



## 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

### RENTAL RULES AND REGULATIONS

Submission of payment for this reservation will serve as acknowledgement and agreement that you have read and will abide by the facility rental rules and regulations as stated below. The act of submission will constitute the electronic rental agreement. A copy of these rules will be emailed to the address associated with the rental upon completion of the reservation process and payment of all fees. Failure to receive the email communication shall not in any way void agreement to abide by these rules and regulations.

1. Renter must be at least 21 years of age to secure a reservation.
2. The name on the CivicRec account from which the rental reservation is submitted shall be considered the "Responsible Party" for the event and shall be responsible 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 Responsible Party 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. All rental reservations are subject to final approval by Granville County. Events open to the public may require additional review and/or Board of Commissioners' approval. The deposit and rental fees must be paid in full in order to hold the requested date until final approval. If the reservation request is not approved, any fees paid will be subject to facility refund policies. Approved refunds will be processed within 10 calendar days.
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 Reservations 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 12:00 am.
9. Doors are not permitted to be propped open during the event. Instructions to lock/unlock the doors is included in the Rental Instructions documents emailed to the renter upon confirmation.
10. No decorations are to be taped, nailed, pinned, or stapled to the walls or furnishings of the facility.
11. Tables, chairs, or other furnishings are not to be propped against the walls of the facility.
12. Equipment that dispenses smoke, whether synthetic or real, is prohibited.
13. 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.

14. 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.
15. 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 cleaning/damage deposit.
16. Fires and pyrotechnics are prohibited on the grounds and within the facility.
17. Inflatables, bounce houses, and other similar play apparatus are not permitted on the Expo grounds.
18. Requests for marquee messages must be submitted during the check-out process. Requests are not guaranteed although staff will make every attempt to accommodate renter messages.
19. Events including alcohol require a North Carolina 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 "Alcohol", "Insurance & Liability", and "Security" sections.
20. 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 "Security" and "Insurance & Liability" sections.
21. When available, a catering kitchen may be included at no additional charge. The catering kitchen is to be used for warming food only; cooking of food is not permitted in the kitchen. Renters may bring in their own food or hire a caterer pre-approved by Granville County. See "Rules for Caterers" section.

#### **INSURANCE & LIABILITY**

22. The Responsible Party shall be liable for any loss, damage, or injury sustained by any person(s) 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.**
23. Occupancy beyond the posted capacity is prohibited. The Responsible Party is liable for fire code compliance.
24. 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.
25. 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 30 days prior to the event and it must remain in effect for the entire event.**

## ALCOHOL

1. 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 at <https://abc.nc.gov/Permit/SpecialPermits>. Note: The ABC Commission will only issue the permit for the person whose name appears on the reservation.
2. **The proper permit must be provided to the Reservations Office at least 30 days prior to the event:**  
Limited Special Occasion Permit. Required if *servng* 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.
3. 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.
4. Alcohol service must be closed one hour prior to the end of the event.
5. 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.
6. Events including alcohol require proof of a Certificate of Insurance (COI) or Tenant Users Liability Insurance Protection Policy (TULIP). See "Insurance & Liability" section.
7. Events including alcohol require two off-duty security personnel contracted with the Granville County Sheriff's Office. See "Security" section.

## SECURITY

1. Security is required at any event that includes alcohol (two deputies), events with estimated attendance of 100 or more (two deputies 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.
2. Security is contracted and paid separately by the Responsible Party through the Granville County Sheriff's Office at the rate stipulated by the Sheriff's Office.
3. **The Responsible Party must contact the Sheriff's Office at (919) 693-3213 to arrange for security at least 30 days prior to the event.**
4. Please be advised the Granville County Expo and Convention Center is under video surveillance on an as-needed basis. Granville County is committed to protecting the safety and property of the community while respecting the privacy rights of our staff, patrons, and visitors. Cameras provide a visual deterrent to crime, assist with overall security measures, and increase the potential identification and apprehension of person(s) who breach policies and/or commit criminal acts. The primary use of surveillance cameras is to record images for future identification of individuals and activity in the event of violations of law or policy. Cameras are not actively monitored but viewed on an as-needed basis.

## RULES FOR CATERERS

1. The Responsible Party may hire a caterer from the County's Preferred Caterer List which will be emailed upon checkout. A copy may also be obtained by contacting the Reservations Office.
2. 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.

3. Caterers may be added to the list by submitting a Preferred Caterer Application and submitting all required documentation. Caterers must meet the following requirements:
  - a. Submission of a current Certificate of Insurance (COI) including \$1,000,000 liability coverage, Worker's Compensation coverage, and name Granville County as additional insured (must be kept up to date and on file);
  - 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.

4. **When hiring a caterer that was not previously on the list, the Responsible Party must make sure the selected caterer submits the required documentation to the Reservations Office at least 30 days prior to the event.**

#### **BEFORE VACATING THE FACILITY**

1. All decorations, food, equipment, and other personal effects must be removed by the reservation end time.
2. 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.
3. Electronic equipment must be turned off and/or returned to its proper storage location.
4. 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.
5. No food or drinks are to be left in the refrigerators at the facility.
6. The Responsible Party must empty trash from all trash receptacles including bathrooms. A dumpster is located outside at the southern end of the facility.
7. The thermostat setting should be set to 74 for air and 68 for heat.
8. If any damage occurs during an event, the Responsible Party must notify a representative of the Granville County Facilities Maintenance Department immediately. A contact name and number will be provided prior to the event.

#### **CANCELLATION & DEFAULT**

1. **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.**
2. The facility must be cleaned and vacated by 12:00 a.m. or risk forfeiture of all deposits and future rights to use the facility.
3. 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.
4. Each event requires a new reservation and related acknowledgements.