



Rental Policy

Revised October, 2016

Facility Availability

The Newberry Firehouse Conference Center (NFCC) is available for rental on a first-come first-served basis.

Reservations may be made up to two (2) years in advance.

The NFCC shall **not** be available for rent on:

- Martin Luther King, Jr. Day
- Easter weekend (Good Friday – Easter Sunday)
- Memorial Day (Saturday-Monday)
- Independence Day
- Labor Day (Saturday-Monday)
- Thanksgiving Day Holiday (Thursday through Sunday)
- Christmas Holiday (December 24th-26th)
- New Year's Eve and New Year's Day

Rental/Event Fee Policies

Facility rental rates are established at the time a “hold” is requested. A **non-refundable** deposit of 50% of the base rental fee is due at the time of hold. **Remaining fees, package balances, and all additional charges are due 30 days prior to the event date. Events with unpaid balances after the 30 day deadline are subject to cancellation.**

A **non-refundable** deposit of 25% of a meal package is due at the time it is contracted.

The entire rental fee, package balance, and all additional charges are due when a hold is made less than 30 days from an event date. Fees paid less than 30 days from the events date must be paid by credit card, money order, cashier's check, or cash. Personal checks will not be accepted after the 30 day period.

All fees are non-refundable after the designated due dates. Therefore, contract cancellation by the renter will result in loss of all paid fees.

Fees may be paid with a credit card. Please consult with Facility Manager on the procedure.

All wedding related events require a minimum 12 hour rental period.

The contract will stipulate the “start” and “end” times the facility has been reserved. The renter cannot have access to the room and/or facilities prior to the contracted “start” time.

The rental fee includes general cleaning; however, the renter is responsible for placing trash in receptacles. The renter shall find the premises to be in a clean, safe condition and hereby agrees to leave said premises and surrounding areas in a clean, safe condition.

The renter, guests and other event service personnel must leave the building no later than the contracted “end” time. Renter may be charged additional hour(s) based on the additional hour rate and this charge will be deducted from the security deposit and they may be invoiced for charges above the security deposit amount.

Contracted time periods will “start” at the earliest time a renter needs access to the facility and will continue from that point through the contracted “end” time.

A refundable damage deposit determined by the type of event and the number of people will be due 30 days prior to the event. The damage deposit is considered an additional charge. The damage deposit will be refunded in full after the event with the following exceptions:

- Billable charges for facility rentals that go beyond the designated “end” times will be deducted from the damage deposit. Charges that exceed the damage deposit amount will be invoiced.
- Violation of any of the policies will forfeit the entire damage deposit.
- Excessive cleanup, damage or repair costs will be deducted from the damage deposit. Excessive cleanup, damage or repair costs that exceed the damage deposit amount will be invoiced.

Facility rentals are not subject to sales tax. Certain additional charges may be subject to sales tax.

The renter agrees that the event to be contracted has been accurately described. Events involving pre-sold tickets must meet the approval of NFCC management. Ticket sales at the door, without prior approval from NFCC management, is strictly prohibited. Renter may forfeit all fees paid if it is learned that the described contracted event has been misrepresented in any way.

Event Use Policies

The renter agrees to hold harmless the NFCC and the City of Newberry in any way for any accident or injury, which may occur to a person or persons on the premises during the rental period.

The renter agrees to hold harmless the NFCC and the City of Newberry for any items left unattended, misplaced, or unclaimed during or after the rental period.

Cooking on the NFCC premises is STRICTLY PROHIBITED. (Please see the catering package for more information.)

The renter is hereby deemed responsible for any damage or breakage to any portion of the Conference Center and agrees to replace in full, any damage done to the facility while under rental. (Reasonable wear expected)

All guests under the age of 12 must be supervised at all times.

No types of chemicals, paints, toxic materials, tape or glue are to be used or affixed on tables, walls, floors or doors of the Conference Center (inside or outside). Non-adhesive putty is recommended.

All decorating plans must meet the approval of the facility manager. Hanging decorations from the ceiling are NOT allowed in the Firehouse Conference Center.

Candles and flames are required to be contained in hurricanes, lanterns, or other approved containers. Any damage incurred from use of candles or flame (spilled wax or burns) is a violation of NFCC policies and therefore will forfeit the entire security deposit.

Smoke machines are strictly prohibited at the Newberry Firehouse Conference Center. Sparklers, rice, confetti, glitter and birdseed are strictly prohibited at the NFCC. Helium balloons may be used for decorating, provided they are properly secured. Bubbles are permitted, but only outside of the building.

Decorations must be removed from the Center immediately following the event. After the agreed upon "end" time, the renter is subject to additional hourly charges.

As previously stated, for all functions involving the use of alcohol the renter must sign an NFCC Alcohol Agreement. Please refer to the Alcoholic Beverage Agreement for complete details.

The NFCC reserves the right to require that the renter contract with a private security company to provide event security. The NFCC shall require that a security plan be submitted for review no less than 10 business days prior to the event date.

According to the Clean Indoor Act of 1990, Smoking is prohibited in the NFCC. Vapor cigarettes are not allowed inside the Firehouse Conference Center. The courtyard is the designated smoking area and is equipped with smokers' outposts.

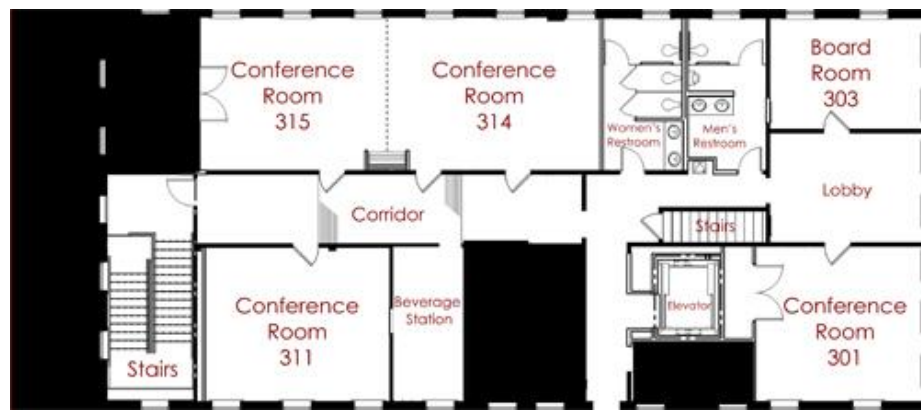
No exotic (male or female) dancers are permitted in the NFCC.

NO CONCEALABLE WEAPONS ALLOWED (Sect 16-23-420, SC State Law)

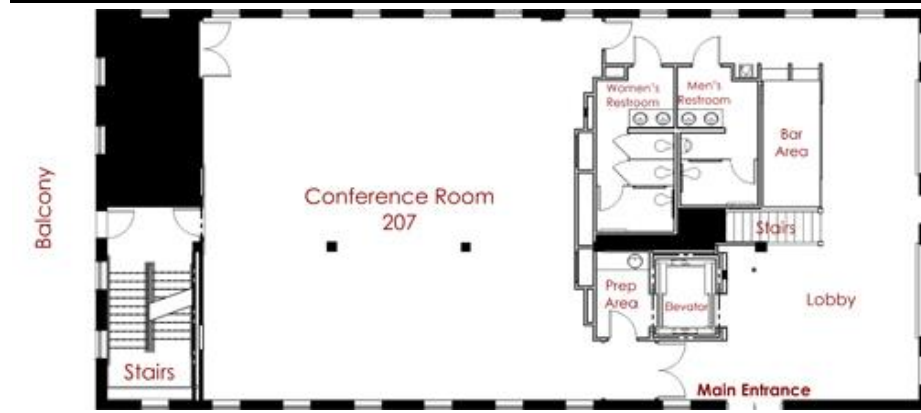
The renter risks losing their security deposit if any of these policies is violated. The renter acknowledges and agrees to these policies by signing the rental contract. The renter is responsible for seeing that guests attending their function follow these rules.

Floor Plans

Third Floor



Second Floor



Schedule of Additional Charges and Amenities

Copies: Document copies made by NFCC's copy machine. \$0.10

Audio/Visual & Event Related Items (Included in rental fee)

Audio-visual equipment is available for use at no additional cost. Presentations using the audio-visual equipment will require a test-run up to 72 hours prior to the event. Audio-visual equipment includes screens, projectors and wireless handheld microphones. Additional items available are: podium, flip charts with paper and markers, dry erase boards, and easels.

- Portable bar
- Centerpieces (up to 12)

Dance Floor (wooden-like style) \$100

Linens (Ivory)

90" Round – half length (each) \$8.00

120" Round – full length (each) \$12.00

60"x 102" Rectangular (each) \$8.00

Drape/Skirt – Navy, or Ivory (each) \$12.00

Linen Napkins (per 50) \$8.00

Chair Covers – Ivory \$3.00

Chair Cover Sashes – Ivory, Navy, Gold, Silver (*per sash if we place and tie*) \$2.00

(No Charge if the Group places and ties)

Refundable Security/Damage Deposits will be determined by the number of people and the type of event.

Breakfast, Beverage and Snack Service

(Up to 50 people)

MINI BREAKFAST (up to 3 hrs) \$5.50 Per Person

Muffins, cinnamon rolls or doughnuts, granola bars, orange juice, hot tea, and unlimited coffee

MORNING SNACKS ONLY (up to 3 hrs) \$3.50 Per Person

Muffins, cinnamon rolls and/or doughnuts, granola bars

AFTERNOON SNACKS ONLY (up to 3 hrs) \$3.50 Per Person

Snack crackers, granola bars, cookies

BEVERAGES ONLY (up to 7 hrs) \$3.00 Per Person

Diet and regular sodas, bottled water, and morning coffee, hot tea, and orange juice

COFFEE and BOTTLED WATER ONLY \$2.00 Per Person

FULL SNACK AND BEVERAGE SERVICE (up to 7 hrs) \$7.00 Per Person

Morning muffins, cinnamon rolls and/or doughnuts, granola bars, orange juice, unlimited coffee, afternoon snack crackers, cookies, sodas, hot tea and bottled water

Facility Rental Rates







Facility is available for rent between 6AM and 2AM

Full Facility Rental Access to full building	# Hours	Rate	Additional Hour Rate
Weekdays (Mon- 4pm Fri)	8	\$350	\$75
Weekend Days (Sat-Sun) (up to 4PM)	4	\$350	\$75
Weekend Evenings (Fri-Sun) (4PM-12AM)	8	\$600	\$75

Single Room Rental Available Weekdays Only	# Hours	Rate	Additional Hour Rate
T. Edward Kyzer Room 207	8	\$250	\$75
Entire Third Floor	8	\$200	\$75
Rooms 314 & 315 combined	4	\$150	\$75
Rooms 311, 303, & 301	4	\$100 ea.	\$75

Wedding Rentals *Wedding Weekend Combo Deals	# Hours	Rate	Additional Hour Rate
Wedding Day Event	12	\$1050	\$75
*Day Prior Decorating (8AM-4PM)	8	\$200	\$75
*Night Prior Decorating (4PM-12AM)	8	\$400	\$75
*Rehearsal Dinner (4PM-12AM)	8	\$400	\$75

Meeting Capacity Chart* Max Capacity 300

Room	Banquet 	Theater 	Classroom 	Reception 	Conference 	U-Shape 
T. Edward Kyzer Room 207	120	150	80	180		
w/ dance floor	72					
Conference Room 314/315	56	80	45		20	30
Conference Room 301	16	28	12		10	18
Conference Room 311	24	34	18		10	18
Conference Room 314	40	48	24		10	15
Conference Room 315	32	32	18		10	12
Board Room 303					10	

Room Size Chart

Room	Area	Dimensions
T. Edward Kyzer Room 207	1680	42x40
Conference Room 314/315	731	17x43
Conference Room 301	306	17x18
Conference Room 311	320	16x20
Conference Room 314	391	17x23
Conference Room 315	340	17x20
Board Room 303	192	12x16

DECORATING POLICIES

Decorating plans require the approval of the Facility Manager.

Please take the time to read our policies regarding decorating in the Firehouse Conference Center. It is our desire to refund the entire security/damage deposit, however any violation of these policies will result in forfeiture up to the entire amount.

No types of chemicals, paints, toxic materials, tape or glue are to be used or affixed on tables, walls, floors or doors of the Conference Center (inside or outside). Non-adhesive putty is recommended.

Hanging decorations from the ceiling are NOT allowed in the Firehouse Conference Center.

Candles and flames are required to be contained in hurricanes, lanterns, or other approved containers. Tea lights are prohibited. Any damage incurred from use of candles or flame (spilled wax or burns) is a violation of NFCC policies and therefore will forfeit the entire security deposit. Use of led imitation candles are recommended to ensure a full damage deposit refund.

Smoke machines are strictly prohibited at the Newberry Firehouse Conference Center.

Sparklers, rice, confetti, glitter and birdseed are strictly prohibited at the NFCC. Helium balloons may be used for decorating, provided they are properly secured. Bubbles are permitted, but only outside of the building.

Decorations must be removed from the Center immediately following the event. After the agreed upon "end" time, the renter is subject to additional hourly charges.

The renter risks losing their security/damage deposit if any of these policies are violated. The renter acknowledges and agrees to these policies by signing the rental contract. The renter is responsible for forwarding these policies to the people responsible for decorating and seeing that they are followed.

Thank you in advance for your cooperation in keeping the cleaning and maintenance expenses down and for preserving the beauty of our historic building and conference center. Please feel free to call 803-276-1800 with any questions you might have, or email us at firehouse@cityofnewberry.com.

Newberry Firehouse Conference Center Management