

Goldsboro Event Center Rules & Regulations

- A. The Goldsboro Event Center dates will be assigned on a first come first serve basis.
- B. A complete list of all contracted vendors (caterer, florist, musicians, rental company) should be provided to the GEC at least three weeks in advance of event.
- C. All caterers must provide a copy of Liability Insurance and Food Establishment Inspection report prior to the event date.
- D. Renter will not bring alcoholic beverages on the premise. See GEC staff for permissible use.
- E. All areas must be kept clean and free of clutter. GEC furniture may not be moved during your rental. Building should be left as found free of trash, decoration and equipment.
- 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 Goldsboro Event Center 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 Event Center, City of Goldsboro management may elect to close the facility. In the event of a cancellation, the Event Center 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 any non-labor related rental fees paid for cancelled rental dates excluding the non-refundable rental deposit.
- I. In the event of a cancellation or a change in rental needs, please notify the Event Center staff in writing 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 Renter's will remove all property upon completion of the event.
- K. Storage of decorations, props, equipment, etc. will only be permitted during the period of the rental event. The Event Center and/or its staff will not be held responsible for stored items and/or damages of any kind to stored items.
- L. No smoking is permitted in the Event Center.
- M. Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to any part of the building.
- N. It is the responsibility of the renter to ensure that all children are chaperoned.
- O. 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.
- P. Renter is responsible for obtaining, at Renter's expense, all necessary licenses and/or royalties for the event, prior to date of event.
- Q. 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 Event Center's box office source, the Paramount Theatre Box Office.
- R. The Event Center 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.
- S. 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 Event Center by renter during the rental period or permitted to be done by the renter in or about the Event Center, 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.
- T. The use of pyrotechnics and/or open flame is not allowed in the Goldsboro Event Center. Use of candles are permissible with candles covered at least 3" above the flame.
- U. Firearms are not allowed in any municipal building, including the Goldsboro Event Center.
- V. Fire watch is required anytime smoke, fog, or similar effects are being used at the Goldsboro Event Center. 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 Event Center 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.
- W. 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.
- X. 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 Goldsboro Event Center staff member.