



# 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 9:00am – 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 ECEC 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 (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)
<b>Davis Room A &amp; B</b>	4710 Sq. Ft.	312 - Theatre Seating / 225 - Rounds	\$175.00
<b>Davis Room A</b>	2925 Sq. Ft.	200 - Theatre Seating / 120 - Rounds	\$150.00
<b>Davis Room B</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 \$400.00 is required at contract signing. 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.

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 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
- Cancellation of under (45) days – **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. 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 (7) day 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 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. (2) Two security officers are required for events serving alcohol.

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
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 othe requested colors
Custom Made Centerpieces	\$25.00 and up	
Plate Chargers	\$2.00 each	Colors: Various colors
Chair Sashes	\$3.00 each	

### 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 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 \$40/hr. A flat set-up fee of \$100 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  
 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](mailto:sgatkinscdc2@gmail.com)

**Website:** [www.sgacdc.org](http://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) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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