



**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**

(Revised February 1, 2023)

### **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 30 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 at the rate set by the Sheriff. Two deputies are required if alcohol will be served.
3. Hire bartender or caterer to serve and control alcohol.
4. Obtain ABC Permit (additional info at <https://abc.nc.gov/Permit/SpecialPermits>).  
**Special Note:** ABC Permits are only issued to the person whose name appears on the rental agreement/receipt. If reserving online, the account holder is the person whose name will appear on all documentation.



*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 (two deputies for every 100 attendees); and
3. If required by the County due to the size/nature of the event.

**Q: How do I make security arrangements?**

**A:** Contact the Granville County Sheriff's Office at (919) 693-3213 at least 30 days prior to your event date. The Sheriff's Office is responsible for setting the number of deputies required as well as the hourly rate for off-duty deputies. We recommend contacting them with any questions before reserving the facility.

*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.

**Q: How do I obtain a Certificate of Insurance or liability insurance (Tenant Users Liability Insurance Policy – TULIP)?**

A: Talk with your insurance agent to add to your existing policy or simply Google “TULIP Policy” to obtain a list of available providers. All documentation must be submitted to the Granville County Reservations Office at least 30 days prior to your event date.

*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), 4615 Belltown Road, Oxford, Monday – Friday 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 one of the key return boxes located on the exterior of the building at the Expo or Reservations Office.

**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, rack-style food warmer, wash sink, ice maker, refrigerator, and freezer.

**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 refund of your security deposit is contingent on the facility being clean and without damages. 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](mailto: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).

## **FESTIVALS/EVENTS**

**Q: Does Granville County allow outdoor festivals or events to take place at the Expo Center?**

A: Yes, Granville County allows renters and organizations to hold festivals/events on the grounds of the Expo Center if they meet all requirements specified for use. Depending on use, some events may require additional action by the County Board of Commissioners.

**Q: What requirements are needed to host a festival or event at the Expo Center?**

**A:** To have a festival/event at the Expo Center you will need to:

1. Reserve the day(s) that you would like to have your festival/event online ([Rental Facilities - Granville County](#)) or by calling the Reservations Office at (919) 693-3716.
2. Obtain liability coverage of at least \$1,000,000 with Granville County named as additional insured.
3. If serving alcohol or if your event includes vendors serving alcohol, all requirements as specified in the ALCOHOL section above must be met.
4. Comply with all signage, parking, and other site restrictions as required. Contact the Granville County Planning Department for any signage or zoning restrictions at (919) 603-1331.
5. Temporary membrane structures and tents over 800 sq ft (enclosed) or 1800 sq ft (open) require a permit from the Fire Marshal's office. Please contact the Granville County Fire Marshall at (919) 603-1310 for more information.
6. Inflatables, bounce house, and other similar play apparatus are not permitted on the Expo grounds.
7. Granville County reserves the right to impose additional requirements if deemed necessary by the size/nature of the event.
8. The Granville-Vance District Health Department Division of Environmental Health requires completion and submission of a *Temporary Food Event Coordinator's Application* for events with several temporary food vendors. The GVDH organization is a separate entity from Granville County Government and may be contacted at (919) 693-2688 or online at [www.gvdhd.org](http://www.gvdhd.org) for more information.

**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.**