



Event Date: _____ through _____

Set-Up Time: Event Start Time: Event End Time:

Event Name: Number of Attendees:

For the best event pre-planning and production, please provide a detailed plan and desired schedule for specific times and aspects of your event.

Renter:

Address:

City: State: Zip:

Contact:

Primary Phone: Secondary Phone:

Email Address:

Note: CCACC Rental time is Sunday – Thursday 7am-9pm with extended hours Friday-Saturday of 7am - midnight, which is inclusive of load-in and load-out. Additional time, if needed or requested, is subject to additional fees.

- A signed contract and advanced payment in full in the amount of \$(_____) must be received to reserve your date(s) and time(s).
- A security deposit in the amount of \$(_____) is due no later than ten (10) days prior to your event.
- If alcohol is being served, an alcohol security deposit in the amount of \$500 is due no later than ten (10) days prior to your event.



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

- Miscellaneous costs, such as breaks and equipment rental, are due ten (10) days prior to your event.
- A copy of your Special Event Liability Insurance is due ten (10) days prior to your event.
- If alcohol is being served, a copy of your Liquor Liability Insurance is due fifteen (15) days prior to your event.
- Any additional costs required will be due (2) days prior to of your event.

Payments should be made to Chatham County. Electronic Checks and Business Checks are accepted by the County at no charge to the Renter (unless a check is dishonored). Payments by credit or debit cards may be made through the County’s third party payment processor PayGov.US, LLC, and are subject to a convenience fee payable to PayGov.Us, LLC.

No refunds of the advanced payment will be paid 7 days prior to an event. Cancellations made 8-89 days prior to the scheduled event will be refunded 50% of the advanced payment. Cancellations made 90 days prior to an event are fully refundable. All cancellations are subject to a cancellation fee in the amount of \$60.00.

Acknowledged, Agreed and Authorized by Renter:

Signature: _____
(Please Print Name): _____
Date: _____

Acknowledged, Agreed and Authorized by Chatham County Agriculture & Conference Center:

Signature: _____
Title: _____
Date: _____



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Please initial and date the following pages.

CONDITIONS AND RESPONSIBILITIES OF THE RENTER

Please read the material below to make sure you understand the requirements of providing for everyone's safety and to keep the **Chatham County Agriculture & Conference Center** a well maintained and safe location for all users.

Initials: _____ **Date:** _____

DEPOSIT/RENTAL FEES

A signed contract and payment in full for the space rental fee in the amount of \$_____ must be received to reserve your date(s) and time(s). Miscellaneous costs, such as equipment rental and breaks are due ten (10) days prior to your event. Any additional costs that arise will be due two (2) days prior to your event.

Initials:_____ **Date:**_____

INSURANCE

Special Event Liability Insurance in an amount of not less than \$1 Million dollars is required for ALL Renters and is due no later than ten (10) days prior to your event. The insurance must, at Renter's sole expense, provide public liability and personal property damage insurance, insuring Chatham County, its elected officials, officers employees, contractors, and contracted vendors against all claims or losses for bodily injury, property damage, personal injury and other loss arising out of the Renter, and Renter's employees, agents, contractors, and invitee's use of the premises, including appurtenances to the premises, during the hours of the Renter's use. Chatham County must be named as additional insured on said policy.

If alcohol is to be served the insurance Policy must include a Host Liquor Liability rider or separate coverage in an amount of not less than \$1 Million dollars to protect the County and the Renter against alcohol related accidents, as Renter is solely liable for the safety of guests. Established Catering Services may use their license and insurance to cover this.

Any caterers and/or outside vendors, companies, and/or institutions **MUST** provide a copy of their Certificate of Insurance and Catering License to the CONFERENCE CENTER, naming Chatham County as stated, and must be delivered to the CONFERENCE CENTER at least 10 days prior to the event.



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Initials: _____ **Date:** _____

LIABILITY

Renter agrees to indemnify, defend, and hold Chatham County/Chatham County Agriculture & Conference Center, its elected officials, officers, employees, contractors and agents harmless from and against any and all liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the CONFERENCE CENTER.

In the event Chatham County is required to file any action in court in order to enforce any provisions of this Agreement, Renter agrees to pay Chatham County, all reasonable attorney fees, court fees, and costs of suit incurred by Chatham County, including all collection expenses and interest. Any action on this Agreement shall be venued in the Superior Court of Chatham County.

Initials: _____ **Date:** _____

CATERING STANDARDS

Use of Caterers not on the CONFERENCE CENTER'S approved list will need to be in compliance with the CONFERENCE CENTER Catering Statement of Work.

Insurance-All caterers working at the CONFERENCE CENTER are required to have a valid Certificate of Insurance. The CONFERENCE CENTER'S Catering Kitchen is a rentable production space that is to be used for final food presentation, plating, and bussing only (not for cooking or food preparation). Please note that the CONFERENCE CENTER does not provide dishes, glassware, flatware, pots, pans, knives, utensils, or linens. The kitchen production space will be provided in a clean condition and the space must be returned to a clean condition immediately following your event. A final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to the check list posted in the kitchen production area.

Caterers must remove all trash, composting, and recyclables from the CONFERENCE CENTER property and place the same in proper dumpsters off site. All trash, including sorted recyclables and properly sorted compostable, must be collected, properly bagged and removed by the caterer.

Failure to remove and clean will result in additional fees to Caterer and Renter. The CONFERENCE CENTER encourages those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. The CONFERENCE CENTER proudly commits to as close to zero waste events as possible.



Initials: _____ **Date:** _____

LOST AND FOUND

The CONFERENCE CENTER shall have no responsibility for personal effects and possessions left on the premises during or after any event. The CONFERENCE CENTER, does, however, maintain a lost and found and will hold recovered items for up to 30 days.

Initials: _____ **Date:** _____

GUEST COUNT

Final guest count changes **MUST** be submitted in writing at least ten (10) days prior to your event. Although additions may be made to your guest list up to two (2) days prior to your event, no refunds will be given for any reductions to the guest count received later than ten (10) days prior to your event.

Capacity

- Exhibit Hall (Hall A, B, & C)- 380 at tables, 680 seated, 800 standing reception/folding chairs
- Hall A- 200 at tables, 320 seated, 400 standing reception
- Hall B- 90 at tables, 125 seated
- Hall C- 90 at tables, 125 seated
- Meeting Room 1- 27 at training tables, 32 at round/rectangle tables, 47 seated
- Meeting Room 2- 27 at training tables, 32 at round/rectangle tables, 47 seated
- Meeting Room 3- 27 at training tables, 32 at round/rectangle tables, 47 seated
- Meeting Room 4- 27 at training tables, 32 at round/rectangle tables, 47 seated

Initials: _____ **Date:** _____

SITE DECORATION

The CONFERENCE CENTER wants every event here to be a special and welcoming experience. Therefore Renter will be allowed to prepare decorations reflecting their Renter’s requirements. The staff of the CONFERENCE CENTER will take reasonable actions to rearrange and move any furnishings, including, but not limited to paper artwork, lamps, or seating. No nails, screws, staples or penetrating items are to be used on our walls or floors. **NO** glitter or foil or other (non-paper) confetti is allowed on



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

site. Only low tack tape (blue painter's tape) is allowed on the floors and wall. Any resulting damage will be the responsibility of the Renter.

Initials: _____ **Date:** _____

CONDUCT

The CONFERENCE CENTER is a tobacco and drug free facility. There shall be absolutely no drug use, smoking, or tobacco use, including electronic tobacco devices, on the premises at any time. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the CONFERENCE CENTER in a considerate manner at all times. During underage events, chaperones will be required, and underage individuals shall not have "in and out"

privileges. Conduct deemed disorderly in the sole discretion of the CONFERENCE CENTER staff shall be grounds for immediate expulsion from the premises and termination of the rental period. In such cases NO refund of the event costs shall be made.

Initials: _____ **Date:** _____

LIVE MUSIC/DJs/NOISE

The CONFERENCE CENTER encourages music and lots of dancing! However, please be aware that the premises are located within the Pittsboro Town Limits and therefore Pittsboro Town Noise Regulations apply. It is understood and agreed that should Renter's event create a disturbance due to high noise volume, the CONFERENCE CENTER's on site manager shall have full authority to require the Renter, DJ, or live music performer to turn the entertainment volume down and/or off. If repeated disturbances are created, the CONFERENCE CENTER, in its sole discretion, may expel Renter from the premises or end the offending noise. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to the Renter. Loud music must end by 9 p.m. during weeknights (Sunday-Thursday) and by midnight on weekends (Friday and Saturday).

Initials: _____ **Date:** _____

CANCELLATION

The Advanced Payment is Non-Refundable from 7 days prior to event.

The Advanced Payment is 50% Refundable from 8-90 days prior to event.

The Advanced Payment is 100% Refundable 90 prior to event. A cancellation fee of \$60 will be applied.

Initials: _____ **Date:** _____



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

INCLEMENT WEATHER POLICY

Force Majeure: If the CONFERENCE CENTER is rendered unusable for the conduct of Renter's activity by reason of force majeure, Chatham County and Renter are released from their obligations under this Agreement and Contract Force majeure means fire, earthquake, hurricane, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, governmental agency or authority, which is beyond the reasonable control of Chatham County or Renter.

Initials: _____ **Date:** _____

PROMOTIONS AND COPYRIGHT

It is important to the CONFERENCE CENTER that you have a successful event. If the CONFERENCE CENTER agrees to be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications.

The CONFERENCE CENTER will be happy to provide professionally created images of our space for promotional materials. We hope you will refer others here and are happy to answer any questions you might have about the types of events that can be held here. A representative of the CONFERENCE CENTER and/or promotional materials and signage will be present at all events, and any questions about the space, its contents, or about our upcoming events can be directed to that representative.

Initials: _____ **Date:** _____

LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated timeframe given by the CONFERENCE CENTER. If there is an event prior to yours, a timed delivery will be required. The CONFERENCE CENTER is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the Renter or Renter's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by the rental company, Renter, or Renter's representative.

Limited storage is available upon request. Additional fees will be applied to any items left overnight or beyond normal load-in/load-out times. This also applies to items left post event for shipment out via courier.

Note: It is your responsibility, not the responsibility of the CONFERENCE CENTER, to ensure that pick-ups are scheduled and executed.

Initials: _____ **Date:** _____



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

CLEANING, TRASH AND EQUIPMENT REMOVAL

The CONFERENCE CENTER will be in a clean condition prior to your event. Within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found. The CONFERENCE CENTER proudly commits to as close to zero waste events as possible.

Initials: _____ **Date:** _____

TOWN, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable Town, County, State, and Federal laws and shall commit no illegal act on the premises. The CONFERENCE CENTER is a drug free and smoke free facility. NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter shall not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner, and it is Renter's duty to make sure that alcohol is consumed only in a responsible manner, although the foregoing is solely the Renter's responsibility and not the CONFERENCE CENTER'S; notwithstanding the foregoing, the CONFERENCE CENTER reserves the right, in its sole discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights or insurability of the CONFERENCE CENTER, or the safety of its staff, any guests, or the building contents.

Initials: _____ **Date:** _____

ENTRY AND EXIT

Renter agrees that CONFERENCE CENTER staff may enter and exit premises during the course of the event. Representatives of the CONFERENCE CENTER will be on site during the entire event and will be checking periodically with the responsible parties to insure everything is running smoothly. The Representative will also be checking the bathrooms, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

Initials: _____ **Date:** _____



Chatham County
Agriculture &
Conference Center

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

PUBLIC RECORD STATEMENT

Pursuant to the North Carolina, Public Records Law, any correspondence, documents, or files, including electronic mail messages, and any attachments thereto, sent or received by the the CONFERENCE CENTER may be considered public records and therefore are subject to public record requests for review and copying under the Public Records Law.

Initials: _____ **Date:** _____