\$25.00
House Sound / Portable Sound System (includes microphone / podium / mic stand)	\$25.00
Table Linens (Black / White; Round / Rectangle; floor length)	\$10.00/each
Chair Covers w/ Chair Sash (White / Black)	\$2.00 / each
• Chair Sashes (Black / White / Silver / Red / Gold / Royal Blue)	
Whiteboard (Includes Markers / Dry Eraser / Cleaner)	\$20.00
Balloon Arch / Wedding Arch	\$20.00
Wooden Arbor	\$50.00
Backdrop Frame (6ft x 8ft up to 10ft x 8ft)	\$10.00
Flower / Décor Stands (Set of 5)	\$20.00
<b>All Equipment Fees are subject to NC / Wayne Co taxes @ 6.75%</b>	

\*\*\* 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 **Off Duty Management @ 919-200-6734**. *Security Personnel are subject to a minimum of three hours at \$35.07 / hr.*

**BUILDING ATTENDANT**- A Building Attendant is required for all events and is **INCLUDED** in your rental fee. However, additional building attendants may be required, **AND at the expense** of the renter and will be included in the final balance. The Goldsboro Event Center cannot guarantee any single gender of Building Attendant, even upon renter request.

*ADDITIONAL - Building Attendants are subject to a minimum of four hours at \$15.00 per hour.*

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

Caterer \*\*: \_\_\_\_\_ Phone: \_\_\_\_\_

Liability Insurance Received (Attached): \_\_\_\_\_

Other : \_\_\_\_\_ Phone: \_\_\_\_\_

**\*\*Caterer(s) must be able to provide a valid Certificate of Liability Insurance 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. 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 free from trash, decoration and equipment. Failure to comply may result in partial/complete forfeiture of damage deposit, plus applicable fees.
- F. Renter shall not advertise space or event prior to the signing and approval of this contract.
- G. Reservations and Payment
  - i. A **non-refundable security 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. This deposit is non-refundable, but it can be transferred if changes are made at least 90 days in advance.
  - ii. A **refundable damage deposit** of \$250.00 is also required to reserve date and will be refunded within 10 business days of the reserved date or cancellation.
  - iii. Final 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’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 GEC will notify Renter of the cancellation in a 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 security deposit.
- I. In the event of a cancellation or a change in rental needs, Renter agrees to notify the GEC staff in writing or by e-mail as early as possible. Failure to do so at least 10 working days before the event may result in additional staffing fees. Reminder: Your security deposit is not refundable, but it can be *transferred* if changes are made at least 90 days in advance.
- J. Renter 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 any loss or damage to stored items.
- K. 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.
- L. All children must be chaperoned by Renter or designated individual. It is also unlawful to allow anyone under the age of 21 to consume an alcoholic beverage during a function in which alcoholic beverages are served.
- M. 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.
- N. Renter is responsible for obtaining, at Renter’s expense, all necessary licenses and/or royalties for the event, prior to the event.
- O. 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.
- P. 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.
- Q. 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.
- R. The use of pyrotechnics and/or open flame is not allowed in the GEC. Candles are permissible with at least 3” above the flame.
- S. Firearms are not allowed in any municipal building, including the GEC.
- T. Fire watch is required anytime smoke, fog, or similar effects are being used. 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. Fire Watch *must* be performed by a City of Goldsboro firefighter. 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.
- U. 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 **Off Duty Management - 919-200-6734**. *Security Personnel are subject to a minimum of three hours at \$35.07 / hr.*
- V. WiFi is available for Renter use, 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.

