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## MANSOUR CENTER

# SOCIAL FACILITY RENTAL POLICY

### **FACILITY AVAILABILITY:**

- Events held at the Mansour Center (MC) on Monday through Thursday from 7:00 am to 9:00 pm, and Friday from 7:00 am to 5:00 pm are considered “Weekday” events.
- Events held Friday from 5:00pm to 12:00 midnight and Saturday from 8:00am to 12:00 midnight are considered “Weekend” events.
- Sunday events may be scheduled upon approval of The Mansour Center Director. All Sunday events must end no later than 10:00 pm.
- Hours may be extended upon special request; however, additional charges will apply.
- An additional charge of \$300 per hour will apply for every hour of Center usage past midnight. First hour charges will apply at one minute past midnight, regardless of the total number of prior hours used.
- 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, and Christmas.

### **PRICING:**

- Base pricing includes access to the designated room and pre-function area during the times agreed to at the time of booking. Tables, chairs, podium, one microphone and parking are included in the base price. In addition, staff will be on site for the duration of the event.
- Additional services and equipment are available at an additional charge. These include, but are not limited to: ceiling mounted or portable projector, DVD, VCR, security officer and bartender for alcohol related events, technical assistance for audio visual materials, and extensive set-up.

### **RESERVATIONS:**

- All reservations are made on a first come, first serve basis. Reservations may be held 48 hours. The reservation will be cancelled if the proper paperwork and deposit are not received before the 48 hour deadline. The reservation is confirmed when the 50% booking payment, signed Facility Rental Policy, and signed Booking Confirmation are received. (See “Payment” section below.)
- Weekday events may be scheduled for either 4 hour or 8 hour blocks. Each hour utilized over the scheduled block of time will incur additional hourly charges (see” Payment” section).
- Weekend events are scheduled for a block of 8 hours (set-up and take-down time inclusive) or may be scheduled on an hourly basis, with a minimum of 3 hours required. Each hour utilized over the scheduled block of time will incur additional hourly charges (see” Payment” section).
- Events requiring additional set-up time may incur additional facility rental fees.
- Events requiring excessive cleanup may result in loss of part or all of the security deposit.
- The room set-up plan must be agreed upon by the customer and the MC upon final payment of the room rental charge. Changes made to the original set-up plan may result in additional set-up charges.

- The initial booking payment of 50% of base rental price and all additional rental payments are non-refundable.
- The MC reserves the right to cancel any event in cases of extraordinary circumstances with a full refund.

### **PAYMENT:**

- The MC will accept payment in the form of cash, credit card (Master Card, Visa, Discover or American Express), business check, or certified funds. Reservations will be confirmed after a 50% booking payment of the base room rental rate is received along with the signed Facility Rental Policy and Booking Confirmation. In the case of cancellation, the 50% booking payment and all additional rental payments are non-refundable.
- Final payment is required one month prior to the event and should be paid at the Final Planning Meeting (FPM).
- An additional \$500 cleaning/damage deposit is required with the final payment at the FPM. The customer acknowledges that all or part of this deposit will be forfeited if damages to the room and/or fixtures occur beyond normal and customary usage and reasonable wear and tear (see “Damages” section) or if excessive cleaning is required to return the facility to its condition when the event began. Excessive cleaning is required when food or drink are ground into the carpet; trash is not removed from the building; kitchen floor and countertops are not clean; or food, dishes or decorations are left behind.
- In the event that damages or cleaning fees exceed the amount of the security deposit, the customer acknowledges the responsibility to pay the cost in excess of the damage/cleaning deposit.
- The damage/cleaning deposit will be returned within 14 business days of the event, provided no damage or cleaning charges are applied.
- Additional hourly charges will apply for all Center usage beyond the time agreed upon at booking. Additional time prior to midnight is charged at \$250 per hour with the first hour charges applied at one minute past the agreed upon ending time.
- An additional charge of \$300 per hour will apply for every hour of Center usage past midnight. First hour charges will apply at one minute past midnight, regardless of the total number of prior hours used.

### **SETTING UP AND DECORATING:**

- Any and all setting up and decorating must be approved by the Mansour Center.
- Taping, pasting, tacking pinning, nailing, or otherwise attaching items to walls, windows, doors, ceilings, floors, furniture, or furnishings is not allowed. No use of, confetti, glitter, rice, bubbles, processed snow, or other substances requiring excessive cleanup will be allowed inside the building. These items may be used outside the building, provided they are removed by the end of the event. Flower petals and bubbles may be used outside only.
- Candles are allowed only if they are enclosed in a hurricane or glass holder that completely encompasses the flame.
- Red ink markers, materials, supplies, food or drink items are prohibited.
- The customer’s equipment, supplies, food and decorations must be removed by the end of the event unless special arrangements are made at the time of booking.

### **ADDITIONAL SET-UP ITEMS:**

- A variety of other equipment is available to rent for an additional fee. This equipment should be reserved at the time of booking to ensure availability.

### **CHILDREN AND ANIMALS:**

- Children under the age of 17 must be supervised by parents or other adults at all times. Failure to properly supervise children will result in the forfeiture of the full amount of the cleaning/damage deposit.
- Food provided for children must be pre-approved by the MC Director.
- Animals of any type are not permitted in the MC, with the exception of those used for assisting persons with disabilities.
- If desired, games/movies should be provided by the event planner prior to the event, as the MC will not provide these items.

**FIRE PREVENTION:**

- Smoking is not permitted in the building or on the grounds, which includes the parking lot.
- Open flame candles are permitted only if they are enclosed in a hurricane or glass holder that completely encompasses the flame. Sterno warmers are acceptable for use only in designated areas and shall be supervised at all times.

**CATERING/USE OF CATERING KITCHEN:**

- All catering activity is the responsibility of the customer.
- Any and all catering must be approved by the MC prior to confirming an event.
- The following policies must be followed when utilizing the kitchen:
  1. No alterations are to be made to the kitchen.
  2. Any food, beverages and equipment in the kitchen are the property of the MC and are not to be used by the customer unless pre-approved by the MC Director.
  3. All trash must be properly disposed of in waste containers provided.
  4. The kitchen is to be left in a clean, orderly manner.
  5. All material, including leftover food is to be properly removed when finished.
  6. Any and all costs associated with cleaning and/or damages related to the event that are deemed to be above and beyond normal wear and tear are subject to forfeiture of the \$500 deposit. Any damages exceeding the \$500 deposit are the responsibility of the customer.

**CLEANING AND DAMAGES:**

- The customer is responsible for usual and customary cleaning after an event, including the disposal of trash in the dumpster, removal of any event materials or decorations, cleaning the kitchen area and all kitchen equipment (if used). Any left over food must be removed from the premises. The MC will be responsible for wiping down tables and vacuuming; however, food ground into the carpet or upholstery will result in forfeiture of part or all of the cleaning/damage deposit.
- Any and all costs associated with cleaning and/or damages related to the event that are deemed to be above and beyond normal wear and tear are subject to forfeiture of part or all of the \$500 deposit. Any damages exceeding \$500 are the responsibility of the customer.

**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 as long as the customer abides by the following rules:

1. Alcoholic beverages will be allowed only with the approval of the MC Director.
2. The customer will take responsibility for and hold the MC 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. Full payment must be made in cash no later than one month prior to the event and preferably at the FPM. MC staff will be responsible for hiring and paying the officer with the funds provided by the customer. If the expected number of guests exceeds 150, two officers must be hired, with each officer being paid \$35 per hour for the duration of the 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 confirm all delivery times with MC staff at the FPM.
- The MC and CFR are not responsible for any lost, stolen, or damaged equipment or property of the customer or its agents.

**ENTERTAINMENT:**

- The customer is responsible for any applicable licenses for live or recorded music to be performed.

**PUBLICITY:**

- Use of any CFR or MC logo, trademark, or trade name is permitted with prior authorization. The customer is not to promote their 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.

*I have read all of the rental policy information above and agree to comply with my signature below.*

*I understand that if any damages are a result of the actions of my rental, my cleaning/damage deposit may be forfeited or I may be billed for additional expenses. I further understand all room rental payments are non-refundable for any reason.*

*I also understand the Mansour Center staff has the right to shut down any event at any time should any of the above listed requirements be ignored or abused.*

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

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

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