



## FORSYTH CONFERENCE CENTER RENTAL INFORMATION

### STANDARD ROOM RENTAL RATES

• Effective July 1<sup>st</sup>, 2011

Location	Sq Feet	Setup Capacity (# of people)			Weekday Rate		Weekend Rate		Hourly
		Banquet Style (72" Round tables)	Classroom Style (60" Slim tables in rows)	Theatre Style (chairs only in rows)	Half-Day	Full-Day	Half-Day	Full-Day	For additional hours needed with rental
Full Conference Center	14,000	750	900	1,400	\$2,500	\$3,000	\$3,000	\$4,000	\$350
Half Conference Center	6,000	360	400	700	\$1,500	\$2,000	\$2,000	\$3,000	\$250
Third of Conference Ctr	3,300	200	220-300	425	\$950	\$1,250	\$1,250	\$1,750	\$150
Camellia Room	1,800	96	98	140	\$550	\$750	*\$600	\$900	\$100
Cypress Room	1,500	88	88	130	\$500	\$700	*\$600	\$900	\$100
Dogwood Room	2,400	128	160	200	\$750	\$950	*\$600	\$900	\$150
Magnolia Room	2,200	120	128	170	\$650	\$850	*\$600	\$900	\$150
Redbud Room	1,000	48	52	75	\$200	\$250	**\$300	**\$400	\$50
Laurel Room	800	40	42	72	\$200	\$250	**\$300	**\$400	\$50
Oak Room	750	40	42	72	\$200	\$250	**\$300	**\$400	\$50
Azalea Room	750	40	36	60	\$150	\$200	**\$300	**\$400	\$50
Foyer or Lobby Area	3,500	Standing Receptions can be 235 people				\$1,250		\$1,750	\$100
Training Room	666		34		\$250	\$450			\$100
Boardroom	700	20			\$350	\$500			\$100
Warming Kitchen					\$100	\$150		\$200	\$50

No charge for use of foyer for registration purposes when renting other areas. If no other areas are rented, foyer fee will apply.

\* Weekend half day in larger rooms is for seminars/meetings, no social events included

\*\* Smaller rooms are available for half day and full day rental when the center has other events booked for that day

All functions are required to sign an Event Contract and to submit a deposit at the time of the contract. Deposits are 50% of the room rental rate. A portion of this deposit (20%) is non-refundable if you cancel your date. A security deposit of \$400 for social events is required with full payment to cover any damages or extraordinary clean-up. (5 business days prior to the event) This is fully refundable after a satisfactory Event Report. Consecutive full day rentals or advance bookings of 3-5 full day rentals (or equivalent) will also be given a 15% discount, 6 or more full day rentals (or equivalent) will be given 20% discount.

Capacities listed are "comfortable" and do not include stage, additional equipment or displays. Seating will be reduced with usage of these services. Banquet rounds can accommodate ten people comfortably.

Weekday rental services are available Monday to Thursday 8 a.m.–10 p.m. and Fridays 8 a.m.–5 p.m. Weekday full-day rates are for 8 hours between 8 a.m.–5 p.m. and half-day is 8 a.m.–12 noon, 1–5 p.m. or 6–10 p.m. Breakfast and lunch rentals for social events are also available with flexible times based on room availability.

Weekend rental is from Friday evening until Sunday evening. Full-day rates are for 8 hours and half-day is 4 hours with flexible scheduling time depending on other events booked. An hourly rate can be added to extend the rental time if needed. For events that are on the weekend and for any event that is over 300 or includes approved alcohol service, security officers may be required on campus during the event and shall be an additional charge.

#### **Full Day Rate and Half-Day Rate Covers:**

- Use of meeting room, with setup and breakdown of tables and chairs
- Registration space (including table, chairs and house linen for banquet/buffet and registration tables)
- Assistance of the Conference Center staff
- A Podium/Microphone/AV screen and projector

#### **Weekend Rate Covers:**

Friday evenings and Saturdays are based on a 4 hour half day or an 8 hour full day. This time must include caterer set up time and decorating time. Any event extending past the allotted time will be charged the additional hourly rate. The rate includes setup and breakdown of tables and chairs, registration space, and AV services (podium/microphone/screen).

## 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

## PAYMENT TERMS

Payment must be received at least 5 business days prior to event by check, cash, Visa, or MasterCard. Social events also require a \$400 security deposit 5 business days in advance. We will extend credit with 30 day terms to Georgia state agencies with pre-authorized purchase order. There is a \$30 fee for any check returned for insufficient funds or any other reason. Late payments will be charged a 15 percent monthly service fee.