



THE ENTERPRISE CONFERENCE AND EVENT CENTER

S.G. Atkins CDC Development

WINSTON-SALEM STATE UNIVERSITY

The Enterprise Conference & Banquet Center FACILITY RENTAL AGREEMENT

Welcome to The Enterprise Conference and Banquet Center, the place where “Community Hospitality Lives!” Let the professional and experienced staff of The Enterprise Conference and Banquet Center host your event! The Enterprise Conference and Banquet 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.

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

Hours of Use

The ECBC is available for all events Monday through Saturday – 7:00am – 12 midnight and, Sunday from 3:00pm – 12 midnight. 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 ECBC at the conclusion of the event.

Conference and Banquet Center 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 (5) 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), usage of the Mezzanine is complimentary.

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

Security Deposit & Payment

A non-refundable deposit of \$350.00 is required at contract signing. The balance of all event related fees is payable no later than (5) business days prior to the event. The deposit is applied to final balance.

The ECBC accepts money orders, cashiers' check and credit card payments. Please make payable to S.G. Atkins CDC.

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, Refunds and Rescheduling

The rental party must notify the ECBC in writing of *Event Cancellation. Any additional money paid to the ECBC 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 – 100 percent reimbursement
- Cancellation of event (45) days prior to event – 50 percent reimbursement
- Cancellation under (30) days and under – No refund

*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.

Food Service and Beverages

The Enterprise Conference and Banquet 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 trained hospitality specialist.

The Enterprise Center is also the home of Forsyth County's first *shared- use full commercial kitchen*. There are four 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 (5) days prior to the event.

A \$100 fee is assessed to rental party when outside food vendors are contracted. The food service vendor is also required to provide a "Certificate of Liability Insurance" to the ECBC listing The Enterprise Conference and Banquet 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 Banquet Center by guests or rental party. **THE ECBC 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 Banquet Center are subject to a 20% 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. The security rate must be paid by the rental party (7) seven days prior to event.

Waste, food, ice and beverages must be properly disposed by kitchen 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 those posted in the ECBC kitchen.

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

Event Amenities Rental

The Enterprise Conference and Banquet Center provides:

Table Linen	\$10 per tablecloth	Colors: White, Black, Purple, Royal Blue and Red
Spandex Chair Covers	\$2.00 per chair	Colors: Black, White
Spandex 6' table Covers	\$8.00 per table	Colors: Black, White (rounds), Royal Blue and Purple
Table Runners	\$3.00 each	Colors: Gold, Silver and Purple
Custom Made Centerpieces	\$15.00 and up	
Plate Chargers	\$1.50 each	Colors: Gold and Silver

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.

Floral/Plants

Floral arrangements or plant matter brought into the ECBC 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 20% 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 \$35/hr. A flat set-up fee of \$75 applies for all audio-visual needs. Should you also need a videographer contact Chris Screen for more information 336-480-8232.

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 ECBC 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 ECBC staff.

Handicapped Access

The ECBC is handicapped accessible through the

Allen Street entrance, located at the north side of the building.

Parking

Parking is available at the ECBC 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.

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
1922 S. Martin Luther King, Jr. Drive
Winston Salem, NC 27107

Tel: 336.734.6900

Tel: 336.734.6916

Fax: 336.734.6917

Email: sgatkinscdc2@gmail.com

Face Book: 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) _____

Signature _____

Date _____

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