

Macon County Heritage Center

Meeting Room User Services Contract

Group Name:	
Date:	
Number of Guests:	Confirm by: _____ Number: _____
Start / End Time:	
Contact Name:	
Contact Address:	
Contact Phone:	E-Mail: _____
Type of Event:	

Food and Beverage Service

Room Set-Up (please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Class-room style | <input type="checkbox"/> need head table |
| <input type="checkbox"/> U-shape | <input type="checkbox"/> need materials table |
| <input type="checkbox"/> Banquet Style | |
| <input type="checkbox"/> Square shape | |

Special Instructions

Macon County Heritage Center

Meeting Room User Services Contract

Group Name:

Attn:

Dear:

We are delighted that you have selected Macon County Heritage Center for your upcoming event. This is to confirm that we are currently holding space, subject to the Terms and Conditions of this contract and have made the following arrangements for your event:

Group Name:

Type of Event:

Group Size:

Day/Date of Event:

Event Start/End Time:

Contact:

Address:

City, ST, Zip:

Contact Phone:

Contact E-Mail:

Cost Estimates

Room Rental:

Food/Beverage:

Other:

Total Event Price:

Signature of Group Representative

Date

Signature Macon County Heritage Center

Date

Please sign Contract and initial the following Terms and Conditions.

Return to:

Macon County Heritage Center

51 Cowee School Drive Franklin, NC 28734

Phone: 828-349-1945

E-mail: maconheritagecenter@gmail.com

Macon County Heritage Center
Meeting Room User Services Contract
Terms and Conditions

This Meeting Room User Services Contract is between the User (identified above) and Macon County Heritage Center (also referred to here as "MCHC"), and is effective upon the date of execution shown below. Meeting Room User and Macon County Heritage Center agree to the following terms:

1. **SERVICES & FEES** Macon County Heritage Center will provide the user with a clean meeting room and a checklist for the user to complete before and after event use. In the event that the meeting room is not cleaned to the satisfaction of the facility manager, a cleaning fee will be charged. Any damage to the meeting room that occurs will be assessed and the User will be a charged repair or replacement fee. *Initial* _____
2. **PAYMENT TERMS** User will issue payment of cleaning deposit and anticipated rental fees no less than three (3) business days prior to event date. Refunds of the deposit and fees, when applicable, will be issued within ten (10) business days after the use. Any additional fees due will be payable within five (5) business days of the use. *Initial* _____
3. **SCHEDULING OF USE** The Meeting Room is a shared use facility; therefore, MCHC shall control the times and manner of all access to and use of the Meeting Room. Use of the meeting room shall be requested five (5) business days in advance so that appropriate fees can be paid. *Initial* _____
4. **CANCELLATION OF RESERVED TIME** User is responsible to notify the manager of MCHC in the event of cancellation of reserved time within three (3) days prior to the reserved time. MCHC reserves the right to charge the User a cancellation fee equal to the User fee if the manager of MCHC deems the charge necessary due to non-adherence to the cancellation policy. *Initial* _____
5. **PROHIBITED SUBSTANCES USE POLICY** User agrees that there will be no alcohol or illegal drugs allowed on the property. Smoking is not allowed anywhere on the MCHC grounds. *Initial* _____
6. **DECORATIONS** User will use only decorations that will not damage walls or the ceiling. No nails or other hangers will be allowed in the walls. Only tapes or other adhesives, which are designed to be removed from plastered surfaces without damage, will be used. *Initial* _____
7. **SECURITY** User assumes responsibility to provide security deemed necessary for a peaceful event. Excessive noise or conflict will not be tolerated and will be monitored by MCHC staff and residential neighbors. If during the event, local law enforcement is required due to alcohol use, excessive noise or conflict, user will forfeit all deposit and rent fees and will be removed from facility. *Initial* _____
8. **LIMITATION OF LIABILITY** MCHC shall not be liable for any damage to either person or property sustained by the User or by any third party arising in any way out of the User's use, operation, or occupancy of MCHC premises. The Users covenant and agree to indemnify, defend, and hold harmless MCHC and its employees from all claims, costs, and liability arising from or in connection with damages, injuries to persons (including death), or property in, upon, or about the MCHC premises, or any portions thereof. *Initial* _____
9. **ASSIGNMENT** User may not transfer or assign User's privileges or authority under this agreement to a third party. *Initial* _____
10. **RIGHT OF INSPECTION** The staff of MCHC retains the right to enter and inspect operations at any time during use without prior notice. In the event of inappropriate behavior on the part of the User or any participants, the event will end immediately. User will forfeit deposit and rent fees as a result of this action. *Initial* _____
11. **USER PROPERTY** User shall promptly remove any personal property from facility after scheduled event. If User's property is not promptly removed, Macon County Heritage Center may take possession of and remove User's property. User shall be liable to Macon County Heritage Center for a reasonable storage cost for property removed in this way. *Initial* _____
12. **JURISDICTION AND VENUE** Any disputes regarding this agreement shall be resolved in the courts of Graham County, North Carolina and according to the laws of North Carolina. *Initial* _____
13. **MODIFICATION** This agreement shall be modified in writing only, duly signed by User and facility manager of Macon County Heritage Center. *Initial* _____