



**Granville County Convention & Expo Center**  
4185 US Hwy-15 South | PO Box 906 | Oxford, NC 27565  
(919) 693-3716 | Fax (919) 339-1933  
reserve@granvillecounty.org  
www.granvillecounty.org

## **Expo Center Rentals Frequently Asked Questions**

### **ALCOHOL**

**Q: What is required if I want to serve alcohol at my event?**

**A:** There are several requirements for events where alcohol will be served. All conditions must be met and applicable documents submitted to Granville County no less than 15 days prior to the event.

1. Provide a Certificate of Insurance or obtain a Tenant Users Liability Insurance Policy (TULIP) that includes the following:
  - (a) At least \$1,000,000 in host liquor liability coverage naming Granville County as additional insured;
  - (b) Carrier must agree to defend, save harmless, and indemnify Granville County from all financial loss, damage, or harm arising out of dispensing of alcoholic beverages; and
  - (c) Policy must remain in effect at least 72 hours after event ends.
2. Contract for security through the Granville County Sheriff's Office.
3. Hire bartender or caterer to serve and control alcohol.
4. Obtain ABC Permit (additional info at <https://abc.nc.gov/Permit/SpecialPermits>).



*Please review the Alcohol section of the Facility Rules & Regulations for complete details.*

### **SECURITY**

**Q: Do I have to hire security?**

**A:** Security is required for the following:

1. Any event with alcohol;
2. Any event with at least 100 estimated attendees (one deputy for every 100 attendees); and
3. If required by the County due to the size/nature of the event.

*Please review the Security section of the Facility Rules & Regulations for complete details.*

### **LIABILITY INSURANCE**

**Q: Do I need to provide a Certificate of Insurance or obtain liability insurance (Tenant Users Liability Insurance Policy – TULIP)?**

**A:** Liability coverage of at least \$1,000,000 with Granville County named as additional insured is required for the following:

1. Any event with alcohol (see ALCOHOL section above);
2. Any event that will require security (see SECURITY section above); and

3. If required by the County due to the size/nature of the event.

*Please review the Liability & Insurance section of the Facility Rules & Regulations for complete details.*

## **OTHER QUESTIONS**

**Q: When and where do I pick-up the key for my rental?**

A: On the day of the event, you may pick up a key to the facility at the reservations office located at the Granville Athletic Park (GAP) office (4615 Belltown Road, Oxford) from 10 am – 4 pm. If your event is before 10:00 am on a weekday or if your event is on a weekend or holiday, you will need to pick up the key on the last business day before your event.

To accommodate extenuating circumstances, other arrangements to obtain the facility key may be possible. Contact the reservations office at (919) 693-3716 well in advance of your date to inquire about alternate arrangements.

The key must be returned to the reservations office during business hours on the next business day following your event or dropped into the key return box located on the exterior of the building.

**Q: Can I access the facility early or let my caterer/band in earlier than the reservation time?**

A: No. Entry to the facility is only permitted on the day of the event and at the start time indicated on your rental receipt. Please keep that in mind when selecting your rental time.

**Q: How large is the meeting room and how many tables and chairs are available for use?**

A: The meeting room measures 2028 sq ft and includes 16 rectangular tables (72" x 30" x 29") each seating 8 people, 10 round tables (60" diameter x 29" tall) each seating 6-8 people, and 100 chairs. Maximum capacity for the room is 130 persons.

**Q: How many seats are in the auditorium?**

A: The auditorium has 163 theater-style seats.

**Q: What electronic equipment is available for use?**

A: The meeting room and auditorium are equipped with projectors and wall screens, podiums with microphones, speakers, and Wi-Fi. If using a laptop for projection and sound is needed, please ensure you have a VGA connection or bring a VGA adaptor to plug into the wall ports.

**Q: What appliances and other equipment are available in the kitchen?**

A: The kitchen includes use of warming oven, microwave, rack-style food warmer, wash sink, ice maker, and refrigerator.

**Q: Can I cook in the kitchen?**

A: No. The catering kitchen is to be used for warming food only; cooking of food is not permitted.

**Q: Can I hire a caterer?**

A: Absolutely! Renters may bring in their own food or hire a pre-approved caterer from the Preferred Caterer's List which is provided upon checkout. If you wish to hire a caterer not already on the list, they must submit an Expo Preferred Caterer Application at least 15 days prior to your event. The application is available for download at <https://www.granvillecounty.org/wp-content/uploads/2021/10/Expo-Preferred-Caterer-Application-20211029.pdf> or by contacting the reservations office at (919) 693-3716.

**Q: Is free Wi-Fi available at the facility?**

A: Free public Wi-Fi is available using the network "Granville Expo Center Free Wi-Fi".

**Q: May I tape/nail/pin/staple items to the walls and/or furnishings?**

A: No. Renters are not permitted to tape/nail/pin/staple or otherwise affix decorations or other items to walls or furnishings.

**Q: May I use smoke dispensing equipment and/or light fires?**

A: No. Smoke dispensing equipment and/or fires are strictly prohibited within the facility and on the grounds.

**Q: May I light candles?**

A: Candles may be used only for birthday cakes, floating containers, and hurricane globes. Prior approval is required for any other uses.

**Q: May I smoke in the facility?**

A: No. Smoking is prohibited in any Granville County facility. Smoking is only permitted outside the facility away from public entrances and air vents.

**Q: Do I have to clean myself or can I hire someone to clean for me?**

A: You may clean the facility yourself or hire someone else to do it; however, you are still responsible for ensuring that all cleaning checklist items are completed. A cleaning checklist will be provided prior to the rental. From time to time, cleaning companies notify the county that they are available for hire. A list of such companies may be available by contacting the reservations office at (919) 693-3716 or email to reserve@granvillecounty.org.

**Q: What does it cost to rent the facility?**

A: The current fee schedule is available online at [www.granvillecounty.org/feeschedule](http://www.granvillecounty.org/feeschedule) and a snapshot is included below.

**EXPO & CONVENTION CENTER**

<u>Rental Fees</u>		
<b>Auditorium</b>	\$200 Half Day	\$350 Full Day
<b>Meeting Room</b>	\$200 Half Day	\$350 Full Day
<b>Auditorium &amp; Meeting Room</b>	\$350 Half Day	\$600 Full Day
<b>Grounds (subject to availability)</b>	\$150 Half Day	\$250 Full Day
<b>Kitchen (subject to availability)</b>	Free	Free
<p>*Half-day rental is 5 hours or less, full day rental is any rental over 5 hours. The applicant must set-up and clean-up within the scheduled time that is listed on the rental agreement. If an additional day for set-up is needed, the applicant must pay an additional rental fee.</p> <p>* ½ price rental fees for Granville County affiliated government agencies, effective September 4, 2012.</p> <p>* 10% discount for veterans participating in the Thank-A-Vet program offered through the Granville County Register of Deeds' office.</p>		
<b>Cleaning/Damage Deposit (Refundable*)</b>		
<b>Auditorium</b>	\$200	
<b>Meeting Room</b>	\$200	
<b>Auditorium &amp; Meeting Room</b>	\$400	
<p>* Cleaning/Damage Deposit is refundable if the facility is clean and without damages based on the conditions of the Rental Agreement.</p>		

**IMPORTANT REMINDER: Failure to adhere to all facility restrictions and cleaning requirements may result in forfeiture of the cleaning/damage deposit and future privileges to uses the facility.**