



Lanier Technical College
Forsyth Conference Center
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FORSYTH CONFERENCE CENTER RENTAL INFORMATION

PROM PACKAGE

The Forsyth Conference Center at Lanier Technical College is pleased to offer the following "Prom Package" to schools interested in hosting events during prom season. Please review our Forsyth Conference Center Policy Guide for procedures and guidelines.

- **RESERVATIONS**

The Forsyth Conference Center at Lanier Technical College is available for rental to any corporation, organization, or private citizen who is at least 21 years of age.

- Reservations are made on a first-come, first-served basis, based on availability of space and compliance with the guidelines of this policy. Annual events may be scheduled 18 months in advance.
- The Events Office staff is available during regular business hours 8:30 a.m. - 5:00 p.m., Monday through Friday to assist with reservation requests.
- Reservations require a signed Event Contract and are considered tentative until Event Contract has been approved by the Conference Center Director and the appropriate deposit on the reserved space has been received.

When the Event Contract has been returned with the required deposit and the reservation has been approved, our staff will contact you to confirm the details of your event - room setup, equipment needs, food and beverage needs, and any other special concerns that you may have. We encourage you to schedule a site visit to discuss your event in person.

Information on session locations will be posted in the conference foyer. Additionally, your cooperation is requested in beginning and ending your program on time and in conducting your program in a manner that is not disruptive to other groups.

- **CONTRACTS**

- Use of any space within the Conference Center requires executing a written agreement called an Event Contract and paying a deposit. No verbal agreements for the use of the Conference Center shall be valid.
- Addition of space and/or services to a rental contract will be made as available and may result in additional fees and service charges.
- Customers requiring extended access for setup, teardown, or decorating will incur additional charges. An hourly rate is listed on the rental information for each room.
- Management reserves the right to move an event to a comparable room should the need arise.

- **DEPOSITS**

- A 50 percent deposit is required to secure a space reservation, 20 percent of which is non-refundable.
- Social events require a \$400 security deposit in addition to the 50 percent space deposit. The security deposit is retained to cover any potential damages or extraordinary clean-up that may be required by the Center. If no damages are assessed or extraordinary clean-up is required, the deposit or the un-used portion of the deposit will be refunded or applied to the event balance.
- For a reservation made less than 30 days prior to event date, 100 percent of rental rate is required to hold space.

- **PAYMENT TERMS**

Payment must be received at least five business days prior to event by check, cash, Visa, or MasterCard unless other arrangements are made in advance with the events office. A \$400 Security Deposit for "Social Events" is also due five business days prior to the event. There is a \$25 fee for any check returned for insufficient funds or any other reason. Late payments will be charged a 15 percent monthly service fee.

• **CANCELLATION POLICY**

- All cancellations are required to be in writing and must be received during normal business hours prior to the event.
- In the event of unforeseen circumstances and cancellation occurs by either the facility or client, return of rental deposit will be given at the discretion of the Conference Center Director. The Conference Center will not be held responsible for any other cost the client incurs should the event need to be canceled.
- Any User canceling an event more than 30 days prior to the beginning of the event will be entitled to an 80 percent refund of deposit. User is responsible for all non-recoverable expenses, such as contracted security, etc., if applicable. Please see below for a breakdown on cost recovery.

| More than 30 days prior to event date | 30 days – 14 days prior to event date | 13 – 7 days prior to event date | Less than 7 days prior to event date | “No Show” |
|---------------------------------------|---------------------------------------|---------------------------------|--------------------------------------|-----------------------------------|
| 80% of deposit refunded | 25% of deposit refunded | 100% of deposit forfeited | Entire space rental fee forfeited | Entire space rental fee forfeited |

• **EVENT SETUP**

Tables and chairs are included with all room rentals and will be setup by the Forsyth Conference Center staff. The following is included with room rental and is available for set up:

- Banquet Tables (72” rounds)
- Classroom Tables (60”x 24”)
- 6 Foot Tables (72” x 30”)
- 24 x 24 Dance Floor
- Banquet Chairs
- Podium with microphone
- Projection Screen
- Projector

We require a room layout and will send one with your Event Contract for approval. Once approved, any changes to the diagram should be made 5 business days prior to event to allow time for revisions, approval, and communication for setup. After setup is physically completed, each set-up change is a \$50 fee. Standard classroom, theater, or banquet style setups are available. If you have specific set up arrangements, please provide details and/or floor plan contract.

- Set-up or maintenance personnel are not available to the user to unload materials for event.
- Loading and unloading of equipment and supplies shall be done only through the loading dock area and side doors and must be coordinated in advance with the Events Office. We have a dock leveler that allows for easy unloading. Failure to coordinate shipments in advance may result in rejection of deliveries.

Setup and Decorating Access: Customers will be granted access to the event space prior to the event start time in order to decorate and/or customize setup. Alternate access times must be written into the User Contract and will result in additional hourly charges at a minimum rate of \$50 per hour. The Conference Center closes promptly at 12:00 Midnight. Unless prior arrangements are made with events office, we suggest that your event end by 11:00 p.m. to allow for guests, caterers, and band/DJ to exit the facility. Otherwise, additional charges will be billed to the customer.

- For Friday Events: Access Friday, 12 hours – event time included
- For Saturday Events: Access Saturday, 12 hours – event time included

• **DECORATING**

- No pasting, taping, or otherwise attaching any items to walls or furniture is permitted. No rice, bubbles, glitter, sand, processed snow, birdseed, or other substance that would take excessive cleaning to restore the room to original condition is permitted inside or outside facilities. **Candles must be no-drip; flames must be totally enclosed by a proper inflammable devise, and CANNOT be left unattended.** Use of protective materials is required to prevent anything from dripping onto floors and carpets. All materials used for decoration must be approved by the events office before the event. Re-arranging of the Forsyth Conference Center plants, chairs, tables, lamps, etc. is strictly prohibited.

- **SCISSOR LIFT OPERATION:** Any decorations that are to be hung from the ceiling will require a Lanier Technical College certified scissiors lift operator. Operators will be contracted as available and will be billed in one-hour increments. Such services must be written into the Contract or requested a minimum of 10 business days prior to the event. Please contact the Events Office for a fee schedule.
- **DISCO BALLS, CEILING ITEMS:** Maximum weight for any item suspended from the ceiling is 10 lbs. Items must be battery powered as electrical outlets are not available at the ceiling.
- **HELIUM BALLOONS:** Helium balloons are permitted with prior approval. Customers may rent helium tanks through a third party provider. Customer is responsible for ensuring safety of individual dispensing helium, storage of tank during contracted time, and removal of the tank after the event.

- All of the User's equipment and decorations must be removed at the conclusion of the event. Otherwise, the User is subject to a \$400.00 extraordinary clean-up fee and possibly storage and removal fees, if applicable.

- Please note that the Conference Center does supply table linens and place settings (plates, cups, knives, forks, spoons, napkins, etc.). These items can be rented from Lanier Technical College or should be arranged through the caterer. Lanier Technical College will supply these items but not set the tables.
- User shall not post, exhibit, or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters, or cards of description, inside or outside on any part of the building, without prior approval of the Events Office.

- **CLEAN-UP AND DAMAGES**

Custodial service is provided as part of the rental fee but does not include excessive cleanup.

- User is expected to return facilities and property in the same condition that they were provided.
- The Events Office or maintenance personnel are not available to the user to load materials after the event.
- Damages in excess of "fair wear and tear" will be assessed based upon replacement costs of damaged property.
- Users and caterers are responsible for placing all garbage in plastic bags and in the outside receptacle/dumpster, cleaning up spills, and wiping tables and chairs clean. If linen was rented, it can remain on tables.
- The security deposit may be refunded upon receipt of a satisfactory Customer Event Report.

- **SUPERVISION OF MINORS**

The Forsyth Conference Center is a place of business and adult education; therefore, any minor children present must be under the control of the customer at all times. Minors creating disturbances and/or causing damage will be asked to leave the facility. For events that involve minors, the customer is responsible for ensuring that all local, state, and federal laws relating to minors are enforced.

CURFEW: Georgia's teen driving safety law stipulates that any Class D license holder shall not drive a Class C motor vehicle on the public roads, streets or highways of this state between the hours of 12:00 midnight and 6:00 a.m.

- **SECURITY**

For events that involve minors, law enforcement officers will be required on campus during the event and shall constitute an additional charge. The determination for the necessity of safety/security officers will be made by the Conference Center personnel. We require a minimum of two security personnel for events with minors. Forsyth Conference Center will contract with the safety/security officers for event services and will bill the customer accordingly. A minimum of four hours is required on weekends.

- **CATERING SERVICES**

- The length of time required by a caterer to set up or break down for an event must be accounted for within the occupancy period reserved by the User.
- Center Users may select a caterer of their choice from the Approved Caterers List (available at the Event Office). Should the User choose a caterer not included on this list, the User is responsible for making certain his or her caterer of choice completes and submits Lanier Technical College's Catering Application no later than 30 days prior to the event. This is to insure the caterers have the appropriate insurance, state mandated food service license(s), and meet the Center's catering requirements. Failure to comply with this requirement may result in the cancellation of the event.
- If a food or beverage spill has occurred that is not easily removed, User should seek the assistance of the Conference Center Director or LTC Event staff immediately.
- Caterers are responsible for placing all kitchen garbage in plastic bags and placing it in the outside receptacle/dumpster, cleaning spills, and wiping the kitchen equipment, tables and chairs clean.
- There is a \$400.00 fee for failure to perform the above and for any extraordinary cleanup required by the Center.

- RENTAL RATES**

Rental rates are based on factors such as amount of space required, services requested and setup/ decorating time. Please use the following chart to estimate your rental rates. Rates are finalized with receipt of the signed User Contract and deposit.

| Event Space | Rates |
|--|--------------|
| Full Conference Center 14,000 square feet (prom capacity 800+) 12 hour rental for setup/decorating and event (see times listed in Event Setup for decorating) | \$4,500 |
| Half Conference Center 6,000 square feet (prom capacity 400+) 12 hour rental for setup/decorating and event (see times listed in Event Setup for decorating) | \$3,500 |
| Warming Kitchen | \$200 |

| Equipment/Supplies | Rates |
|--|----------------------------------|
| Computer Display Package includes : Data Projector and 8 foot screen | Complimentary |
| Wireless Internet Access | Complimentary |
| Basic Audio Package includes: Podium Standard Microphone House Sound | Complimentary |
| Staging includes: dark backdrop, skirt, steps, guide rails (price per piece – sections are 6 ft x 8 ft) 12 sections are available | \$50 |
| Café Tables (adjustable height) | \$10 each |
| Centerpiece (Hurricane/mirror base/LED candle) | \$3.00 each |
| Mini-hurricane with tea light | Complimentary |
| House Brown Linen (132" round for banquet tables with maximum of ten 90" x 132" buffet/registration tables only) | Complimentary |
| Banquet Table standard linen (85" x 85") | \$10 each |
| Banquet Table floor length linen (132" round) | \$15 each |
| Registration/Buffer Table Linen (90" x 132") | \$8 each |
| Specialty Linens | TBD |
| Napkins | \$0.60 each |
| Classroom Table Linen (60" x120") | \$8 each |
| Chair Covers – White, Ivory, Black or Gold | \$3.99 each, \$4.99 installed |
| Sashes | \$1 each |
| Dance Floor: 24' x 24' | Complimentary |

| Personnel Services | Rates |
|--------------------------------------|---------------|
| AV Technician | \$40 p/hour |
| Security Officer | Complimentary |
| Scissor Lift Operator for decorating | \$30 p/hour |
| Additional Event Staff | \$18 p/hour |