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## MANSOUR CENTER

# CORPORATE FACILITY RENTAL POLICY

### **FACILITY AVAILABILITY:**

- The Mansour Center (MC) is available for corporate events Monday through Friday from 7:00 am until 11:00 pm, Saturdays and Sundays from 8:00 am until 11:00 pm. For events outside these hours, special arrangements may be made.
- Special arrangements must be made for the following holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas.

### **RESERVATIONS:**

- Room reservations are confirmed upon receipt of the signed Booking Confirmation and a booking payment of 50% of the room rental fees.
- Events are generally scheduled and priced based on a block of 4 or 8 hours. Each hour utilized over the scheduled block of time may result in additional hourly charges.
- Each meeting room has a basic default set-up arrangement. Events requiring significant setup time may incur additional facility rental fees.
- The MC reserves the right to cancel any event in cases of extraordinary circumstances with a full refund.

### **EQUIPMENT:**

- Room rental includes the use of tables, chairs and white boards where applicable.
- A variety of other equipment, such as microphones, ceiling mounted and portable projectors, laptop computers, DVD, VCR, etc., are available for additional rental fees. This equipment should be reserved at the time of booking to ensure availability.

### **PAYMENT:**

- Payment of 50% of room rental is required at the time of booking and the remaining balance is due on or before the day of the event. Special arrangements may be made if your corporate policies do not allow for prepayment.
- A 50% penalty will be applied for an event cancelled within 30 days of the event. For events cancelled within 7 days of the event, full charges will apply.
- Full payment should be made on or prior to the date of the event. A late payment penalty of 10% will be assessed if payment is not received within 2 weeks after the event.
- The MC will accept payment in the form of cash, credit card, business check, or certified funds.

### **CATERING:**

- The MC arranges all catering for corporate and business events. A variety of menu options will be provided by MC staff at the time of inquiry or booking.

**PROHIBITIONS:**

- Red ink markers, materials, supplies, food or drink items are prohibited.
- Children under the age of 17 must be supervised by parents or other adults at all times.
- Animals of any type are not permitted in the MC, with the exception of those used for assisting persons with disabilities.
- Smoking is not permitted in the building or on the grounds, which includes the parking lot.
- Firearms of any kind are not permitted in the building or on the grounds, including the parking lot.

**ALCOHOL:**

- Alcohol may be served to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the State of Georgia so long as the Customer abides by the following rules:
  1. Alcoholic beverages will be allowed only with the proper license or permit, and the Customer must use a MC approved caterer/bartender. Caterer/bartender must hold liquor liability insurance, and the MC must be listed as “additional insured” for the specific event.
  2. The Customer will take responsibility for and hold The Mansour Center and The Center for Family Resources (CFR) harmless from ALL liabilities arising from the serving and consumption of alcoholic beverages.
  3. Kegs are not allowed.
  4. An off-duty police officer must be hired at the client’s expense of \$35 per hour for a minimum of 4 hours and for the duration of the event when alcohol is being served. Two off-duty police officers will be required if the number of guests is expected to exceed 150. Payment for police officer services will be made in cash to MC staff no later than two weeks prior to the start of the event. The MC reserves the right to select the officers to be hired for each event.

**DELIVERIES:**

- Deliveries must be coordinated with the MC and made during normal facility hours.
- All deliveries must utilize service delivery doors.
- The customer must coordinate with MC staff all equipment delivery and setup dates and times no later than 10 business days prior to the event.
- The MC and CFR are not responsible for any lost, stolen, or damaged equipment or property of the Customer or its agents.

**PUBLICITY:**

- Use of any CFR or MC logo, trademark, or trade name is not permitted without prior authorization. The customer is not to promote his or her event as a CFR or MC sponsored event unless agreed upon in writing in advance of the event.

**HOLD HARMLESS:**

- The Customer agrees to hold harmless the MC and CFR and all those affiliated with these agencies in the event of any personal injuries, loss of life, theft or damages resulting from the use of the MC and/or property.
- It is recommended the Customer obtain reasonable liability insurance prior to the use of the MC facilities and/or property.

**Customer Name (please print)** \_\_\_\_\_

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**The Mansour Center Director or Representative** \_\_\_\_\_ **Date** \_\_\_\_\_