



MANSOUR
· CENTER ·

CORPORATE FACILITY RENTAL POLICY

**Event:
Contact Name:
Event Date:
Booking Number:**

**995 Roswell Street
Marietta, Georgia 30060
770-701-0315
Pam Brems, Center Director, Ext. *275
Laurie Bertrand, Guest Services, Ext. *299**

FAX: 770-423-2234

Facility Availability:

- The Mansour Center (MC) is available for corporate events Monday through Friday from 7:00 am until 9:00 pm, and Saturday from 8:00 am until 11:00 pm. For events outside these hours, special arrangements can be made.
- Special arrangements must be made for the following holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas.

Reservations:

- Room reservations are confirmed upon receipt of the signed Corporate Facility Rental Policy, the signed Booking Confirmation and a deposit of 50% of the room rental fees.
- Events are generally scheduled and priced based on a block of 4 hours or 8 hours. Each hour utilized over the scheduled block of time may result in additional hourly charges.
- Each meeting room has a basic default set-up arrangement. Events requiring significant setup time may incur additional facility rental fees.
- Alternate arrangements may be made on a case by case basis, upon approval of the MC Director.
- The MC reserves the right to cancel any event in cases of extraordinary circumstances with a full refund.

Equipment:

- Room rental includes the use of tables, chairs and white boards where applicable.
- A variety of other equipment, such as microphones, ceiling mounted overhead projectors, laptop computers, DVD, VCR, etc., is available to rent for an additional fee. This equipment **should be reserved at the time of booking to ensure availability.**

Payment:

- Pricing is developed on a case by case basis, depending on the number or hours needed, equipment and set-up requested, and the day and time of the event.
- A non-refundable payment of 50% is required at the time of booking and the remaining balance is due one month prior to the event.
- The MC will accept payment in the form of cash, credit card, business check, or certified funds.
- Payments are not refundable; however, should an event be cancelled, at the discretion of the MC Director, payments may be applied to future bookings, provided space is available.

Prohibitions:

- **Red ink markers, materials, supplies, food or drink items are prohibited.**
- Children under the age of 17 must be supervised by parents or other adults at all times.
- Animals of any type are not permitted in the MC, with the exception of those used for assisting persons with disabilities.
- Smoking is not permitted in the building or on the grounds, which includes the parking lot.
- Firearms of any kind are not permitted in the building or on the grounds, including the parking lot.

Catering:

- The MC has a preferred catering list that will be provided to you at the time of booking or before. Caterers not included on this list may be used only if approved by the MC Director prior to confirming an event.
- Special arrangements may be coordinated between the MC Director and the selected caterer on a case by case basis. An additional \$200 charge will be assessed if you choose a caterer who is not on our preferred caterer list.
- All caterers providing services in the MC must contact the MC Director no later than 10 business days prior to the Event. In addition, all caterers must provide a business license along with a current health inspection certificate, and proof of liability insurance must be on file with the MC. In cases where the MC Director is arranging and coordinating catering services, the MC Director will ensure the receipt of all necessary agreements, licenses and other paperwork as needed.

Alcohol:

- Alcohol may be served to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the State of Georgia so long as the Customer abides by the following rules:
 1. Alcoholic beverages will be allowed only with the proper license or permit, and the Customer must use a Mansour Center approved and licensed caterer/bartender..

2. The Customer will take responsibility for and hold The Mansour Center and The Center for Family Resources (CFR) harmless from ALL liabilities arising from the serving and consumption of alcoholic beverages.
3. Kegs are not allowed.
4. An off-duty police officer must be hired at the client's expense of \$30 per hour for a minimum of 4 hours and for the duration of the event when alcohol is being served. Two off-duty police officers will be required if the number of guests is expected to exceed 150. Payment for police officer services will be made in cash to the MC Director no later than two weeks prior to the start of the event. The MC reserves the right to select the officers to be hired for each event.

Deliveries:

- Deliveries must be coordinated with the Mansour Center and made during normal facility hours.
- All deliveries must utilize service delivery doors.
- The customer must coordinate with the MC Director all equipment delivery and setup dates and times no later than 10 business days prior to the event.
- The MC and CFR are not responsible for any lost, stolen, or damaged equipment or property of the Customer or its agents.

Publicity:

- Use of any CFR or MC logo, trademark, or trade name is not permitted without prior authorization. The customer is not to promote his or her event as a CFR or Mansour Center sponsored event unless agreed upon in writing in advance of the event.

Hold Harmless:

- The Customer agrees to hold harmless the MC and CFR and all those affiliated with these agencies in the event of any personal injuries, loss of life, theft or damages resulting from the use of the MC and/or property.
- It is recommended the Customer obtain reasonable liability insurance prior to the use of the MC facilities and/or property.

Customer Name (please print)

Customer Signature

Date

The Mansour Center Director or Representative

Date