

Griffin Bell Golf & Conference Center 1800 South Lee Street Americus, Georgia 31709

Rental Rules and Regulations

STATEMENT OF POLICY: The Multi-purpose hall of the Griffin Bell Golf & Conference Center (hereinafter “Center”) is available for rental for private events and functions to individuals, non-profit organizations and corporations by GA Southwestern State University (hereinafter “the University”). All events and functions must be deemed appropriate to the facilities, but the Center shall not be considered as a place for public forums and no activities of a political nature or involving political issues or activities shall be authorized or held at the Center. The Director of Procurement shall serve as the Special Events Coordinator (hereinafter “Coordinator”). The Director of Procurement will schedule the Center for events on a first-come, first-served basis with receipt of the completed application, deposit, and signed contract. The remaining balance is due ONE WEEK prior to the event. In case of any dispute that may arise which cannot be finally determined by the Coordinator, all decisions regarding the use of the Center, the payment of rental or other fees, and the obligations of the person or entity renting the Center under the terms of this contract shall be made by the Auxiliary Director, and such decisions shall be final, binding, and not subject to appeal.

APPLICATION: RENTAL FEE AND SECURITY DEPOSIT - PER DAY

An application for rental of the Center shall be submitted to the Coordinator on such forms and containing such information as may be required by the Coordinator. Each application shall be submitted no later than thirty (30) days prior to the date of the proposed event unless such time period is waived by the Coordinator for good cause shown determined to be valid by the Coordinator.

- \$250 Non-refundable security deposit (due at signing of contract)
- \$500 Rental fee
- \$25 Per hour per Officer for security fee

These fees include the use of tables and chairs, set-up and break down of the event.

The rental fee only includes use of the multi-use room and the common areas of the Center, and the offices and similar non-common areas shall be off-limits to any renter, its employees, guests, and invitees.

DEPOSIT: INSURANCE

The reservation for use of the Center will be guaranteed upon receipt of the non-refundable \$250 deposit and the signing of this contract. This contract must be signed at least two weeks (fourteen (14) calendar days) prior to the rental date. Reservations are not considered complete until the security deposit has been received and all parties have signed the contract.

In the event that the Coordinator deems it appropriate because of the nature of the proposed event, the Coordinator shall be authorized to condition approval of the event upon the renter's obtaining a liability insurance policy in connection with such event in an amount not to exceed \$1,000,000 in coverage for any single occurrence, or \$2,000,000 aggregate coverage for all occurrences, with the University named as an additional or named insured under such policy. The cost of such insurance shall be borne by the renter, and proof of such insurance shall be provided to the University prior to the signing of this contract. Such insurance shall be purchased from an insurance company licensed to do business in Georgia and approved by the Coordinator.

RENTAL FEE

In addition to the deposit, full payment of the rental facility is due one week (seven (7) calendar days) in advance of the event. If not paid by such date, then the event will be cancelled. All events where alcohol is provided must be secured by GSW Public Safety at the cost of \$25.00 per hour per Officer(s) as decided on by the GSW Public Safety Director or his designee. An event that does not provide alcohol to its guests will not be required to pay the security fee during normal event hours. If an "After Hours Event" occurs, a "Security Fee" will also be in affect. The number of Officers Assigned will be determined by the Director of GSW Public Safety or his designee after reviewing the event request.

CAPACITY

Maximum capacity - 200
Maximum for seated dinners - 160
Round Tables – 20 (6 chairs per table)
Rectangular Tables – six 8' and seventeen 6'

The University shall be the sole judge as to whether capacity limits for the Center have been or are being exceeded, and the renter shall comply with all directions of any authorized representative of such Department.

DELIVERIES

No deliveries will be accepted or signed for by tenants of the Griffin Bell Golf & Conference Center or representatives of GA Southwestern State University. Renter and or cater needs to be present to accept deliveries.

ALCOHOL

Alcohol may be served at any event authorized at the Center subject to the provisions of Georgia law, local ordinances and this contract. The renter is responsible for compliance with all laws, ordinances, regulations and this contract regarding alcoholic beverages. In addition, the renter shall comply with the following:

1. Renter must provide onsite security by a licensed officer at all times during an event or function at the Center. All requests for Security for "After Hours Events" must be made 14 days in advance to allow time for Officers to be secured by the Director of Public Safety or his designee. For Security Contact information and or questions, contact: Chief Oris W. Bryant, Jr., at owb@gsw.edu, (229) 931-2245, or Room 120 Sanford Hall. All Officers performing Security duties will report thirty minutes prior to the start of the event and will conclude their services after the premises (buildings and parking lots) are vacated and secured.
2. Bartenders must be at least 21 years of age. Alcoholic beverages must not be provided or served to persons below the legal age and cannot be served at any function where more than 25% of the guests are under the age of 21.
3. Non-alcoholic beverages must be made available at all times during an event or function at the Center.
4. Strict compliance with all state laws, local ordinances, and regulations is required, including, where applicable, prohibitions on the day and time of sale of alcoholic beverages.
5. Only alcoholic beverages provided by the sponsor of the event (the renter of the Center) or alcoholic beverages provided by a caterer hired by the sponsor of the event and licensed as a caterer under Georgia law and local ordinances may be sold or dispensed at the Center.
6. There shall be no alcoholic beverages brought into the Center or onto the University the Center by visitors or invitees at any time. In other words, "brown-bagging" shall be prohibited.
7. All events that plan to serve alcoholic beverages must do so through a 3rd party caterer. The caterers serving or selling alcohol must have a valid alcoholic beverage license with the City of Americus. The caterer must submit to the University a certificate of liability listing the University as additionally insured with an alcohol endorsement of no less than \$1,000,000 at least 14 days prior to the event date.

CATERER

Any caterer, rental company and other services provider to be utilized by the renter are all subject to approval by the Coordinator prior to the event, and if such approval is not obtained or denied, then the Coordinator shall have the absolute right to terminate this contract and refund the renter's deposit. The University, acting through the Coordinator, reserves the right of final approval of caterers, and may deny a request by a renter or proposed renter to use the Center if the Coordinator determines that the caterer does not have all required licenses or if the caterer has not properly performed its duties as a caterer with respect to previous events at the Center. The renter will be responsible for ensuring that caterers clean up thoroughly, including, but not limited to, the depositing all trash in the correct outside containers at the conclusion of the event or function. **Caterers must provide their own trash bags.** The renter is responsible for insuring that the caterer: (1) makes an appointment to meet with the Special Events Coordinator at least two weeks prior to the event; (2) reads and signs the Catering Rules and Regulations form; (3) complies with all of the provisions of this contract

CHAIR - TABLE - SETUP and BREAKDOWN

We have: Round Tables - 20, 6 chairs each table
 Rectangular Tables – six 8' and seventeen 6'
 Chairs - 200

Tables and chairs for inside use will be provided by the University only. All other rental equipment used in connection with the event which is provided by or for the renter must be approved by the Coordinator. Placement of furniture and rental equipment in the Center must be approved by the Coordinator or the Coordinator must be present during the placement of furniture and rental equipment. The University and its personnel shall not at any time be responsible for any damage or wear and tear to any furniture or rental equipment provided by the renter.

DANCING/MUSIC/BANDS

The renter must notify the Coordinator in advance if the event plans to include dancing, music, or bands. In all events, the renter is responsible for insuring that no loud or obnoxious noise from the event disturbs the residential neighborhood in the immediate vicinity of the Center. Electrical requirements for music/bands will need to be noted on the on the Event Sheet.

DECORATIONS

The use of decorations shall comply with the following:

1. Nothing may be hung, nailed, stapled, or taped to the Griffin Bell Golf Links and Conference Center sign at the street or any of the walls, ceilings, floors or furnishings in the building.

2. No confetti or rice may be thrown inside or outside the building. Bird seed, rose petals and bubbles may be used outside only.
3. No open flames are allowed. Covered votive candles may be used on the food service and guest seating tables.
4. No soap suds or anything of this nature will not be tolerated in the Griffin Bell fountain.

SMOKING

Smoking is prohibited in any part of the Griffin Bell Golf & Conference Center. If violated by renter, by an invitee or renter, or by any other person present during an event sponsored by a renter, the renter will be charged \$500.

ANIMALS

Animals, except seeing-eye dogs required for a visitor, shall not be allowed in the building.

HOURS OF USE

The Griffin Bell Golf & Conference Center is available for use during the hours of 8:00 AM until 1:00 AM, seven days per week. The premises shall be vacated by the renter and all of the renter's guests no later than 1:00 AM. The actual date and hours of any particular event shall be approved by the Coordinator.

KITCHEN

The kitchen is equipped with sink, stainless steel tables, microwave, cooler and ice machine all of which shall be available for use by the renter.

PARKING

On premises parking is provided. No on-street parking by the renter or any invitees of the renter is allowed.

CLEANUP

Appropriate clean up is the responsibility of the renter. The renter should adhere to the guidelines in Appendix "A" of this contract. If the Coordinator determines that the Center is not properly cleaned after an event, then the Coordinator shall be authorized to have the Center cleaned and the cost to the University of such cleaning plus any cleaning violation charge imposed upon the renter by the Coordinator, as authorized in Appendix "A" hereto, shall be paid

by the renter within ten (10) calendar days of the date of written notice from the Coordinator to the renter of the amount due for such cleaning.

DAMAGES: INDEMNIFICATION

By signing this contract, the renter agrees that the renter shall pay for all damages to the Center, and to any real or personal property owned by the University located at the Center, resulting from the renter's use of the Center. Such damages shall be paid to the University within ten (10) days of the Coordinator notifying the renter in writing of the property damaged and the amount due as a result of the damages. The renter further agrees to indemnify and hold the University and employees harmless from any and all liability or damages to the renter or third parties resulting from, arising out of, or, or occurring in connection with the renter's use of the Center, including any such damage or liability caused by negligent or intentional misconduct of the renter, its guests, invitees, agents and employees who are involved with the use of the Center by the renter, with such indemnification including, but not being limited to, liability and damages incurred or suffered by or claimed against the University for all causes of action, losses, claims, (including causes of action, losses, and claims for property damage or bodily injury, including death), attorneys' fees, court costs, settlement costs, litigation expenses.

EVENT SHEET
Griffin Bell Golf & Conference Center

Name of Organization/Individual _____

Contact: _____ Date of Event: _____

Address: _____

Phone: () _____ Fax: () _____

Email: _____

EVENT INFORMATION

Date of Event: _____ Set-Up Time: _____

Number Attending: _____ Beginning Time: _____

Ending Time: _____

Alcoholic Beverages: Yes _____ No _____

Must Provide Security Officer's Name _____ Phone # _____

Type of Event (Please give a good description of event):

Electrical requirements for music / band: Yes _____ No _____

EQUIPMENT NEEDED

Chairs (Up to 160) _____

Tables _____

 Round (up to 20) _____

 Rectangle (6-8' & 17-6') _____

Head Table - number of seats _____

Buffet Table (for catering) _____

Registration or other table _____

RENTAL FEE

FACILITY RENTAL FEE \$750.00
NON-REFUNDABLE DEPOSIT (due at signing of contract) (\$250.00)
BALANCE DUE (less deposit, due one week prior to event) _____
SECURITY FEE (\$25.00 per hour, per officer) \$25 x _____ x _____ Officer _____
TOTAL DUE (due one week prior to event if security is needed) _____
CASH \$ _____ CHECK # _____

I have read and agree to follow the rules and regulations listed in this contract and understand that any additional charges incurred by me will be billed by GA Southwestern State University and I am responsible for payment of these charges in accord with the terms of this contract. I further agree to abide by and be responsible for all the obligations and terms of this contract.

I further acknowledge that the Special Events Coordinator has reviewed with me all the rules and regulations and event specifications contained in this contract.

Signature of Authorized Renter: _____ Date: _____

Signature of Special Events Coordinator: _____ Date: _____

FOR MORE INFORMATION PLEASE CONTACT:

Polly Conger, Grants Coordinator
Special Events Coordinator
GA Southwestern State University
800 GSW State Univ. Dr.
Americus, Georgia 31709
229-931-2007 (office)
229-931-2006 (fax)
Polly.Conger@gsw.edu

APPENDIX "A"

RENTER & CATERER RESPONSIBILITIES

The following shall be the responsibility of the renter & caterer at any event held by a renter at the Center. In all events, and notwithstanding the foregoing, whether or not a caterer is involved in the event, the renter shall be ultimately responsible to insure that these responsibilities are met, either by the renter or by the caterer, or both, with respect to any event at the Center.

Cleanup

All areas used by the renter/caterer, including the interior, exterior (front area and parking lot), the kitchen and all its equipment must be cleaned at the conclusion of the event. Cleanup includes but is not limited to the following:

1. Kitchen sink, stainless steel tables, microwave and floor free of debris.
2. All food must be removed from cooler at end of event.
3. Community Room floor free of debris.
4. Hallway free of debris.
5. All lights turned off throughout the Center.
6. All counters wiped clean.
7. All trash must be picked up inside, outside/front of building and parking lot.
8. All trash cans emptied and relined. Trash bags must be provided by caterer/renter.

Failure to use reasonable care in the use of the facilities and property, and failure to clean up sufficiently will result in a charge to the renter equal to the cost incurred by the University to complete the clean-up, plus a cleaning violation charge of up to \$500 that may be imposed by the Coordinator. The renter/caterer is responsible for replacement or repair of broken or damaged property not withstanding for normal wear and tear.

Equipment

All caterers' equipment must be removed immediately upon the conclusion of the event. The University is not responsible for lost, stolen or damaged property.

Liability

The caterer is responsible for any illness or injury resulting from food preparation and alcohol consumption caused by negligence or intentional misconduct of the caterer or its employees. The University will not bear any liability for rental equipment for functions.

Kitchen

The Center kitchen has a sink, stainless steel tables, microwave, cooler and ice machine. All such equipment shall be operated with due care.

Setup

The caterer must arrange setup time with the Coordinator.

Key

A key access code for the building will be provided by the Coordinator. The four digit code will be given the day of the set up for the scheduled event.

As the event caterer, I have read the above rules and regulations, reviewed the catering information in the contract and have made an appointment to meet with the Special Events Coordinator to discuss details and setup.

Signature of Caterer

Date

Signature of Renter

Date

Signature of Special Events Coordinator

Date