

Currahee Conference Center

9238 Highway 17 S | Toccoa, GA 30577

Tracey Calvin - 706-779-8106 tcalvin@northgatech.edu

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| Name of Organization/Agency/Individual requesting the facility | Phone Number |
| Name of contact person | Phone Number |
| Address | City | State Zip Code  |
| Event Details |
| 1st setup date | Start time | End time | Number of guests  | Caterer[ ]  Yes [ ] NoIf yes, refer to Caterer Agreement |
| 2nd setup date | Start time | End time |  |  |
| Event date | Start time | End time |  |  |
| Nature of event (meeting, formal, birthday, wedding reception, etc.) |
| (Hereinafter referred to as “Organization”) is utilizing North Georgia Technical College’s facility with the express understanding that North Georgia Technical College assumes no responsibility whatsoever for Organization’s claim(s) for personal injury, loss of life, theft, damages, or otherwise, arising out of Organization’s use of said facility. Organization waives, releases, and agrees to indemnify and hold harmless North Georgia Technical College and its respective officers, employees, and agents from all liabilities, and the cost and expense of defending all claims of liability, arising out of Organization’s use of said facility. |
| Signature of person authorized to legally obligate the requesting entity | Date |

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| *Space Request* |
| *Check needed space - A completed conference center layout is required one week before the event.* |
| Event Space | **Half Day - 4 hours** | **Full Day- 8 hours** | Each Additional Hour |
| One meeting room | $275 | $375 | $50 |
| Two meeting rooms | $400 | $500 | $65 |
| Three meeting rooms | $525 | $625 | $80 |
| Dining room | $650 | $750 | $100 |
| Entire Conference Center | $1,100 | $1,200 | $150 |
| Included | * Setup and breakdown
* Podium, wired microphone and microphone stand, house speaker, and extension cords. House sound available only in meeting rooms.
* Data Projector for use with NGTC computer, 8’ screen, and extension cords. Personal laptop connection is available, providing user’s cable(s) are compatible with NGTC connections. Wireless internet is available, see conference center coordinator or staff for password. If above equipment is utilized, it is the responsibility of Organization/Agency/Individual to confirm all media software is compatible with NGTC equipment prior to event.
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| *Equipment Request* *Check needed equipment* |
| Please check equipment you are requesting. Within the package information, select items and specify quantity you need. To ensure all your needs are met, provide all information requested. For pricing information see Rates and Information Sheet. To ensure proper production, any personal audio-visual presentations must be submitted one week prior to event. |
| *Easel with Flip Chart & Markers - $10* |
| *House Stage* | *$50**8’ x 8’* | *$65**8’ x 12’* | *$80**8’ x 16’* |
| *Dance Floor* | *$150**12’ x 12’* | *$225**18’ x 18’* | *$300**24’ x 24’* |
| *Linens* - Orders must be placed two weeks before event. |
|  | *$ 12 each - Banquet tablecloths 85x85* | *Black* *White* |  *Quantity* |
|  | *$ 12 each - Buffet tablecloths 52x114* | *Black* *White* |  *Quantity* |
|  | *$ 1.50 each - Napkins* | *Black* *White* |  *Quantity* |
|  | *$ 6 each - Table skirts* | *Black* *Tan* |  *Quantity* |
| *Place Setting - $5 each* |
| Two pieces of china, fork, knife, spoon, napkin, and water glass.  |
| *Chafing Dish - $20 each*Caterer, individual, and/or parties responsible for renting facility is responsible for setting up, cleaning, and returning chafing dishes to designated storage area. Cleaning and restocking fee of $10 per chafer will be charged by NGTC if their staff are used for this service. Fees will be determined at the conclusion of the event. |
| *Rectangle*   *Quantity* | *Round*  *Quantity* |
| *Table Selection (check all that apply)* |
| *Round – 60”  Quantity* | *Rectangle – 6’ long*  *Quantity* |
| *Square – 4’ x 4’  Quantity* | *Lounge – 42” round*  *Quantity* |
| *Beverages*Items must be preordered no later than one week prior to event.  |
| *Tea* | ***Coffee*** |
| *$25**3 gallons* | *$45**6 gallons* | *$65**9 gallons* | *$20**1 gallon* | *$35**2 gallons* | *$50**3 gallons* |
| *Kitchen Space - $100* |
| Kitchen space includes dishwashing access, refrigerator, hotboxes, ice machine, and prep space. For beverage service, caterer, individual and/or parties responsible for renting facility is responsible for setting up, brewing, cleaning and putting urns away along with any additional items used in this service. Cups are not included. |
| *Cleaning Options* |
| A cleaning fee of *$50 - $100* can be added to invoice. This fee includes only vacuuming, wiping tables, and removing of last remaining trash bag by conference center staff.  |
| Name of individual(s) responsible for cleanup and closing | Contact Number |
| *Personnel Cost - $20 per hour Not Optional* |  |
| Personnel hours will be billed for all time incurred for time of the event. |

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***Caterer Agreement***

Any event in the North Georgia Technical College Conference Center which utilizes an independent catering business will involve the following regulation:

* All new caterers or individuals who use the kitchen are required to visit with NGTC’s Currahee Conference Center Coordinator at least one month prior to event. If a caterer is hired, the individual and caterer must both be present during this visit. This visit will be a brief orientation on usage and safety.
* The caterer is responsible for washing and drying china, etc., before and after event. Silverware is to be cleaned twice as per Georgia State Law. Glasses are to be cleaned separately using fresh water in dish machine. Please see conference center staff member for assistance in changing the water. If more than two (2) items are broken during an event, it is the responsibility of the caterer to replace these items.
* General preparation of food is allowed in part of the kitchen facility but use of stove and cooking is not allowed.

***NGTC will provide the following:***

* Chafing dishes, if purchased (Caterer sets up/puts away and provides sterno)
* Dishes/silverware for desired number of people (caterer is responsible for washing)
* Access to a cooler, warmer, and ice machines
* Use of tea urns and coffee makers (Caterers must provide coffee/tea/sugar/creamer, etc.)

***Caterer must provide:***

* Front of the House staff for serving and bussing
* All serving dishes, pans, serving utensils, etc.
* Staff for dishwashing
* Workers to roll silverware (if needed)
* All garbage bagged and deposited in the dumpster before the end of the event



Date of event

I understand the above rules and regulations on use of the North Georgia Technical College’s kitchen facility and agree to all procedures.



Caterer – Print Name Date



Caterer – Sign Name Date

***Use of State-Owned Facilities***

***Policy***

* The Board encourages the use of the institution’s facilities for the benefit of the surrounding communities. Since the Board is vested with responsibility for the care and custody of the property, the best interest of institution shall prevail in controlling use of its facilities.
* NGTC participates in civic and community functions and activities and promotes community participation in college functions and activities.
* NGTC’s facilities are available for community and civic functions which promote college’s interest and foster the image of the college in the community.
* NGTC’s facilities are available for functions, both public and private, related to business, industry, health, economic development, and the Arts.
* Appropriate charges may be assessed for use of the facilities to cover costs incurred as well as amortization of equipment. If an organization desiring to use facility has Commercial General Liability Insurance, a certificate of insurance should be requested from the insurance carrier and the organization should sign a Hold Harmless Agreement. If an organization has no Commercial General Liability Insurance Policy, a Hold Harmless Agreement is required. All decisions regarding the use of the facility shall rest with the President of the College or his/her designee.

***Facility Fees Include***

* Utilization of the approved facility space. Normal utility expense.
* Use of the Conference Center and the following auxiliary facilities:
	+ Entrance Area, Restrooms, Student Center, Loading Dock, and On-Campus Parking.
	+ The lack of availability of any of the above auxiliary facilities due to a prior scheduling commitment or due to reasons beyond the control of NGTC will not result in a fee adjustment.

***Reservations***

* The Conference Center of NGTC is available for rental to individuals that are at least 21 years of age.
* Room availability is contingent upon class schedule.
* The Request for Use of Facilities Form shall be completed by the requesting entity and submitted to the institution at least 30 days prior to the date of desired use if possible. A representative of the using entity who is legally authorized to obligate the entity must sign the request.
* The Request for Use of Facilities Form must be accompanied by a copy of the entity’s Commercial General Liability Insurance Certification and/or a properly executed Hold Harmless Agreement Form.
* Upon receipt of the completed request form and proof of insurance and/or Hold Harmless Agreement Form, the college will notify the requesting entity of the decision to allow or disallow the use of the facilities requested.
* Facilities will not be obligated until the completed Request for Use; proof of insurance and/or Hold Harmless Agreement Form are returned to the college. A verbal Request for Use of Facilities is accepted as tentative reservations. A written Request for Use of Facilities must be accompanied with a $200 rental deposit, which is a committed reservation. Verbal agreements are not valid. Once the request is approved, the requesting entity will be contacted and provided with an estimated cost for their event. Conference Center Coordinator will contact you to confirm details of your event including room setup and equipment needs.
* We ask that one person be designated as the contact person for the event to work with the Conference Center Coordinator. Please schedule a site visit to discuss the event in person.

***Fees***

* See Rates & Information sheet for pricing.
* Extended access for setup, breakdown will result in an additional charge.
* Rooms must be vacated immediately following the event. An additional hourly rate will be charged for meetings extending (over 30 minutes) beyond the scheduled ending.
* Audio/Visual Equipment is available for rent. Equipment is operated by NGTC faculty and staff, not the user of the facility unless prior arrangements are made.See the Rates and Information sheet for pricing*.*
* Staff hours will be billed for setup, breakdown and for the event hours.

***Cancellation policy***

* Full deposit refund (100%) given before one hundred and eighty (180) days of booked date. Fifty percent (50%) refund given within 179-10 days before event. No refund given if cancellation occurs ten (10) days before booked event.
* Cancellations must be submitted in writing to Conference Center Coordinator during normal business hours prior to event.
* Cancellations by NGTC that are beyond the college’s control will result in a 100% refund of the deposit.

***Insurance***

* User agrees that NGTC assumes no responsibility whatsoever for Organization’s claim(s) for personal injury, loss of life, theft, damages, or otherwise, arising out of Organization’s use of said facility. User waives, releases, and agrees to indemnify and hold harmless NGTC and its respective officers, employees, and agents from all liabilities, and the cost and expense of defending all claims of liability, arising out of Organization’s use of said facility.

***Rules and Regulations***

* NGTC is a Tobacco Free and Weapons Free Campus. Smoking is not allowed in any areas of the property.
* Possession and consumption of all drugs is strictly prohibited.
* Pets or other animals are not allowed in the Conference Center except for registered service, emotional support and therapy animals.
* Dancing is not allowed on the carpet. A dance floor is required if a disc jockey and/or band is booked, or if music is played from a computer generated playlist.
* Media equipment is to be furnished and operated by NGTC faculty and staff, not by the user of the facility unless prior arrangements are made.
* The use of house lights and sound system is included in the utilization fee. If the sound system must be manipulated during the event, NGTC’s technical support must be utilized at the stated rate. The need for special lighting effects should be discussed with the conference center coordinator prior to the approval of a utilization agreement.
* Movement of portable walls is to be accomplished by NGTC personnel only.
* User shall not advertise any performance or the appearance of any performer or meeting prior to the signing of the agreement or until agreements between all parties involved have been properly executed and exhibited to the staff of NGTC.
* All security arrangements are the responsibility of the user and must be approved by NGTC.
* NGTC personnel are not available to unload materials before or after the event.
* Third party vendors such as caterers, decoration, music, floral arrangements will setup and clean up during the occupancy of the user. The user is responsible for any damages by any third-party vendor. Additional time that may be required by your vendor must be included in the space rental hours.
* Events that involve minors must be accompanied by an adult and are always under the control of the customer. Customers are required to ensure that all local, state and federal laws relating to minors are enforced.
* We request your cooperation in beginning and ending your event on time.

***Inclement Weather***

* In the event of inclement weather, the NGTC’s President may decide to delay or close the College. The Conference Center staff will notify clients accordingly.

***Building Access***

* Access is limited to entrances, contracted rooms and restrooms.
* Users shall not unlock, or prop open any doors without the approval of the Conference Center Coordinator. If any equipment or merchandise is stolen due to the user tampering with, taping locks or propping open doors, NGTC will charge the user for the stolen merchandise.
* NGTC personnel are not responsible for service for any time period other than that stipulated by the contract and access is not permitted for times other than the time period specified by the contract.
* Parking entry and exit from the building will be designated by the Conference Center Coordinator.
* Paved parking lots are provided by NGTC. Parking or driving on non-paved areas is not permitted. Vehicles may use the docking areas to load and unload. Clearance should be obtained from the Conference Center Coordinator prior to using the dock.

***Decorating Regulations***

* The conference center does not supply decorations or linens. Linens can be rented from NGTC. The college will supply requested linens; but will not set the tables.
* No nails or tape of any kind will be placed on the walls of the Conference Center.
* Plastic must be placed under live decorative plants.
* All decorations must be approved. No confetti, tinsel, glitter, processed snow, birdseed, fireworks, sparklers or smoke machines are allowed.
* No open flames of any kind are permitted in the Conference Center except for sternos, used for heating chafing dishes and buffet pans. Any exceptions must be approved by the Conference Center Coordinator.
* Planters and furniture may not be removed or repositioned without prior approval.
* All litter is to be placed in proper receptacles.

***Refreshment Regulations***

* Food and beverages associated with any event must be approved.
* Red punch may not be used for refreshment. Light colored punches are allowed such as pineapple, peach or lemon.
* Chocolate fountains are not allowed.
* NGTC will not be responsible for furnishing supplies (butter, salt, cups, stirrers, etc.) when refreshments are served by a caterer.

***Clean-Up and Damages***

* Any damaged, broken or removed property of NGTC is the responsibility of the user and shall be paid for or replaced. NGTC assumes no responsibility for personal or group property brought into the building by those using its facility.
* Users are required to return facilities to same condition that they were provided.
* User and caterers are required to place all garbage in plastic bags in the dumpster, cleaning up spills, cleaning tables and chairs. Rented linens are to be placed in linen bin.

***Catering Regulations***

* Professional caterers must provide a ServSafe Certificate and current restaurant health rating certificate.
* All new caterers must meet with the Conference Center Coordinator prior to an event.
* Please see Caterer Agreement for additional catering rules & information.

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| *Local vendors - Conference Center Coordinator must meet* *with businesses that are not listed.* |
| *Caterer* | ***Contact Name & Number*** |
| *211 Main Street Restaurant & Bakery*http://www.211mainstreet.comhttps://www.facebook.com/211mainstreetrestaurantandbakery | Bob Poews ***OR*** | 706-356-2877 |
| Tideace Unruh |  |
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| *Cabe Crest Catering*alisaadams2002@hotmail.com | Alisa Adams | 706-491-4277 |
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| *Cakes by Glenda* | Glenda Smith | 706-282-7002 |
| *Chick-fil-A Lavonia* <https://www.chick-fil-a.com/Locations/GA/Lavonia-GA>https://www.facebook.com/lavoniaga/ | Christy Campbell | 706-356-0354 |
| *Dazzling Sweet Treats*[www.facebook.com/DazzlingSweetTreats](http://www.facebook.com/DazzlingSweetTreats) | Faith Ayers | 706-371-7773 |
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| *Francesca’s Creations*francesmrtn@aol.comhttps://www.facebook.com/FrancesSeymourPINKY | Frances Seymour | 706-491-8256 |
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| *Glory Grill Catering* https://www.facebook.com/pg/CBglorygrill/about/?ref=page\_internalhttp://glorygrill.weebly.com | Carlos Brock  | 706-244-9535 |
| *Just Right Catering* | Jarvis Swilling | 706-886-8204 |
| *Kellie’s Catering*kelliescatering@hotmail.comhttps://www.facebook.com/Kelliescatering | Kala Bridges | 706-498-3417 |
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| *L & W Catering* https://www.facebook.com/lwcatering15/ | Wayne Morton ***OR***  | 864-341-3349 |
| Larry Pope |
| *Satchamo’s*https://www.facebook.com/Satchamoshttps://satchamos.com | Cedric Martin | 706-371-6712 |
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| *The Old Corner Hardware Store*<https://www.facebook.com/theoldcornerhardwarestore> | Kelly Tamplin | 706-245-4182 |
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| *DJ/MC* |  |
| *Banks Music Productions*[banksmusicproduction@yahoo.com](file:///%5C%5Cngtc%5Cresources%5CCurrahee_Users%5Ctcalvin%5CDocuments%5CCustom%20Office%20Templates%5Cbanksmusicproduction%40yahoo.com) | Melvin Banks | 404-561-0554 |
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| *DJ Coffeyman Sound & Light Show*http://www.djcoffeyman.comhttps://www.facebook.com/profile.php?id=704990482 | Chris ***OR*** | 706-319-8757 |
| Jeff | 706-319-7921 |
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| *FLASH Mobile DJ*https://www.facebook.com/pg/FlashMobileDJ/about/?ref=page\_internalflashmobiledj@yahoo.com | Terry Young  | 706-886-8742 |
| *jB Jams*<http://www.jbjams.com>https://www.facebook.com/jBJAMSEntertainment | Suzanne Albright | 706-491-8256 |
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| *Pirone Entertainment*tpirone@rocketmail.comhttps://www.facebook.com/pironeentertainment | Tommy Pirone | 954-494-5210 |
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| *Event Planner* |  |
| *Francesca’s Creations*francesmrtn@aol.comhttps://www.facebook.com/FrancesSeymourPINKY | Frances Seymour | 706-491-8256 |
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| *Greg Hall and Company*http://www.greghallandcompany.com/https://www.facebook.com/GregHallWeddingsAndEvents |

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| Greg Hall |

 | 706-376-8044 |
| *Florist* |  |  |
| *Greg Hall and Company*http://www.greghallandcompany.com/https://www.facebook.com/GregHallWeddingsAndEvents | Greg Hall | 706-376-8044 |
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| *Photographer* |  |  |
| *DSL Weddings Films*<https://dslweddings.com>info@dslweddings.comhttps://www.facebook.com/DSLWeddings | Darryl Lewis Jr.  | 706-371-7654 |
| *JT Photography* [www.jtphotoga.com](http://l.facebook.com/l.php?u=http%3A%2F%2Fwww.jtphotoga.com%2F&h=AT3ZOuKa3w8CXdtZ9hVbxBvMROHDJkjIzQKEdD3DfCVdEDvpA5icKOe4XIbYGmErmmRgY7jHn1d4rG6b6OxPBziqcY6uN6VwKp3jfsTcSWKkL8bpRdhrJoPLgqYmcqTQ-hL2lw)<https://www.facebook.com/jtphotographyga> | Jennifer Cox | 706-499-0552 |
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| *Shon Browner Photography*[m.me/shonbrownerphotography](https://m.me/shonbrownerphotography?fbclid=IwAR18_v-JxWEc_Yfe9tRdPgJokr4oUyS0BsyALWBndK_WKsRRgsWkZs7DOb0) | Shon Browner | 706-498-5399 |
| *Wright Fine Art Photography, LLC*gladys.wright@wrightfinephoto.com[https://wrightfinephoto.com](https://wrightfinephoto.com/) | Gladys Wright | 706-581-9388 |
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