



**Granville County Convention & Expo Center**  
**4185 US Hwy-15 South | PO Box 906 | Oxford, NC 27565**  
**(919) 693-5240 | Fax (919) 690-1766**  
**www.granvillecounty.org**  
**RENTAL AGREEMENT**

Applicant Name ("Responsible Party") \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Email \_\_\_\_\_

*If Applicable:*

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

Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**EVENT INFORMATION**

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

**Room Selection(s):**

- |                                    |   |   |   |
|------------------------------------|---|---|---|
| <b>Auditorium</b>                  | <input type="checkbox"/> \$200 Half-Day | <input type="checkbox"/> \$350 Full Day | <input type="checkbox"/> \$200 Cleaning Deposit |
| <b>Meeting Room</b>                | <input type="checkbox"/> \$200 Half-Day | <input type="checkbox"/> \$350 Full Day | <input type="checkbox"/> \$200 Cleaning Deposit |
| <b>Auditorium and Meeting Room</b> | <input type="checkbox"/> \$350 Half-Day | <input type="checkbox"/> \$600 Full Day | <input type="checkbox"/> \$400 Cleaning Deposit |
| <b>Grounds</b>                     | <input type="checkbox"/> \$150 Half-Day | <input type="checkbox"/> \$250 Full Day | <input type="checkbox"/> None                   |
| <b>Kitchen</b>                     | <input type="checkbox"/> Free           | <input type="checkbox"/> Free           | <input type="checkbox"/> None                   |

Half-Day rental is 5 hours or less; full day rental is any rental over 5 hours.

Payment can be made by cash, check, money order, or credit card (in-person at 104 Belle Street, Oxford) or by check or money order (via USPS to PO Box 906, Oxford NC 27565). Partial payments are not accepted, and reservations are not confirmed until all rental fees, cleaning deposit, and other applicable documentation are received. Deposits paid online will be refunded back to the payment method initially used.

**Estimated Attendance** \_\_\_\_\_

Note: Events anticipated to have more than 100 attendees require security that must be contracted through the Granville County Sheriff's Office. In addition, all events that require security also require a Tenant Users Liability Insurance Protection Policy. Please see the "Security" and "Insurance & Liability" sections of this Agreement for additional information.

**Start Time (including set-up)** \_\_\_\_\_  am  pm      **End Time (including clean-up)** \_\_\_\_\_  am  pm

All set-up and clean-up must be completed within the scheduled rental time listed on the rental agreement. The facility must be cleaned and vacated by 1:00 am.

**Will your event be open to the public?**     No     Yes

If YES, provide event details including other participants and any planned activities in the space below. Public events may require additional review and/or Board of Commissioners' approval.

\_\_\_\_\_

\_\_\_\_\_

Caterer's Name (if applicable) \_\_\_\_\_ Phone \_\_\_\_\_

Applicants may bring in food or hire a caterer from the County's Preferred Caterers List. A caterer may be added to the list by submitting required documentation as shown in the "Rules for Caterers" section of this Agreement. The kitchen is to be used for warming food only; cooking of food is not permitted.

If bringing in food, you must check here if you want the burners lit for warming food:  Yes, please light burners.

**Alcohol**

Are you serving alcohol to attendees?  Yes  No If yes, you are required to obtain a "Limited Special Occasion Permit".

Are you selling alcohol to attendees?  Yes  No If yes, you are required to obtain a "Special Occasion Non-Profit Permit".

Note: North Carolina state law restricts the selling of alcohol to fund raising events for non-profit or political organizations.

If you answered "Yes" to either of these questions, see the "Alcohol" section of the Agreement for additional information.

Rental Fee \$ \_\_\_\_\_

Cleaning Deposit \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_

**FACILITY USE RULES AND REGULATIONS**

Applicants must carefully review and agree to comply with the facility use rules and regulations. Indicate that you have read and understand the Rental Agreement terms by initialing each blank. For your convenience, a rental checklist with instructions and documentation reminders is included as Appendix A to this Agreement. All rental requirements are the responsibility of the applicant regardless of whether they are included on the courtesy checklist.

1. \_\_\_\_\_ Applicant must be at least 21 years of age to secure a reservation. The person who signs the rental agreement will be the "Responsible Party" for the event.
2. \_\_\_\_\_ The Responsible Party shall be accountable for maintaining order and decorum when using the facility, and to fully inform group members, affiliates, caterers, vendors, and guests of these rules and regulations. In addition, the Responsible Party shall be liable for any loss, damage, or injury sustained by any person(s) during the rental.
3. \_\_\_\_\_ The Applicant and his/her agents must comply with and abide by all laws and ordinances which may apply to the use of this facility including federal, state, county, and municipal.
4. \_\_\_\_\_ The Responsible Party is charged with supervising all activities at the facility during the course of the reservation period and shall not assign nor sublease the facility. Any sublease or assignment is invalid and will result in forfeiture of all deposits and future rights to use the facility.
5. \_\_\_\_\_ The Responsible Party shall be held liable for any and all damages. See "Insurance & Liability" section.
6. \_\_\_\_\_ Reservation requests must be reviewed and approved by County staff prior to confirming the reservation. Once approved, the renter will be notified. All rental fees and the cleaning/damage deposit must be paid in full to reserve the facility; partial payments are not accepted.
7. \_\_\_\_\_ After the rental, if the County determines the renter has met all rental obligations and is due a deposit refund, deposits are refunded back to the payment method initially used for the reservation.
8. \_\_\_\_\_ The Responsible Party or his/her agents will not be granted access to the facility until the scheduled day and time indicated on the reservation. All set-up and clean-up must occur within the schedule reservation time. For weekend rentals, the key may be picked-up from the County Administration Office on Friday but no one is permitted in the building until the scheduled day/time. Without exception, the facility must be cleaned and vacated by 1:00 am.
9. \_\_\_\_\_ No decorations are to be taped, nailed, pinned, or stapled to the walls or furnishings of the facility.
10. \_\_\_\_\_ Tables, chairs, or other furnishings are not to be propped against the walls of the facility.
11. \_\_\_\_\_ Equipment that dispenses smoke, whether synthetic or real, is prohibited.
12. \_\_\_\_\_ Use of candles is permitted only for cakes, floating containers, and hurricane globes. Other uses must be approved by the County prior to the event.
13. \_\_\_\_\_ Smoking is prohibited in all County-owned buildings. Smoking is permitted outside the facility as long as smokers use receptacles and do not stand adjacent to public entrances or air intake vents. Any evidence of smoking inside the facility will result in a forfeiture of the cleaning/damage deposit.

14. \_\_\_\_\_ Possession of a firearm by anyone on the premises during the time the facility is rented may result in the cancellation of the event and forfeiture of rental fees and the cleaning/damage deposit.
  15. \_\_\_\_\_ Fires and pyrotechnics are prohibited on the grounds and within the facility.
  16. \_\_\_\_\_ Requests for marquee messages must be submitted with this Agreement. Requests are not guaranteed although staff will make every attempt to accommodate renter messages. Print your message legibly in the space below.
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17. \_\_\_\_\_ Events including alcohol require a NC Alcoholic Beverage Control Commission temporary permit, a Certificate of Insurance (COI) or Tenant Users Liability Insurance Protection Policy (TULIP), and security provided by the Granville County's Sheriff's Office. See "Insurance & Liability", "Alcohol", and "Security" sections.
18. \_\_\_\_\_ Events with estimated attendance of 100 or more require security provided by the Granville County Sheriff's Office and a Certificate of Insurance (COI) or Tenant Users Liability Insurance Protection Policy (TULIP). See "Insurance & Liability" and "Security" sections.
19. \_\_\_\_\_ Each new event requires a new rental agreement and any related documentation.

### INSURANCE & LIABILITY

20. \_\_\_\_\_ The Responsible Party shall be liable for any loss, damage, or injury sustained by any person(s) inside or outside the facility during the course of the reservation period. All repair or replacement costs incurred as a result of damage, including but not limited to County staff labor costs, will be itemized and deducted from the cleaning/damage deposit. **If the cleaning/damage deposit is not enough to cover the full cost of repair or replacement, the remaining costs will be billed directly to the Responsible Party and must be paid within 30 days to avoid legal action.**
21. \_\_\_\_\_ Occupancy beyond the posted capacity is prohibited. The Responsible Party is liable for fire code compliance.
22. \_\_\_\_\_ Neither Granville County, the Board of Commissioners, nor any County personnel assume responsibility for (a) loss or damage to property placed on the premises by the Responsible Party or his/her associates; (b) loss or damage to property left in/around the facility by the Responsible Party or his/her associates; (c) any personal injury which may occur during the use of the facility; nor (d) stolen items or damage to vehicles.
23. \_\_\_\_\_ Any event including alcohol or one which requires security also requires a Certificate of Insurance (COI) or Tenant Users Liability Insurance Protection Policy (TULIP). Granville County further reserves the right to require a COI or TULIP policy due to the size and/or nature of the event. TULIP policies are available through various vendors by searching "TULIP event insurance". Examples are [www.kandkinsurance.com/EventsAttractions/Pages/Tenant-User.aspx](http://www.kandkinsurance.com/EventsAttractions/Pages/Tenant-User.aspx) and <https://tulip.ajgrms.com>.

*For all events*, the COI or TULIP must name Granville County as an additional insured and be applicable to the premises and operations of at least \$1,000,000 per occurrence: Combined single limit bodily injury and/or property damage.

*For events including alcohol*, the COI or TULIP must also include 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.

**The Responsible Party must provide proof of a COI or TULIP at least 15 days prior to the event and it must remain in effect for the entire event.**

### ALCOHOL

- \_\_\_\_\_ If you are not serving, selling, or consuming alcohol, initial here and skip to the "Security" section.
24. \_\_\_\_\_ The Granville County Convention & Expo Center does not have an ABC permit. The Responsible Party must secure all permits/licenses required by law if alcohol is going to be served, sold, or consumed. Contact the NC ABC Commission located at 400 East Tryon Road, Raleigh at (919) 779-0700 or [abc.nc.gov/Permit/SpecialPermits](http://abc.nc.gov/Permit/SpecialPermits).
  25. \_\_\_\_\_ **The proper permit must be received by County Administration Office at least 15 days prior to the event:**  
Limited Special Occasion Permit. Required if *selling* beer, unfortified wine (16% or less alcohol by volume made by fermentation from grapes, fruits, berries, rice, or honey), or champagne to guests. Visit <https://abc.nc.gov/Permit/QualificationLSO> to apply.  
Special Occasion Non-Profit Permit. Required if *selling* beer or wine to guests (restricted to fund raising events

for non-profit or political organizations). Visit <https://abc.nc.gov/Permit/QualificationSOTNP> to apply.

26. \_\_\_\_\_ No person under the age of 21 shall be permitted to consume alcohol at the facility. Serving alcohol to minors will result in forfeiture of all deposits and future rights to use the facility in addition to possible criminal prosecution.
27. \_\_\_\_\_ Alcohol service must be closed one hour prior to the end of the event.
28. \_\_\_\_\_ 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.
29. \_\_\_\_\_ Events including alcohol require proof of a Certificate of Insurance (COI) or Tenant Users Liability Insurance Protection Policy (TULIP). See "Insurance & Liability" section.
30. \_\_\_\_\_ Events including alcohol require security contracted through the Granville County Sheriff's Office. See "Security" section.

#### SECURITY

- \_\_\_\_\_ If your event does not require security, initial here and skip to the "Rules for Caterers" section.
31. \_\_\_\_\_ Security is required at any event that includes alcohol, events with estimated attendance of 100 or more (one deputy for every 100 persons in attendance), and if required by the County due to the size and/or nature of the event. Security must be present during the entire rental period.
  32. \_\_\_\_\_ Security is contracted and paid separately by the Responsible Party to the Granville County Sheriff's Office at the rate stipulated by the Sheriff's Office.
  33. \_\_\_\_\_ **The Responsible Party must contact the Sheriff's Office at (919) 693-3213 to arrange for security at least 15 days prior to the event.** The Sheriff's Office will notify the Expo rental staff when security has been confirmed.

#### RULES FOR CATERERS

- \_\_\_\_\_ If your event does not include catering, initial here and skip to the next section.
34. \_\_\_\_\_ The Responsible Party may hire a caterer from the County's Preferred Caterer List available on the County website at [www.granvillecounty.org](http://www.granvillecounty.org). A copy may also be obtained by contacting County Administration Office.
  35. \_\_\_\_\_ The Responsible Party must arrange for the caterer's access to the facility and will be held responsible for ensuring that caterers adhere to the facility rules and regulations including use of the catering kitchen for warming food only.
  36. \_\_\_\_\_ Caterers may be added to the list if they meet the following requirements:
    - a. Submission of a current Certificate of Insurance (COI) naming Granville County as an additional insured (this policy must be kept up to date and on file with the County);
    - b. Submission of their Health Department Certificate with at least an "A" rating;
    - c. Submission of their photocopied Health Department license; and
    - d. Any other criteria as deemed appropriate by the County.
- Granville County reserves the right to accept/reject any requests to the Preferred Caterer List.
37. \_\_\_\_\_ **When hiring a caterer not previously on the list, the Responsible Party must make sure the selected caterer submits the required documentation to the County Administration Office at least 15 days prior to the event.**

#### BEFORE VACATING THE FACILITY

38. \_\_\_\_\_ All decorations, food, equipment, and other personal effects must be removed by the reservation end time.
39. \_\_\_\_\_ All tables and chairs belonging to the facility must be returned to the location where they were found (including those from the storage room). A diagram showing the meeting room set-up will be provided before the event.
40. \_\_\_\_\_ Electronic equipment must be turned off and/or returned to its proper storage location.
41. \_\_\_\_\_ All appliances must be cleaned (inside and out) and turned off except for the pilot light on the stove. The County will ensure the pilot light is turned off.
42. \_\_\_\_\_ No food or drinks are to be left in the refrigerators at the facility.
43. \_\_\_\_\_ The Responsible Party must empty trash from all trash receptacles including bathrooms. A dumpster is located outside at the southern end of the facility.
44. \_\_\_\_\_ The thermostat setting should be set to 74 for air and 68 for heat.
45. \_\_\_\_\_ If any damage occurs during an event, the Responsible Party must notify a representative of the County Facilities Maintenance Department immediately. A contact name and number will be provided prior to the event.

**CANCELLATION & DEFAULT**

- 46. \_\_\_\_\_ **All monies used to confirm a rental are forfeited if the Responsible Party fails to cancel more than 30 days in advance of the event date.**
- 47. \_\_\_\_\_ The facility must be cleaned/vacated by 1:00 am. or risk forfeiture of all deposits and future facility use rights.
- 48. \_\_\_\_\_ 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, the Responsible Party forfeits monies paid);
  - b. It is deemed necessary for the concern of the health, safety, and welfare of the Responsible Party, guests, or the general public; or
  - c. It is determined to be in the best interest of the Granville County Convention & Expo Center.

**APPLICANT ACKNOWLEDGEMENT AND AGREEMENT**

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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 Convention & Expo 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 may 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".

Applicant further agrees to faithfully comply with the terms of this rental agreement and the Granville County Convention & Expo Center Rules & Regulations.

Applicant hereby releases, holds harmless, and agrees to indemnify Granville County, its agents and employees, from any and all liability caused by negligence or other culpable conduct on the part of themselves or any other party involved in the event during their use of the Granville County Convention & Expo Center.

\_\_\_\_\_  
Signature of Applicant ("Responsible Party")

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Organization Representative (If Applicable)

\_\_\_\_\_  
Date

**GRANVILLE COUNTY APPROVAL**

\_\_\_\_\_  
County Manager Signature

\_\_\_\_\_  
Date

Special Requirements (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of the executed Rental Agreement will be emailed to the applicant unless notification is provided for preference of regular mail.

## Appendix A RENTAL CHECKLIST

### ***To secure your rental,***

- Complete and submit a Rental Agreement to the County Administration Office at 104 Belle Street, Oxford. If you have questions, please contact the office at (919) 693-5240.
- Once your rental request is approved, you will be contacted for payment arrangements. All fees including rental fees and the cleaning/damage deposit must be paid in full in order to confirm the reservation and hold the requested date. If paying by check, please make check payable to "Granville County".

### ***After your rental has been confirmed and payment has been made,***

- If you will have beer and/or wine at your event, contact the NC ABC Commission to obtain a temporary permit. See "Alcohol" section of the Agreement.
- If security is required for your event, contact the Granville County Sheriff's Office at (919) 693-3213 to arrange for security. Security must be present for the entire rental period. See "Security" section of the Agreement.
- If a liability policy is required for your event, provide a Certificate of Insurance (COI) or purchase a Tenant Users Liability Insurance Protection Policy (TULIP). See "Insurance & Liability" section of the Agreement.
- If you are hiring a caterer, check if they are on the County's Preferred Caterer List or inform the caterer of the required documentation to be added to the list. You must follow-up to ensure the County receives the new caterer required documentation at least 15 days prior to the event. See "Rules for Caterers" section of the Agreement.

### ***At least 15 calendar days prior to the event date, where applicable, you must provide the following to the County Administration Office or risk cancellation of your event and forfeiture of all fees paid:***

- Confirm security arrangements and fees with the Granville County Sheriff's Office. The Sheriff will notify Expo staff that security has been confirmed.
- Provide a copy of the COI or TULIP liability coverage that meets all applicable requirements.
- Ensure the caterer's required documentation has been submitted (if they were not previously on the County's Preferred Caterer List).
- Provide a copy of your ABC Permit.
- Contact County Administration to confirm that all required documentation and permits have been received.
- For all events, inform group members, affiliates, caterers, vendors, and guests of the rules and regulations for the Granville County Convention & Expo Center.

### ***On the event date, or the Friday before the event date if rental is on a weekend, (access to the facility is granted only on the scheduled day and time identified for the reservation):***

- Pick up the facility key from the County Administration Office located at 104 Belle Street, Oxford. Additional instructions will be provided once the reservation is confirmed.

### ***Immediately following the event or on the next business day if the rental is on a weekend or holiday,***

- Return the facility key to the County Administration Office located at 104 Belle Street, Oxford. Additional instructions will be provided once the reservation is confirmed.

**IMPORTANT NOTE: It is the Responsible Party's obligation to adhere to the schedule set forth above or as required by the reservation process. Granville County will not contact the Responsible Party to provide reminders of requirements under the terms of the rental.**