GREER AND LOWDERMILK CONFERENCE CENTER

**MISCELLANEOUS FEES & POLICES**

**CONFERENCE CENTER RENTAL HOURS**

* **Event rates are based on a 12-hour rental period ending no later than 2am**
* Additional time may be purchased for $75.00 per half hour and must be paid in advance
* All guests must be off property within 30 minutes after guest time ends. Only a few people may remain to load out
* All belongings and equipment must be removed before end of contracted 12 hours & everyone must be out of the building and leaving the property by the end of the rental time
* Late departure after guest time or rental time will result in a penalty of $150/30 minutes

**GENERAL POLICIES**

* **Floor Plan Selection is limited**
* **Custom Floor Plans are available for an additional fee of $250**
* **No changes to floorplan, times or event details within 2 weeks of event date**
* **Room Set Up may not be changed upon arrival**
* Facility will provide (at no additional cost) up (8) white tops and black skirts for 8’ x 30” tables. Additional linen for rectangular and round tables are available for rental through the facility or you may bring/rent your own
* Conference Center does not accept responsibility for any personal, rental or vendors’ items
* Client Ice Chests must be placed on mats at beverage station. Guests may not bring in their own ice chests
* **No parking on pavers or in fire lane**
* Fire Code and ADA regulations must be followed – maintain aisles, do not block doorways, exit signs, fire extinguishers, pull stations, defibrillator or fire panel. If the fire alarm is activated & it is a false alarm, the $250 deposit will be forfeited
* 110 volt 20 amp circuits only
* Candle flames must be contained with a votive holder or hurricane
* No bird seed, rice or rose petals on floor or ground
* No duct tape – use only Gaffers Tape
* No nails or push pins
* No food coloring
* No smoking in the facility
* No eating, drinking smoking nor ceremonies in the Memorial area
* Trash must be placed in the trash cans provided for your use. We will empty the trash cans during the event
* Boxes must be flattened before placing in dumpster

**SECURITY**

* **All evening and weekend events require security –** arrangements are made through The Conference Center
* Minimum (2) officers required for all events with alcohol. No liquor consumption without officers present
* Events without alcohol present
  1. (1) officer for less than 200 guests
  2. (2) officers for 200 or more guests
* (4) hour minimum - *Call Conference Center for Rate*
* Officers are scheduled to arrive ½ hour before guest time begins and work through the end of the rental period
* Security Fees are the responsibility of lessee and must be paid to officer(s) at the event in cash or money order

**ALCOHOL**

* **(2) security officers are required for any event with alcohol regardless of attendance (see SECURITY)**
* TABC permit and a licensed bartender are required for the sale of alcohol
* Tapped Kegs limited to (2); Additional untapped kegs may be stored in kitchen or outside
* NOTE: Facility does not supply a dolly to transport kegs
* All bars with alcohol should be serviced and monitored by a bartender
* **You are responsible for monitoring your beverage stations. If leakage or spills result in wet carpet, your deposit will be retained for cleaning and extraction**.

**CERTIFICATE OF LIABILITY INSURANCE**

* Contractors providing or using equipment with significant risk must submit a certificate of liability

**CHANGES TO EVENT DETAILS**

* **Significant changes to event details within (2) weeks of event will incur $250 fee. These changes include, but are not limited to, rental times and floor plans. Fee may be withheld from deposit.**

Licensee:

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Name: Date