

CENTURY CENTER RESERVATION AND AGREEMENT FORM

1. Review the resource information that pertains to your reservation.
2. Please complete the attached reservation form, sign and send to The Century Center Office, 100 N. Greensboro Street, Carrboro, NC 27510.
3. Checks should be made payable to the Town of Carrboro for either 10% of the total contract amount or for the full amount. Full amount is due 7 days prior to your event to avoid event cancellation.
4. We will give you a courtesy call after completing your reservation. If you have any questions call us at 918-7385.

Space available for use:

Available Rooms	Dimensions	Square Feet	Banquet Capacity	Theatre Capacity	Classroom Capacity	Standing Capacity	Conference Capacity	Cost per Half-Hour (Standard/Special Event)
Century Hall (wood floor)	72' x 52'	*4,236	200	300	174	545	N/A	Weekday and evening: (Monday – Thursday – 9 am- 11pm and Friday – 9 am – 5 pm) \$27.50/\$14.50 Weekend (includes Fri. evening) \$46.00/\$23.00
Room 1 (tile floor, sink)	15' x 18'	270	6	15	8	18	12	\$11.75/\$7.25
Room 2 (carpet/divider wall)	15' x 18'	270	6	15	8	18	12	\$11.75/\$7.25
Room 3 (carpet/divider wall)	14' x 18'	252	6	15	8	17	12	\$11.75/\$7.25
Room 2/3 (carpet/divider wall)	18' x 29'	*514	20	30	16	35	16	\$11.75/\$7.25
Room 4 (carpet)	15' x 18'	270	6	15	8	18	12	\$11.75/\$7.25
Kitchen (tile)	11.5' x 14'	200	N/A	N/A	N/A	N/A	N/A	\$16/\$9.50

*Indicates that these rooms have obstructions (columns, dividers, etc.)

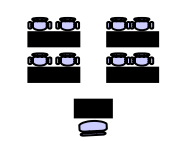
NOTE: Reservations for Century Hall require a 3-hour minimum, Rooms 1 through 4 require a 2-hour minimum. Prices listed are for normal business hours 9 a.m. – 11 p.m. For rates outside of those hours, please call the office.

STANDARD/SPECIAL EVENTS: Fees are based on the type of event you will be holding. Special events are defined as fundraisers, non-profit events, or open to the entire public and free of charge. No money may be taken for admittance. Donations may be taken, but it cannot be a requirement for entry. Standard fee events are defined as closed to the public or an admission fee is charged. Events such as parties, wedding receptions, and fee based concerts or dances are all considered standard fee events. If you are unsure how to classify your event, please call the Information Office.

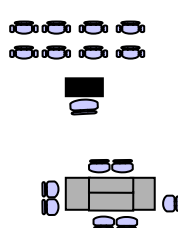
ROOM SET-UP

ACTIVITY ROOM SET UP STYLES:

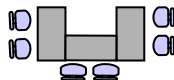
Setup # 1 Classroom



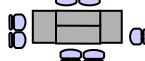
Setup # 2 Theater Style



Setup #3 U-Shape Style

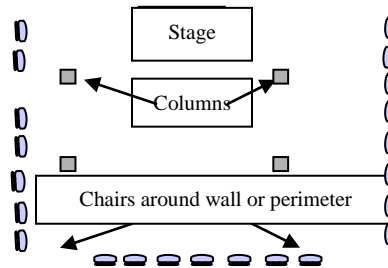


Setup #4 Conference Style

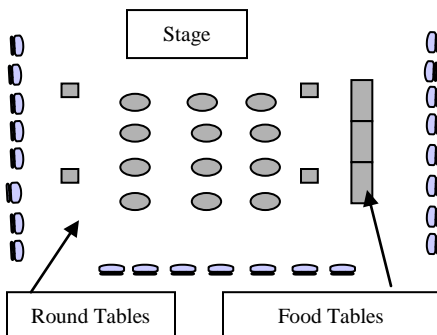


CENTURY HALL SET UP STYLES:

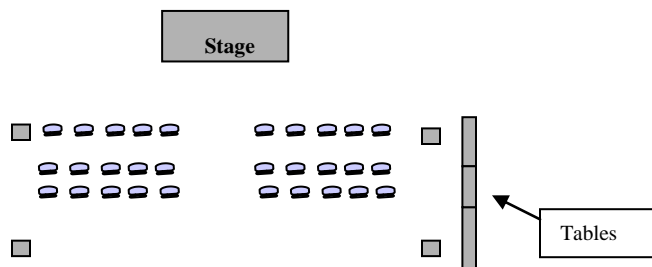
Open Floor Style #5



Banquet Style (maximum 200) #6
25 round tables with 8 chairs



Theater Style with refreshment table #7
Maximum within columns = 200



Audio/Visual items available for a fee of \$20 per item, unless otherwise noted:

Television, VCR, Visual Presenter, Overhead Projector (2), DVD/VCR Combo, Cassette Player, CD Player, Portable Screen (2), AM/FM/Cassette/CD Player, Lapel Microphone (2), Handheld Wireless Microphone, Condenser Microphone (3), Flip Chart with Paper (6), LCD Projector (2, \$40 each), 24 Channel Mixer (\$40 dollars, requires hiring sound technician), CD Burner (\$20, with use of 24 channel mixer only), Kitchen Equipment (\$5 each, includes coffee carafes, coffee maker, 101 cup percolator)

These items are available at no charge: Table Top Lectern (2), Boom Microphone Stands (12)*, 60" Round Tables (30)*, Podium with Microphones (2)*, Straight Microphone Stands (4)*, 5' Rectangular Tables (20) §, Wired Microphones (14)*, Mounted Screen *, White Board Markers (6 sets), Table Top Microphones (10)*, Dining Cart (2), Easel (no paper), AV Cart (4), 6' Rectangular Tables (9), Flip Chart (no paper), 8 Channel Sound Mixer*, Light Board *, 22" Small Round Table, unfinished color, Gray 6' Rectangular Table, White Board Erasers (6), Burgundy Vinyl Chairs (400)

* indicates available in Century Hall only § indicates available in Activity Rooms only

Century Center Rental Agreement for Events

1. The Reservation Contract must be signed by a person 18 years of age or older who is authorized to act as the event sponsor. The event sponsor is responsible for any damage or misuse of the facility reserved. When the planned activity is primarily for participants under 18 years of age, the person signing the contract will be responsible for providing 1 adult chaperone per 10 youth.
2. Reservations are taken on a first come, first serve basis. Reservations will be approved based upon availability of space, staff and frequency of use. Weekend reservations for Century Hall will be limited to 6 times within a 6 - month period. Weeknight reservations for Activity Rooms 1 - 4 will be limited to 24 times within a 6 - month period.
3. Some events may require insurance. If your event requires insurance, you will need to provide a current certificate of insurance showing proof of one million dollars of commercial general liability coverage. The certificate should name the Town of Carrboro as an additional insured, and by signing this agreement you are agreeing to hold harmless, defend and indemnify the Town of Carrboro. A copy of the Certificate of Insurance needs to be given to the Facilities Administrator (918-7384) to complete this rental transaction.
4. Your rental fee(s) will be based on the rental fees that are in effect at the time of your reservation. If you make changes to your reservation, you will be assessed the fee(s) in effect at that time.
5. If planning an event with a meal, please make arrangements to remove all trash and food debris from floor and tables at the conclusion of your event to avoid a clean-up fee (not to exceed \$100.00). All trash must be placed in the proper appropriate trash receptacle in the Center. Please see staff on-duty for assistance.
6. If you are planning to serve alcohol during your event, please read and sign the Century Center Alcoholic Beverage Policy.
7. No decorations shall be attached to the walls, sound panels, ceiling, or floors in Century Hall without the permission of the Facilities Administrator or designee. Decorations must be removed immediately following use. Glitter, sparkles, confetti, silly string, or any similar items are not permitted without approval. Groups should use flame retardant decorations. Open flame lights are prohibited. A protective globe must enclose all flames. Allow time for hot wax to harden prior to removal to eliminate spillage.
8. The Center cannot assume responsibility for personal property and equipment brought on to the premises. Smoking; all illegal drugs and other substances; weapons of all kinds, except law enforcement officers in the execution of their duties and public demonstrations; animals of any kind, except those serving individuals with special needs and those used in public demonstrations, are prohibited in the building.
9. **FEES:**
 - At the time of rental, a nonrefundable full payment or 10% of the reservation fee (**this is 10% of the total contract amount**) will be collected. Any remaining balance will be due 21 days prior to the event date.
 - Your reservation will be cancelled if your rental payment is not paid 7 days prior to your event.
 - Once a contract is received, the first contract change that results in a change in a reservation, fee is completed at no charge. Subsequent written or verbal changes that result in a fee change will be assessed a \$5.00 administrative fee.
 - A fee of 5% of the room rental fee will be charged for all events in which food is served.
10. **CANCELLATION POLICY:**
 - The Department may cancel a reservation in the case of severe weather conditions, a Town emergency, and if all of the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond facility or event sponsor control.
 - In order to get a refund, event sponsors must cancel space in writing at least 21 days prior to event scheduled. The rental fees (includes room, equipment, etc.) will be refunded minus 10% of the total reservation fee. We will only accept e-mail, fax or walk-in requests for cancellations.
 - Contract fees are not refunded for room(s), equipment, etc. cancelled less than 21 days in advance.**
 - Event sponsors can reschedule the event without penalty as long as a date is available and current fees apply.

CARRBORO CENTURY CENTER Alcoholic Beverage Guidelines

The Town of Carrboro Board of Aldermen authorizes Century Center event sponsors to serve and consume alcoholic beverages as long as the guidelines listed below are followed. Alcoholic beverages (mixed drinks, beer, wine, and cordials) may be served under the terms and conditions consistent with the applicable laws of the State of North Carolina and of the policies of the Town of Carrboro and the Carrboro Century Center.

- Alcoholic beverages are served only to adults age 21 or older.
- Alcoholic beverages are served and consumed in the area where the alcohol permit is posted.
- If any event sponsor wants to serve alcohol and charge an admission fee or a fee for alcoholic beverages, the event sponsor shall contact the NC ABC Commission to obtain the appropriate permit. This permit must be given to the Recreation and Parks staff.
- **Alcoholic beverages are to be served by a licensed, insured alcohol distributor or caterer. If alcohol is not served by a licensed, insured alcohol distributor or caterer, the event sponsor must provide a minimum of \$1 million commercial general liability insurance and a certificate of insurance naming the Town of Carrboro as an additional insured.**
- There is no set time limit for the serving of alcoholic beverages during an event. However, if alcohol is not being served in conjunction with a dinner function (either during a reception/social one hour prior to the dinner or during the dinner), the event sponsor must make arrangements to serve heavy hors d'oeuvres (at least two hot hors d'oeuvres while the alcohol is being consumed).
- If alcohol is served for more than one hour, the event sponsor shall request that the Carrboro Police Department provide a law enforcement officer to monitor the event at a location that is external to the Century Center. The officer will monitor the event during the entire time that the alcohol is consumed. The event sponsor shall pay the per hour fee per officer for the monitoring services. Request must be made at least one week prior to the event.
- **No alcoholic beverages may be brought in to the Century Center, except by the event sponsor or caterer. Kegs can be used for events, but they are not allowed in the Century Hall (they can be used in the hallway(s) outside of the Century Hall).**
- The caterer or event sponsor must arrange to obtain the alcoholic beverage and transport it to and from the Center. The alcohol must be properly chilled before serving.
- A permit will not be granted by the Recreation and Parks staff to college fraternities and sororities, unless a letter of support from the college or university president or designee accompanies the request for an alcoholic beverage permit.
- **If the event sponsor or any event participant fails to abide by these guidelines or if an event interferes with other groups using the Century Center due to alcohol consumption, the Recreation and Parks Department reserves the right to revoke the permit and terminate the event prior to the scheduled finish time, with no refund. If the Recreation and Parks Department revokes a permit and terminates an event prior to the scheduled finish time, it may prohibit the event sponsor from renting the facility in the future.**

CENTURY CENTER RESERVATION FORM

CLIENT CONTACT INFORMATION: Please Print Have you previously rented a Carrboro Recreation and Parks facility? Yes ___ No ___

Primary Contact's Last Name: _____ Primary Contact's First Name: _____

Name of Organization (if applicable): _____ Phone (H) : (____) _____ Phone (W) : (____) _____

Street Address: _____ City: _____ State: _____ Zip: _____

County: _____ E-mail Address: _____ Cell Phone: _____ Fax: _____

EVENT DESCRIPTION:

Name of Event: _____ Expected Attendance: _____

Date of Event: First Choice: _____; Second Choice: _____; Third Choice: _____

Time of Event: Move-in time: _____ Start time: _____ End Time: _____ Move out time: _____

Description: _____

Standard or Special Event? _____ Is alcohol to be served?(please circle one): YES or NO

If yes, please initial here to indicate that you have read and accept the attached Alcohol Guidelines: _____

INSTRUCTION: Please list the room(s) and equipment followed by the number of hours needed **in half hour increments**. If you would like a standard setup, please list setup number from page one. Calculate your total rental fee using the fee chart on page one. Equipment fees are listed at the top of page two. **Be sure to consider time needed to set up before and clean up after your event!**

<u>Equipment/Room Needs</u>	<u>Total Hours Equipment/Room is Needed</u>	<u>Room Setup Number</u>	
_____	_____	_____	Amount Due: _____
_____	_____	_____	Amount Due: _____
_____	_____	_____	Amount Due: _____
_____	_____	_____	Amount Due: _____
_____	_____	_____	Amount Due: _____

Please describe your room setup below if you are not using one of the standard room setups.

If you are serving food, please add a 5% food surcharge to the cost of your room rental:

Sub Total: _____

Food Surcharge: _____

Room Rental Total: _____

Total Number of Additional Items: _____

Equipment Rental Subtotal: _____

Room Rental Total (from above): _____

GRAND TOTAL DUE: _____

I certify that I have been authorized to act for and to execute this agreement on behalf of the Event Sponsor. The Event Sponsor read the guidelines and agrees to abide by all the Town of Carrboro guidelines and policies. The Event Sponsor agrees to defend the Town of Carrboro, indemnify it and hold it harmless from any and all claims associated with the Event Sponsor's use of Town property.

Print Name/Event Sponsor: _____ Signature/Event Sponsor: _____ Date: _____

<p><u>PAYMENT INFORMATION:</u> Place √ beside blank: CHECK/ MONEY ORDER: _____ CREDIT CARD: VISA _____ MASTERCARD _____</p> <p>STAFF WILL CONTACT YOU VIA TELEPHONE FOR YOUR CREDIT OR DEBIT CARD INFORMATION. DO NOT INCLUDE THAT INFORMATION ON THIS FORM.</p> <p align="center">CARDHOLDER SIGNATURE _____</p>
<p><u>Department Use Only</u></p> <p>Amount paid _____ Check # _____ (circle one) Cash Credit/Debit Card Date received _____</p> <p>Staff _____ Receipt # _____ Date contract and receipt mailed: _____</p>