



CURRAHEE CONFERENCE CENTER

North Georgia Technical College
Currahee Conference Center
8989 GA Highway 17 South
Toccoa, GA 30577

Tracey Calvin
Project Assistant
Office: (706) 779-8106
Fax: (706) 779-8130
tcalvin@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:
Entrance Area, Restrooms, Eagle's Nest, 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 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 Form are returned to the college. A verbal Request for Use of Facilities is accepted as tentative reservations. A written Request for Use must be accompanied with a \$200 rental deposit, which is a committed reservation.
- ❖ 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

- ☞ 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.
- ☞ Room setups will performed by North Georgia Technical College faculty and staff, not the user of the facility. The rate for setups is \$15 per hour.
- ☞ Extended access for setup, breakdown 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 North Georgia Technical College faculty and staff, not the user of the facility unless prior arrangements are made. *Please see the Rates and Information sheet for pricing.*
- ☞ Staff hours will be billed for setup, breakdown 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 required if a disc jockey and/or band is booked, along with computer generated playlist.
- ☞ Media equipment is to be furnished and operated, by North Georgia Technical College 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 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.

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.) when refreshments are served by a caterer.

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.

Catering Regulations

- ☞ Some 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

Name of event contact person

Contact Number

Name of food service provider or caterer

Contact Number

(please see Caterer Agreement)

Name of individual(s) responsible for cleanup

Contact Number

Name of individual(s) responsible for closing of event

Contact Number

OR

- A cleaning fee of \$50-\$100 can be added to invoice. This fee includes only vacuuming, wiping of tables, and removal of last remaining trash bag by conference center staff.

A completed conference center layout is required one week before the event.

Select which document you have attached.

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

Event Details

Please describe the purpose of facility usage.

Estimated number of participants

Select the needed conference center area. Rental rate reflects half day rentals, up to 4 hours.

Select additional hour(s) needed past 4 hours.

Select the needed conference center area. Rental rate reflects full day rentals, up to 8 hours.

Select additional hour(s) needed past 8 hours.

Select the needed classroom area. Rental rate is \$200 per day.

Setup Date(s)

[Click here to enter a date.](#)

Setup start time

Setup end time

Setup Date(s)

[Click here to enter a date.](#)

Setup start time

Setup end time

Decorate Date(s)

[Click here to enter a date.](#)

Decorate start time

Decorate end time

Decorate Date(s)

[Click here to enter a date.](#)

Decorate start time

Decorate end time

Event Date

[Click here to enter a date.](#)

Event start time

Event end time

Band/DJ setup time

Caterer setup time

Photographer setup time

Equipment Request Form

Name of Organization/Agency/Individual requesting the equipment

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.**

Audio

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

Computer Data Display

Data Projector for use with laptop, 8' Screen, cabling, extension cords, etc. Additional signals (as needed)

TV/VCR

VCR, Color TV Monitor, AV Cart, cabling, extension cords, etc.

Overhead Transparency Projector

Easel with Flip Chart & Markers

Banquet Tablecloths 85x85

Select quantity

Select color

Skirts

Select quantity

Select color

Buffet Tablecloths 52x114

Select quantity

Select color

Napkins

Select quantity

Select color

Place Setting

Select quantity

Select napkin color

Includes charger and entrée plate, salad bowl, flatware, napkin, and glassware

Beverages

Select beverage and quantity

Items must be preordered no later than one month before event. Caterer is responsible for setting up, cleaning and putting the urns away along with any additional items used in this service. Cups are not included.

Chafing Dish

Rectangle - Select quantity

Round - Select quantity

Caterer, individual, and/or parties responsible for renting facility is responsible for setting up, cleaning, and putting the chafing dishes way.

House Stage

Select size

Dance Floor

Select size

Dance floor is required when a disc jockey is booked.

<i>Price List</i>	
<i>Audio</i>	\$30
<i>Computer data display</i>	\$50
<i>TV/VCR</i>	\$30
<i>Overhead transparency</i>	\$10
<i>Dry erase board</i>	\$10
<i>Easel with flip chart & markers</i>	\$10
<i>Banquet tablecloths 85x85</i>	\$6 each
<i>Buffet tablecloths 52x114</i>	\$6 each
<i>Table skirts</i>	\$4 each
<i>Place settings</i>	\$2 each
<i>Napkins</i>	\$1 each
<i>Chafing dishes</i>	\$10 each
<i>Dance Floor</i>	\$100 12 x 12
	\$150 18 x 18
	\$200 24 x 24

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 Currahee 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.
- ☞ North Georgia Technical College Currahee Conference Center staff will wash and dry china, glasses, and serving utensils before event, caterers are responsible for said items 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.

NGTC will provide the following:

Access to a cooler, freezer, warmer, and ice machines.

Use of tea urns and coffee makers.

Caterer must provide:

Bussing of tables and food servers.

All serving dishes, pans, serving utensils, etc.

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 Department restaurant inspection rating to be placed in conference center files.

Name of Caterer

Contact Number

Date of event

Caterer's Signature

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

Caterers

<i>Business</i>	<i>Contact Name</i>	<i>Contact Number</i>
Cabe Crest Catering alisaadams2002@hotmail.com	Alisa Adams	706-491-4277
Cakes by Glenda	Glenda Smith	706-282-7002
Dazzling Sweet Treats www.facebook.com/DazzlingSweetTreats	Faith Ayers	706-371-7773
Just Right Catering	Jarvis Swilling	706-886-8204

Event Planners

<i>Business</i>	<i>Contact Name</i>	<i>Contact Number</i>
Francesca's Creations https://www.facebook.com/Francescas-Creations-337224599778719/ francesmrtn@aol.com	Frances Martin	706-491-8256
Greg Hall and Company https://www.facebook.com/HFIEvents/?fref=ts	Greg Hall Melissa Hall	706-376-8044

DJ/MC

<i>Business</i>	<i>Contact Name</i>	<i>Contact Number</i>
jB Jams https://www.facebook.com/jB-JAMS-Entertainment-Events-355140653793/ http://www.jbjams.com/	Suzanne Albright	770-531-2394

The Conference Center Coordinator must meet and approve businesses that are not listed.