



Chatham County

Agriculture & Conference Center



General Policy

CCACC Leadership Team

September 19, 2016



CCACC will be a county resource used to support agricultural programming and events, attract and retain business investment by hosting corporate events, foster tourism opportunities, and enhance county operations and programming, and serve as a community facility for social gatherings and events.



Chatham County
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Conference Center**

- **Exhibit Hall** – 6,000 square feet; one large room, can be divided into half or quarter sections
- **Whole Room** – 380 (table rounds), 800 chairs
- **Front Half Room** – 200 (table rounds), 400 chairs
- **Quarter Section** – 90 (table rounds), 150 chairs
- **Four Break-out Rooms** -32 (table rounds), 47chairs/(each)
- **Pre-function Lobby Area** – Reception items, food stations, booths and/or registration area



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Group Designations

- **Building occupants and Chatham County Community College**
 - First priority, Can reserve 13 months in advance
 - No fees
- **Private groups**
 - Second priority, Can reserve 12 months in advance
 - Full fees
- **Nonprofits**
 - Can reserve up to 60 days in advance
 - Fees are set to cover direct costs of providing room (setup, housekeeping, etc.)
 - Can reserve up to 12 months in advance & pay full fees
- **All other county departments & Chatham County Schools**
 - Can reserve up to 30 days in advance
 - No cost
 - Can reserve up to 12 months in advance & pay full fees



Policy Highlights

- Catering process presented in May has been reviewed by staff and finalized.
- Catering Statement of Work ensures caterers are adhering to set standards
- Standards help guarantee quality control, limit liability, and provide consistency
- Aligned with Environmental Health Standards
- Requires caterers to carry 1 million dollar liability insurance



Policy Highlights

- Alcohol Policy remains unchanged
- Must be served by approved caterers with valid ABC permit
- Alcohol served for no more than 2 hours
- Must be served after 5pm on weekdays and 3pm on weekends
- To serve liquor and fortified wine client must obtain limited special occasion permit
- Additional \$500 security deposit required
- Additional insurance required (1 million dollars)
- Must provide security for event



Policy Highlights

- Insurance policy revised
- All clients must have \$1 million dollar liability policy
- *Insurance requirement may be waived for low-risk activities*
- If alcohol served must have additional \$1 million liquor liability policy
- Must list Chatham County as additional insured



Policy Highlights

- Inclement weather clause added
- *If property is rendered unsuitable for conduct of activity due to inclement weather, CCACC and client are released from obligation. (Force Majeure)*
- *Force Majeure means fire, earthquake, hurricane, flood, act of God, strikes, work or labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of Chatham County*
- *Client released from contract obligations and entitled to refund*
- Adherence to Town's noise ordinance added