

Social Event Facility Rental Policy

FACILITY AVAILABILITY

- Events held at the Mansour Conference Center (MCC) on Monday through Thursday from 7:00 am to 9:00 pm, and Friday from 7:00 am to 4:00 pm are considered “Weekday” events.
- Events held Friday from 4:00pm 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 MCC Director and are considered “Weekend” events. 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 \$400 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, Jr. Day, Good Friday, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Additional charges will apply for events held on these days.

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, a staff member 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, table linens, centerpieces, security officer and bartender for alcohol related events, technical assistance for audio visual equipment, and extensive room set-up.

RESERVATIONS

- All reservations are made on a first come, first served 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, signed Booking Confirmation are received and confirmation from the selected preferred caterer is confirmed. (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 will incur additional facility rental fees.
- Events requiring excessive cleanup may result in loss of part or all of the security deposit.

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- The room set-up plan must be agreed upon by the customer and the MCC 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 payments are non-refundable.
- The MCC reserves the right to cancel any event in cases of extraordinary circumstances with a full refund.

PAYMENT

- The MCC will accept payment in the form of cash, credit card (Master Card, Visa, Discover or American Express), personal or certified check. 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 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 "Cleaning and 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 to repair or clean 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.

SETTING UP AND DECORATING

- Any and all setting up and decorating must be approved by the MCC.
- 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.
- Fog machines are prohibited.
- The customer's equipment, rented 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.

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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 a MCC staff member.
- Animals of any type are not permitted in the MCC, 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 MCC 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 must 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 MCC prior to confirming an event. Only caterers listed on the MCC Preferred Catering List will be permitted to cater in the MCC.
- 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 MCC and are not to be used by the customer.
 3. All trash must be properly disposed of in

waste containers provided.

4. The kitchen is to be left in a clean, orderly condition.
5. All material, including leftover food, is to be properly removed when event concludes.
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 located in the parking lot, removal of any event materials or decorations, and cleaning the kitchen area. All leftover food must be removed from the premises. The MCC 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 a MCC staff member.

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1. 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.
2. 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. Full payment must be made no later than one month prior to the event and preferably at the FPM. MCC staff will be responsible for hiring and paying the officer. If the expected number of guests exceeds 150, two officers must be hired for the duration of the event.

DELIVERIES

- Deliveries must be coordinated with the MCC and made during normal facility hours. All equipment must be removed at the conclusion of the event, unless special arrangements have been made in advance with a MCC staff member.
- All deliveries must utilize service delivery doors.
- The customer must confirm all delivery times with MCC staff member at the FPM.
- The MCC 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 MCC logo, trademark, or trade name is permitted with prior authorization. The customer is not to promote their event as a CFR or MCC sponsored event unless agreed upon in writing in advance of the event.

HOLD HARMLESS

- 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.

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 Conference 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 Conference Center Director
or Representative Signature

Date

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