

# Corporate Facility Rental Policy

## FACILITY AVAILABILITY

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- The Mansour Conference Center (MCC) is available for corporate events Monday through Friday from 7:00 am until 9:00 pm, Saturdays and Sundays from 8:00 am until 12:00 midnight. 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, Jr. Day, Good Friday, Easter Sunday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Additional charges will apply.

## RESERVATIONS

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- Room reservations are confirmed upon receipt of the signed Booking Confirmation and a booking payment of 50% of the room rental fees.
- Each meeting room has a basic default set-up arrangement. Events requiring significant setup change may incur an additional setup fee.

## EQUIPMENT

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

## PAYMENT

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- Payment of 50% of room rental fee 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.

## CATERING

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- The MCC arranges all catering for corporate and business events. A variety of menu options will be provided by MCC staff at the time of inquiry or booking.
- Guaranteed attendance numbers are due 4 business days prior to the event. Once the guaranteed number is received, it may not be lowered; however, the count may be increased a maximum of 10% up to 24 hours before the start of the event. Additions to the guarantee made within 24 hours of the scheduled event will be accommodated only if food inventory and staffing are available.
- Cancellation of catering 2-4 business days prior to an event will result in a charge of 50% of full catering amount. Cancellations made the business day immediately prior or on the day of the event will result in full charges for catering.

**Host A Meeting. Make A Difference!**

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- Food safety procedures prohibit the use of “to go” containers. Any food remaining after an event must remain at the Mansour Conference Center for proper disposal.

## PROHIBITIONS

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- **Customers may not arrange for catering directly with caterers. All catering will be arranged for and billed by the Mansour Conference Center.**
- 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 MCC, 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

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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:

- Alcoholic beverages must be served by a MCC approved caterer/bartender. Caterer/bartender must hold liquor liability insurance, and the MCC must be listed as “additional insured” for the specific event.
- The Customer will take responsibility for and hold The MCC and The Center for Family Resources (CFR) harmless from ALL liabilities arising from the serving and consumption of alcoholic beverages.
- A security officer must be hired at the client’s expense for a minimum of 3 hours and for the duration of the event when alcohol is being served. Two officers will be required if the number of guests is expected to exceed 150. Payment for security services must be made to MCC staff no later than two weeks prior to

the start of the event. The MCC reserves the right to select the officers to be hired for each event.

## DELIVERIES

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

## PUBLICITY

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Use of any CFR or MCC 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 MCC sponsored event unless agreed upon in writing in advance of the event.

## HOLD HARMLESS

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- The Customer agrees to hold harmless the MCC 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 MCC and/or property.
- It is recommended the Customer obtain reasonable liability insurance prior to the use of the MCC facilities and/ or property.

## FORCE MAJEURE

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Neither party shall be liable for any failure or delay in carrying out its functions herein if any such failure or delay arises or results from any matter beyond such party’s reasonable control, including without limitation, acts of God, earthquakes, fires, epidemics, acts of war, terrorism, strikes or lockout. Failure or inability to make payments as required herein is not excusable under this Section.

