



THE ENTERPRISE CONFERENCE AND EVENT CENTER

S.G. Atkins CDC Development

WINSTON-SALEM STATE UNIVERSITY

The Enterprise Conference & Event Center FACILITY RENTAL AGREEMENT

The Enterprise Conference and Event Center, the “gem” of Southeast Winston Salem, is conveniently located at 1922 South Martin Luther King, Jr, with close access to US Highway 52 and Interstate 40. Welcome to The Enterprise Conference and Event Center, the place where “Community Hospitality Lives!” Let the professional and experienced staff of The Enterprise Conference and Event Center host your event!

Please review the Facility Rental Agreement below.

Organizations and Private Parties May Include, but are Not Limited to:

- █ Trade Shows
- █ Job Fairs
- █ Workshops
- █ Business Networking and Meetings
- █ Conventions
- █ Conferences
- █ Training Classes
- █ Banquets
- █ Receptions
- █ Corporate Meetings and Lunch
- █ Corporate and Business Retreats
- █ Weddings and Receptions
- █ Retirement events
- █ Reunions, etc.

function. The Conference and Event Center space is “confirmed” only when non-refundable deposit is made by rental party and facility rental agreement is signed.

Hours of Use

The ECEC is available for events Monday through Saturday – 7:00am – 12 midnight and, Sunday from 2:00pm – 10:00pm. There is a four (4) hour minimum on all conference and banquet rental space. If the event exceeds an hour past the scheduled time of use agreed upon by rental party and management staff, an additional fee of \$100 (one hundred dollars) per hour will be assessed to rental party and payable to ECEC at the conclusion of the event.

Conference and Banquet Event Rental Space

Booking event space is accepted on a first-come basis. The ECBC management staff reserves the right to change rental space based on the guaranteed final number of event attendees given by rental party (7) five days prior to

Available Space & Rates

Click on the space to view a floor plan

Business/Event Space	Square Feet	Max Occupancy	Cost (per hour)
Davis Room A & B	4710 Sq. Ft.	312 - Theatre Seating / 225 - Rounds	\$175.00
Davis Room A	2925 Sq. Ft.	200 - Theatre Seating / 120 - Rounds	\$150.00
Davis Room B	1785 Sq. Ft.	112 - Theatre Seating / 60 - Rounds	\$125.00

* **Mezzanine/Lobby** — \$100 per hour if not used with Conference Rooms A and B

*When renting either or both Davis Room(s) a (1) one hour arrival rental fee before the event start and a (1) one hour break down time rental fee after the event are added to the total rental rate.

Usage of the Mezzanine is complimentary.

Click **here** to view additional pricing for added amenities.

Security Deposit & Payment

A non refundable deposit of \$600 is required at contract signing with four hundred dollars (\$400) of the deposit being applied to final payment (7) days prior to the event.. The balance of all event related fees is payable no later than (7) business days prior to the event. The deposit is applied to final balance. The ECEC accepts money orders, cashiers' check and credit card payments. Please make payable to S.G. Atkins CDC.

Final attendance count for food (meals) due (10) business days prior to the event.

Rental Party responsible for damages and costs resulting from the following cases:

1. Premises not vacated at designated time.
2. The facility, furnishings and grounds not left or restored to original condition.
3. There is damage to the facility furnishings or grounds.
4. Any rental guest or invitee that displays improper conduct. Improper conduct shall include, but not limited to: Apparent intoxication, abusive or threatening language, physical violence and lewd behavior

Cancellation and Rescheduling

The rental party must notify the ECEC in writing of *Event Cancellation*. Any additional money paid to the ECEC on event (does not include nonrefundable security deposit) will be considered for reimbursement as follows:

- Cancellation of event up to (60) days prior of event – 50% reimbursement **excluding** the non refundable deposit

*Rental party may also reschedule event within (1) year. Deposit and other money paid will be applied to new event date. In the case of an "act of nature," rental party may reschedule event. All money received will apply to new date. NO REFUND.

Food Service and Beverages

The Enterprise Conference and Event Center is a full-service nonprofit hospitality venue with

an experienced professional staff. All food and beverage requirements and room setups are uniquely customized and planned by a hospitality specialist.

The Enterprise Center is also the home of Forsyth County's first *shared-use full commercial kitchen*. There are chefs with varied culinary backgrounds – and, offer menu specialties in any cuisine and style of cooking. Final menus and room setup details must be approved by the rental party (10) day prior to the event.

When using outside food vendors, a \$200 fee will be applied to guest contracts and fees. The food service vendor is also required to provide a "Certificate of Liability Insurance" to the ECEC listing The Enterprise Conference and Event Center as "Certificate Holder." A "liability release form" must be signed by rental party planner, dated and approved by the chef when removing food from The Enterprise Conference and Event Center by guests or rental party. **THE ECEC WILL NOT ASSUME ANY LIABILITY ONCE FOOD IS TAKEN OUT OF THE ASSIGNED ROOM.**

All food, beverages and audio-visual services through The Enterprise Conference and Event Center are subject to a 22% - 25% service charge.

Alcoholic beverages are limited to beer and wine only. The Rental party is required to contract security officers for the event. There is a \$35 hourly rate per officer. The security rate must be paid by the rental party (7) seven days prior to event. Depending on the number of guests, up to (4) security officers may be required.

Waste, food, ice and beverages must be properly disposed by catering staff. Dumping any waste onto soil or landscaping anywhere on the premises is prohibited. All food service vendors are required to abide by all policies outlined in the Facility Rental Agreement and Guidelines posted in the ECEC kitchen.

Food service vendors are required to provide all tableware and food service needs for rental party. The ECEC is not responsible for any lost or stolen property.

Event Amenities Rental

The Enterprise Conference and Event Center provides:

Table Linen	\$15 per tablecloth	Colors: White, Black, Purple, Royal Blue and Red
Throne Chairs	\$150 each	Colors: Black & Gold, all White, White & Gold, Black & Silver, Silver & White
Spandex Chair Covers	\$3.00 per chair	Colors: Black, White, Gray, and more
Spandex 6' table Covers	\$15.00 per table	Colors: Black, White (rounds), Royal Blue and Purple
Table Runners	\$3.50 each	Colors: Gold, Silver, Purple and other requested colors
Custom Made Centerpieces	\$25.00 and up	
Plate Chargers	\$2.00 each	Colors: Various colors
Chair Sashes	\$3.00 each	
Pipe and Drape	\$200 and up	Any Color. Any Style. 10ft or 20ft Long.
Balloon Arch	\$350 and up	

Music

Music will not be permitted in the ECBC during normal business hours (Monday-Friday, 9:00 am – 5:00 pm). Band/DJ setup for evening and weekend events is the responsibility of the rental party and must be complete two (2) hours prior to the event.

Decorations

No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, tape or any application that will cause damage. Decorations must be approved by the ECBC Event Manager 7 days prior to the event. Due to high ceiling (22ft), helium balloons are prohibited in conference and banquet area.

Additional Rental Rate information

A 2-Hour setup time is given when client provides own decor. After two (2) hours, a rental rate equivalent to the hourly rate of the room will be assessed. A flat \$450 rate is applied to contract when space is opened a day before or morning the event to clients providing their own room setup amenities and conducting actual room setup - i.e. table covers, centerpieces, chair covers and any additional room decor. (An ECEC staff person required on property during room set-up).

Floral/Plants

Floral arrangements or plant matter brought into the ECEC must be clean, pest free, and removed upon the conclusion of the event.

Entertainment

Entertainment is subject to prior approval by the ECBC staff at least two (2) weeks prior to the event or upon execution of the Rental Agreement.

Audio-Visual

Audio visual equipment is available for a rental fee plus an 22% Service Charge. Internet access is available through the Enterprise Center wireless network. Instructions for using the network are available from the ECBC staff. An audio-visual technician is mandatory with the rental of projector/monitor visual equipment at a rate of \$75/hr. A flat set-up fee of \$150 (setup and breakdown of any AV equipment) applies for all audio-visual needs.

Cleaning

All supplies, centerpieces and equipment provided by rental party MUST be removed from the premises immediately after use of the facility. The rental party is responsible for assuring that all trash is placed in appropriate receptacles before vacating the room. At the conclusion of the event, the rental party will be required to complete a walk-through with the ECBC staff/attendant to verify that all rental agreements are met.

Electrical Outlets

Usage of electrical equipment must be approved by the ECEC staff prior to the event.

Animals

Only Service Animals are permitted inside the ECBC. All other animals are prohibited.

Deliveries

Deliveries of supplies and equipment may be made only at designated loading areas during allotted setup/removal times determined in the Rental Agreement and ECEC staff.

Handicapped Access

The ECEC is handicapped accessible through the Allen Street entrance, located at the north side of the building.

Parking

Parking is available at the ECEC on a first come, first served basis. There are over 100 (one hundred) paved spaces with overflow parking adjacent to paved spaces.

Mezzanine Procedures

Mezzanine (lobby) is available for pre-function registration and networking at no additional charge *when booking Conference Rooms A and/or B or both.*

Smoking

This is a non-smoking facility.

Unauthorized Areas

Rental parties are responsible for actions both inside and outside of the building. The rental party and invited guests are only allowed in public areas of the building as identified in the Rental Agreement.

Insurance Agreement

Liability insurance may be required based on the nature of the activity. Rental parties will, at own expense, keep in force during the term of this agreement, insurance from a licensed insurance company. Required certificate of insurance will evidence insurance including: Comprehensive Liability Insurance with a minimum limit of one million dollars per occurrence combined single limit to Include Premises, Personal Injury, and Operations. The SGACDC must be listed as additional insured.

Ethical Standards

The SGACDC requires that all organizations and private parties hosting events at The ECBC will uphold high ethical standards without regard to race, color, religion, sex, sexual orientation, age, national origin or disability.

COVID Protocols

CDC and State COVID 19 protocols are enforced.

Booking Procedures

It is recommended that each guest make an appointment to view the space, review usage policies and logistics of the facility. Contact The Enterprise Conference and Banquet Center Staff to discuss your event and room availability.

The Enterprise Conference and Banquet Center
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Winston Salem, NC 27107
Tel: 336.734.6900
Tel: 336.734.6916
Fax: 336.734.6917

Email: sgatkinscdc2@gmail.com

Website: www.sgacdc.org

Facebook: The Enterprise Conference and Banquet Center

Twitter: <https://twitter.com/EnterpriseAnd>

I verify that I understand the Facility Rental Agreement rules and agree to abide by the above policy.

Name (please print) _____ **Date** _____

Signature _____ **Event Date** _____ **Event Time** _____

Name of Group _____

Click **here** to download and print a PDF copy of this contract.