



North Georgia Technical College
Blairsville Conference Center
121 Meeks Avenue
Blairsville, GA 30512
(706) 439-6334
confctr@northgatech.edu

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 the responsibility for the care and custody of the property, the best interest of the institution shall prevail in controlling the use of its facilities.

North Georgia Technical College participates in civic and community functions and activities and promotes community participation in college functions and activities.

North Georgia Technical College's facilities are available for community and civic functions which promote the interests of the college and foster the image of the college in the community.

North Georgia Technical College'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 the use of the facilities in order to cover costs incurred as well as amortization of equipment.

If an organization desiring to use the 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:
 - Great Hall
 - Restrooms
 - Eagle's Nest
 - Loading Dock
 - On-Campus Parking
 - Classrooms

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 North Georgia Technical College will not result in a fee adjustment.



Reservations

- The Conference Center at North Georgia Technical College 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 Forms are returned to the college. Rental requests must be accompanied by 50% deposit at the time of booking. Request for use of facilities must be made in writing; 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 staff 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

- All fees are set by North Georgia Technical College and are subject to change without notice. All fully executed reservations prior to fee change are not subject to the increase.
- Extended access for setup, teardown or decorating will result in an additional charge. *Please see the Rates and Information sheet for pricing.*
- 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 the user of the facility, not by North Georgia Technical College faculty and staff unless prior arrangements are made. *Please see the Rates and Information sheet for pricing.*
- Staff hours will be billed for setup, teardown, decorating and for the event hours. *Please see the Rates and Information sheet for hourly rates.*

Cancellation policy

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

Insurance

User agrees 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. User 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.

Rules and Regulations

General Rules

- North Georgia Technical College is a Tobacco Free and Weapons Free Campus. Smoking is not allowed in any areas of the property.
- Possession and consumption of any and all drugs – including alcohol – is strictly prohibited.
- Pets or other animals are not allowed in the Conference Center with the exception of seeing-eye dogs.
- Dancing is not allowed on the carpet. A dance floor is available for rental.
- Media equipment is to be furnished and operated by the user of the facility, not by North Georgia Technical College faculty and staff 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 North Georgia Technical College 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 North Georgia Technical College.
- All security arrangements are the responsibility of the user and must be approved by North Georgia Technical College.
- North Georgia Technical College 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 under the control of the customer at all times. 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, North Georgia Technical College'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, North Georgia Technical College will charge the user for the stolen merchandise.
- North Georgia Technical College 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 North Georgia Technical College. 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. The sidewalk to the front entrance should not be used as a meeting place for large groups. Congested traffic may result in damage to plants and flowers growing in the area.

Decorating Regulations

- The conference center does not supply decorations, or linens. Linens can be rented from North Georgia Technical College. The college will supply requested linens; however, 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 or smoke machines allowed.
- No open flames of any kind are permitted in the Conference Center with the exception of canned heat used for heating chafing dishes and buffet pans. Any other 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.
- Glass top tables are located in the Commons and Café Areas of the Conference Center. Arrangements to rearrange the tables must be made with the Conference Center Coordinator before to the event.

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 unless approved by Conference Center Coordinator prior to an event. If approved, the chocolate fountain must be manned to ensure that the chocolate is not spilled on the table or carpet. Please clean up any spills immediately.
- North Georgia Technical College will not be responsible for furnishing supplies (butter, salt, cups, stirrers, etc.).

Clean-Up and Damages

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

Catering Regulations

- All caterers must provide a ServSafe Certificate and current restaurant health rating certificate to be placed in conference center files.
- All new caterers must meet with the Conference Center Coordinator prior to an event.

Please see the Caterer Agreement for additional catering rules and information.

Request for Use of Facilities

Name of Organization/Agency/Individual requesting the facility

Address City State Zip Code

Contact Person Contact Number

Name of Caterer (please see Caterer Agreement) Contact Number

Date(s) of the Event: _____ **Start Time:** _____ **End Time:** _____

Times to open facility:

_____ Room setup _____ Caterer _____ Decorator(s)

_____ Band/D.J. _____ Photographer

Estimated Number of Participants: _____

Please describe the purpose of facility usage: _____

Check the type of room requested:

_____ **Conference Center:**
_____ Entire Conference Center
_____ Single Conference Room
_____ Commons Area
_____ Outside Area(s): _____
_____ Other: _____

_____ **Classroom**
_____ **Computer Lab**

Check the type of seating requested:

_____ **Conference Center:**
_____ Banquet Seating
_____ Lecture Seating
_____ Classroom Seating
_____ Other: _____

A **Fee Schedule** for available services is included in this packet.

Check which document you have attached:

_____ Signed Commercial General Liability Insurance Certificate
_____ Signed Hold Harmless Agreement

I agree to follow all policies and procedures outlined in the North Georgia Technical College Conference Center packet.

Signature of person authorized to legally obligate the requesting entity

Date Signed

State Of Georgia
North Georgia Technical College

Hold Harmless Agreement

_____ (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.

Organization/Agency/Individual:

Signed: _____
(Person authorized to legally obligate the requesting entity)

Witness: _____

Date: _____

North Georgia Technical College:

Signed: _____

Date: _____

Rental Rates and Information

Event Space Rates

	Half Day (up to 4 hours)	Full Day (up to 8 hours)	Each Additional Hour
One Classroom	\$125	\$200	\$20
Two Classrooms	\$175	\$275	\$30
Three Classrooms	\$225	\$350	\$40
Common Area	\$175	\$275	\$50
Entire Conference Center	\$400	\$600	\$60

Linen Rates

Banquet/Buffer Table Cloths	\$ 5 Each
Table Skirts	\$ 5 Each
Napkins	.75 Each
Place setting (napkins, dishes, flatware, and glassware)	\$1.85 Each

Audio/Visual Rates

TV/VCR Package Including: VCR, Color TV Monitor, AV Cart, All cabling, extension cords, etc.	\$ 30
Computer Data Display Package Including: Data Projector for use with laptop, 8' Screen, All cabling, extension cords, etc. Additional signals (as needed)	\$ 50
Audio Package Including: Podium, Microphone (Wireless or standard), Microphone Stand, House Sound or External Speakers, All cabling, extension cords, etc., 6 Channel stereo mixer, with CD player & Tape deck	\$ 30
Overhead Transparency Projector	\$ 10
Dry Erase Board	\$ 10
Easel with Flip Chart & Markers	\$ 10
Wireless Internet Access	No Charge

House Stage

8' x 8'	\$16
8' x 12'	\$24
8' x 16'	\$32

Chafing Dishes - \$10 each

Chafing dishes are available for rent. Caterer is responsible for setup, cleaning and putting the chafing dishes away.

Personnel Cost - \$15 per hour

Personnel hours will be billed for all time incurred for the event. This includes setup, takedown, decorating and event time.

Seating Capacity

Classrooms	Classroom Style 8 Buffet tables/chairs on one side	Banquet Style 6 Round tables/6 chairs per table	Banquet Style 6 Round tables/8 chairs per table	Lecture Style Chairs Only	“U” Shape 6 buffet tables set in a U shape	“U” Shape 8 buffet tables set in a U shape	“O” Shape 8 buffet tables set in a O shape
Single Conference Room	24	36	48	60	20	26	28
Two Conference Rooms	48	72	96	120	40	52	56
Three Conference Rooms	48	108	144	180	48	52	56

Conference Center Area	Seating Capacity
Dining Area	52
Café Area	20
Entire Conference Center 28 round tables/6 chairs per table	168
Entire Conference Center 28 round tables/8 chairs per table	224
Entire Conference Center Maximum	250

Available Amenities

Available Amenities	Number Available
Round Banquet Tables Seats 6-8 Comfortably	28
Rectangular Tables 6' Long	16
Square Glass Top Tables with Vinyl Cloth Seats 4	13
Round Glass Top Tables Seats 4	5
China/Flatware/Glasses	Accommodates up to 200 guests

Equipment Request Form

Name of Organization/Agency/Individual requesting the equipment

Date(s) of the Event: _____ **Start Time:** _____ **End Time:** _____

Please check the equipment that you are requesting. Within the package information, please select the items and specify the quantity that you need. In order to insure that all of your needs are met, please provide all the information requested. For pricing information please see the Rates and Information Sheet. **To insure proper production, any personal audio visual presentations must be submitted one week prior to the event.**

Check Items Needed	Packages	Quantity
	<i>TV/VCR Package</i>	
	• VCR	
	• Color Monitor	
	• AV Cart	
	• Cabling, Extension Cords, etc.	
	<i>Computer Data Display Package</i>	
	• Data Projector for use with laptop	
	• 8' Screen	
	• Cabling, Extension Cords, etc.	
	• Additional Signals (please list)	
	<i>Audio Package</i>	
	• Podium	
	• Wireless Microphone	
	• Standard Microphone	
	• House Sound	
	• External Speakers	
	<i>Visual Aides</i>	
	• Overhead Transparency Projector	
	• Easel with Flip Chart & Markers	
	<i>Linens</i>	
	• Banquet tablecloths	
	• Buffett tablecloths	
	• Table Skirts	
	• Napkins	
	<i>Chafing Dishes</i>	
	<i>House Stage</i>	

North Georgia Technical College

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 Blairsville Conference Center Coordinator at least one month prior to the 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 caterers are responsible for washing and drying the china, etc. before and after the 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.

NGTC will provide the following:

- Chafing dishes (Caterer is responsible for setup, cleaning and putting the chafing dishes away.)
- Dishes/silverware for desired number of people (caterer is responsible for washing)
- Access to a cooler and ice machine behind the bar area
- Use of tea urns and coffee makers (Caterers must provide coffee/tea/sugar/creamer, etc.)

Caterer must provide:

- Bussing of tables and food servers
- All serving dishes, pans, serving utensils, etc.
- Dishwashers
- Workers to roll silverware (if needed)
- All garbage bagged and deposited in the dumpster

***NOTE:** General preparation of food is allowed in part of the kitchen facility, but use of stoves and cooking is not allowed.

Some caterers must provide a ServSafe Certificate and current Health Dept. restaurant inspection rating to be placed in conference center files.

Name of Caterer: _____

Phone: _____

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's Signature

Date

North Georgia Technical College Blairsville Campus Conference Center

PREFERRED/APPROVED CATERERS

The Conference Center Coordinator must meet and approve any caterer not on this list.
North Georgia Technical College's list of some local approved caterers:

<u>Business Name</u>	<u>Phone</u>	<u>Contact</u>	<u>Address</u>
Rib Country	828-361-8766	Tim Fisk	
The Lodge at Copperhead	706-835-7433		171 Copperhead Parkway Blairsville, GA 30512
Brasstown Valley Resort	706-379-9900		6321 Highway 76 Young Harris, GA 30582
Antonietta's	706-745-5305	Joan Drake	91 Blue Ridge St. Blairsville, GA 30512
Comfort Café	706-745-8825		94F Town Square Blairsville, GA 30512
Moschetto's	706-379-1420	Andy Moschetto	1155 Main Street Young Harris, GA
Brother's Restaurant	828-835-9100		5722 US 64 West Murphy, NC 28906
Brother's at Willow Ranch	706-379-1272	Bobby Burns	6223 Highway 76 West Young Harris, GA 30582
Jim's Smokin' Que	706-781-8193	Jim & Donna Guess	4971 Gainesville Hwy Blairsville, GA 30512
Weddings, etc.	706-745-7214	Lynda Keener	3023 Antioch Church Rd Blairsville, GA 30512
Vicki Shinpaugh	706-632-4328 706-455-1121	Vicki	2611 Madola Rd Epworth, GA 30541
Grinds & Glazes	706-745-0748		233 Highway 515 Blairsville, GA 30512
Indigo Hills	706-632-3663		3365 E First St. Blue Ridge, GA 30513 www.indigohillsinc.com
Huddle House of Blairsville	706-745-7095	Matt Leonard	29 Golf Course Road Blairsville, GA 30512