

**GRANVILLE COUNTY EXPO & CONVENTION CENTER**

**RENTAL AGREEMENT**

4185 US Hwy 15 South

P.O. Box 906

Oxford, NC 27565

919-693-5240 (phone)

919-690-1766 (fax)

[www.granvillecounty.org](http://www.granvillecounty.org)

Name of Applicant(s): \_\_\_\_\_

Applicant Address

Street/PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alt. Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

*If applicable:*

Organization Name: \_\_\_\_\_

Organization Address

Street/PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Room Selection(s): PLEASE CIRCLE	Rental Fee	Rental Fee	Cleaning Deposit
Auditorium	\$200 Half Day	\$350 Full Day	\$200
Meeting Room	\$200 Half Day	\$350 Full Day	\$200
Auditorium & Meeting Room	\$350 Half Day	\$600 Full Day	\$400
Grounds	\$150 Half Day	\$250 Full Day	none
Kitchen	Free	Free	none

Half Day rental is 5 hours or less, full day rental is any rental over 5 hours. Accepted forms of online payment include: Visa, MasterCard, Discover, and e-check. A convenience fee will apply to online payment. This fee is not collected by the County; it is a charge by the payment processing company. The following convenience fees apply:

CREDIT CARD\* 2.6%

DEBIT CARD\* 1.5%

BUSINESS CARD\* 3.0%

E-CHECK \$1.95

\*\$1.95 minimum fee

We accept cash, check, or money order at the County Manager’s Office. Granville County does not accept partial payments for rental. You must pay the deposit and rental fee in full in order to make a reservation. Deposits made online will be refunded back to the payment method that was initially used.

Estimated Attendance: \_\_\_\_\_

(Events with at least 100 attendees require security provided by the Granville County Sheriff’s Department. Any event that will require security will also require a Tenant Users Liability Insurance Protection Policy. Please see the “Security” and Insurance & Liability sections of this agreement for additional information.)

Estimated Start Time (including set-up):\_\_\_\_\_ Estimated End Time (including clean-up):\_\_\_\_\_

(The applicant must set-up and clean-up within the scheduled time that is listed on the rental agreement. The facility must be cleaned and vacated by 1:00 a.m.)

Caterer’s Name (if applicable): \_\_\_\_\_

(Applicants may hire a caterer from the County’s Preferred Caterer List. The County may add caterers to the list if they submit the required documents to the County Manager’s Office. Please see the “Rules for Caterers” section of this agreement for additional information. Applicants may also bring food in. Please specify if you would like the burners lit to warm your food.)

Are you serving alcohol free of charge to attendees? \_\_\_\_\_ Are you selling alcohol? \_\_\_\_\_

(Events including alcohol may require a North Carolina Alcoholic Beverage Control Commission temporary permit. Please see the “Alcohol” section of this agreement to determine if a permit is necessary for your event.)

Total Rental Fee: \_\_\_\_\_

Cleaning Deposit: \_\_\_\_\_

### **Facility Use Rules and Regulations**

***Please initial at each blank to indicate that you have read and understand the Rental Agreement terms.***

1. Applicant must be at least 21 years of age to secure a reservation. The person who signs the rental agreement will be considered the “Responsible Party” for the event. \_\_\_\_\_
2. No reservation will be confirmed until the executed Rental Agreement is on file and the entire Rental Fee has been received along with the entire Cleaning/Damage Deposit. \_\_\_\_\_
3. The applicant is charged with the duty of supervising the activities at the facility and shall not assign nor sublease the facility. Any sublease or assignment made will be invalid and will result in the forfeiture of the right to use the facility in the future as well as the forfeiture of all deposits. The applicant is also charged with the duty of ensuring that all attendees abide by the Rules and Regulations set forth in this Rental Agreement. \_\_\_\_\_
4. The applicant and his/her agents must comply with and abide by all laws and ordinances, including Federal, State, County, and Municipal, which may apply to the use of this facility. \_\_\_\_\_
5. The applicant will be held liable for any damages or losses inside or outside the facility. You will be billed for any damages not covered by the Cleaning/Damage Deposit; such bill must be paid within 30 days to avoid legal action. \_\_\_\_\_
6. No decorations are to be taped, nailed, pinned, or stapled to the walls or furnishings of the facility. \_\_\_\_\_
7. No tables, chairs, or other furnishings are to be propped against the walls of the facility. \_\_\_\_\_
8. No equipment can be used that dispenses smoke – whether synthetic or real. \_\_\_\_\_
9. Use of candles is allowed for cakes, floating containers, and hurricane globes. Other uses must be approved by the County prior to the event. \_\_\_\_\_

10. Smoking is prohibited in all County-owned buildings. The Granville-Vance District Board of Health allows smoking outside the facility as long as smokers do not stand adjacent to public entrances or air intake vents. Smokers must use receptacles. Any evidence of smoking inside this facility may result in a forfeiture of your Cleaning/Damage deposit. \_\_\_\_\_
11. Firearms are prohibited on all County-owned property. Possession of a firearm by the applicant or anyone on the premises during the time the facility is rented could result in the cancellation of the event and forfeiture of rental fees and cleaning/damage deposit. \_\_\_\_\_
12. Fires and pyrotechnics are prohibited on the grounds and within the facility. \_\_\_\_\_
13. The applicant will not be allowed to get into the facility until the scheduled day and time that is listed on the rental agreement. For example, if the applicant's event is on a Saturday then the applicant will pick up the key on Friday from the County Manager's Office but will not be allowed to get into the building until the scheduled time on Saturday. \_\_\_\_\_
14. Messages posted on the marquee must be submitted at the time the rental agreement is completed. County staff will make every attempt to list your event, however it is not a guarantee. \_\_\_\_\_  
Please list your message in the space provided below:  
  
\_\_\_\_\_

**If you are not having alcohol, please initial here \_\_\_\_\_ and go to page 4.**

**Alcohol**

15. The Granville County Expo & Convention Center does not have an ABC permit. Applicant must secure all permits/licenses required by law if alcohol is going to be served, sold, or consumed. Permits can be acquired by contacting the NC ABC Commission located at 400 East Tryon Road in Raleigh, NC. The contact number for the NC ABC Commission is 919-779-0700. You do not need an ABC Permit if serving free beer, unfortified wine, or champagne to guests. Unfortified wine is any wine of sixteen percent (16%) or less alcohol by volume, made by fermentation from grapes, fruits, berries, rice or honey. **A copy of the permit must be submitted to the Granville County Manager's Office no less than 48 hours prior to the event.** \_\_\_\_\_  
Note: Additional information about alcohol permitting can be found at the NC ABC Commission's website: [www.abc.nc.gov](http://www.abc.nc.gov).
16. All events that have alcohol will require a Tenant Users Liability Insurance Protection Policy. The applicant must provide, at applicant's cost, proof of at least a \$1,000,000 Tenant Users Liability Insurance Protection Policy including host liquor liability coverage naming Granville County as an additional insured in which the carrier agrees to defend, save harmless, and indemnify Granville County from all financial loss, damage, or harm arising out of the dispensing of alcoholic beverages. **A copy of the insurance policy must be submitted to Granville County no less than 15 days prior to the event and must remain in effect for the entire event.** \_\_\_\_\_
17. All events that have alcohol require security provided by the Granville County Sheriff's Department. The applicant is responsible for the cost of security at the current rate stipulated by the Sheriff's Department. **Applicant must contact the Granville County Sheriff's Department at 919-693-3213 to arrange for security at least 15 days before the date of the event.** \_\_\_\_\_

18. Only nonprofit organizations and political organizations are permitted to sell alcohol to guests. This includes beer, wine, and champagne. A permit is required to sell alcohol and the applicant must contact the NC ABC Commission to obtain said permit. \_\_\_\_\_
19. No person under the age of 21 should be allowed to consume alcohol at the facility. Serving alcohol to minors will constitute suspension of your right to rent the facility in the future and will result in the forfeiture of any and all deposits, and may also result in your criminal prosecution. \_\_\_\_\_
20. Alcohol service must be closed one hour prior to the end of the event. \_\_\_\_\_
21. Alcohol must be under the control of a bartender or caterer at all times. Common source containers (kegs, alcoholic punches, etc.) without an individual server are prohibited. Glass beer bottles are prohibited. \_\_\_\_\_
22. Brownbagging is prohibited. No exceptions. \_\_\_\_\_

**If your event does not require security, please initial here \_\_\_\_\_ and skip to the Rules for Caterers section on page 5.**

### **Security**

23. Security is required at the following types of events: any event with alcohol, events with at least 100 attendees, and if required by the County due to the size/nature of the event. Security will be provided by the Granville County Sheriff's Department. One deputy is required for every 100 people in attendance. The applicant is responsible for the cost of security at the current rate as stipulated by the Sheriff's Department. **Applicant must contact the Granville County Sheriff's Department at 919-693-3213 to arrange for security at least 15 days before the date of the event.** \_\_\_\_\_

### **Insurance & Liability**

24. The person or organization to which a Rental Agreement is issued shall be liable for any loss, damage, or injury sustained by any person(s) during the time the facility is leased. \_\_\_\_\_
25. Any event that will require security will also require a Tenant Users Liability Insurance Protection Policy applicable to the premises and operations of at least \$1,000,000 per occurrence: combined single limit bodily injury and/or property damage. Granville County must be named as an additional insured. **A copy of the insurance policy must be provided 15 days prior to the event.** \_\_\_\_\_
26. Granville County reserves the right to require a certificate of insurance due to the size/nature of an event. If required, the certificate of insurance must be presented at least 15 days prior to the event. \_\_\_\_\_
27. Occupancy beyond the posted capacity is prohibited. The applicant is responsible for fire code compliance. \_\_\_\_\_
28. Neither Granville County, the County Manager, the Board of Commissioners, nor any County personnel assumes responsibility for loss or damage to property placed on the premises by the renter or their associates, nor for personal injury which may occur during the use of the facility. Furthermore, the County assumes no responsibility for items left by the applicant in or around the facility. \_\_\_\_\_
29. Parking for the facility is provided; however, Granville County assumes no responsibility for damage to vehicles or stolen items. \_\_\_\_\_

### **Rules for Caterers (if applicable)**

30. Applicants may hire a caterer from the County's Preferred Caterer List. \_\_\_\_\_

Please note that the County may add caterers to the list if they meet the following requirements:

- \* Liability Policy naming Granville County as an additional insured
- \* Health Department Certificate must be at least an "A"
- \* License from the Health Department
- \* Any other criteria as deemed appropriate by the County

The County reserves the right to accept/reject any requests to the Preferred Caterer List. **It is the applicant's responsibility to make sure the caterer submits the required documents to the Granville County Manager's Office no less than 7 days prior to the event.**

31. The applicant will be held responsible for seeing that caterers adhere to the Facility Use Rules and Regulations. \_\_\_\_\_

32. The applicant is responsible for Caterer's access to the facility. \_\_\_\_\_

33. The applicant will only use the catering kitchen for warming food. The applicant is not allowed to cook food in the kitchen. \_\_\_\_\_

### **Before Vacating the Facility**

34. All decorations, food, equipment, and other personal effects must be removed by the end time on this agreement. \_\_\_\_\_

35. All tables and chairs belonging to the facility must be returned to the location where they were found (such as tables folded in the Meeting Room closet). A diagram will be provided to the applicant before the date of the event. \_\_\_\_\_

36. All appliances are to be cleaned (inside and out) and turned off except for the pilot light on the stove. The Maintenance Department will be responsible for making sure the pilot light is off.

37. No food or drinks are to be left in the refrigerators at the facility. \_\_\_\_\_

38. The applicant must empty trash from all trash receptacles, including those in the bathrooms. A dumpster is located outside at the southern end of the facility. \_\_\_\_\_

39. Please return the thermostat setting to 74 for air and 68 for heat. \_\_\_\_\_

40. If any damage occurs during an event, the applicant must notify a representative of the Granville County Maintenance Department immediately. A contact name and number will be provided to the applicant before the date of the event. \_\_\_\_\_

### **Cancellation & Default**

41. The applicant forfeits all monies used to confirm a Rental Agreement if they fail to cancel more than 30 days in advance of the event date. \_\_\_\_\_

42. The facility must be cleaned and vacated by 1:00 a.m. \_\_\_\_\_

43. The County Board of Commissioners and County Manager reserve the right to cancel an approved request or revoke the right of the use of the facility to any group or individual when:

- a. Said group or individual has shown sufficient disregard for the Rules and Regulations set forth in this document. (If cancelled under this category, applicant forfeits monies paid to the Granville County Manager's Office.) \_\_\_\_\_
- b. It is deemed necessary for the concern of the health, safety, and welfare of the applicant, guests, or the general public. \_\_\_\_\_
- c. It is in the best interest of the Granville County Expo & Convention Center. \_\_\_\_\_

44. Each event requires a new Rental Agreement. \_\_\_\_\_

It is the duty of the applicant to maintain order and decorum when using the facility, and to inform group members, affiliates, caterers, vendors, and guests of the Rules and Regulations of the Granville County Expo & Convention Center. Failure to comply with any or all of the Rules and Regulations could result in forfeiture of all monies paid for the rent of the facility, including the Cleaning/Damage Deposit, and could also result in forfeiture of the right to rent the facility in the future.

By signing this agreement, applicant acknowledges that he/she has read and understands the terms set forth in this Rental Agreement, and that he/she assumes the role of "Responsible Party".

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

GRANVILLE COUNTY

\_\_\_\_\_  
Michael S. Felts, County Manager

\_\_\_\_\_  
Date

***A copy of the signed, approved Rental Agreement will be provided to the Applicant.  
Please specify if you would like a copy of the Rental Agreement emailed or mailed to you.***

## Checklist for Applicant

- Sign and file a Rental Agreement with the Granville County Manager's Office.
- Pay rental deposit (check payable to Granville County).
- Pay Cleaning/Damage Deposit (check payable to Granville County).
- Hire caterer (*if applicable*).
- At least 7 days prior to the event, provide a copy of the caterer's required documents if they are not already on the Preferred Caterer List (*if applicable*).
- At least 15 days prior to the event, arrange for security with the Granville County Sheriff's Department (*if applicable*).
- At least 15 days prior to the event, provide a copy of liability insurance coverage (*if applicable*).
- 48 hours prior to the event, provide a copy of the ABC permit (*if applicable*).
- Pick up key to the facility from the Granville County Manager's Office prior to the event (if the applicant's event is on a weekend, then the applicant will pick up the key on Friday but will not be allowed in the facility until the scheduled day and time on the rental agreement).
- Return key to the Granville County Manager's Office (if the applicant's event is on a weekend, then the applicant will return the key on Monday).

**NOTE: It is the responsibility of the applicant to adhere to the schedule set forth above or as required by this Rental Agreement. The Granville County Manager's Office will not contact the applicant to provide reminders of other requirements under the terms of this agreement.**

Updated June 27, 2018