

## **Yadkin County Agricultural & Educational Building Banquet Room Rental Policies**

The Yadkin County Agricultural & Educational Building is owned and operated by the County of Yadkin is a perfect location for meetings, parties and weddings and is located in Yadkinville, NC. The Banquet Room offers one large room that accommodates approximately 306 people seated with tables / 655 without tables and can be separated into two smaller rooms (Room A – 204 accommodates approximately 189 people seated with tables / 404 without tables and Room B – Room 202 accommodates approximately 117 seated with tables / 251 without tables). A commercial kitchen is available for rent in addition to the Banquet Room. The kitchen is accessible from both rooms, but is directly off Room A.

Both Banquet Rooms rent includes a podium, audio/visual equipment, wireless microphones and sound system for use with system laptop.

Banquet Room rent includes tables (round and/or rectangular) and chairs. Kitchen rental includes preparation areas, refrigerator, freezer, stove, oven, coffee maker, ice maker, plates, goblets, coffee cups/saucers, flatware, utensils and pitchers.

Rooms are available on a first come, first served basis with a completed rental form and a paid deposit.

### **Rental Information**

1. The Banquet Rooms may be rented by calling the Banquet Manager's Office at (336) 849-7739.
2. A County representative will be assigned to the event and reserves the right to enter any and all areas to enforce the rules and limit the number of people in the area.
3. A minimum of 30-day reservation is encouraged on all rentals.
4. Scheduling is tentative until a signed Rental Contract has been executed and a facility deposit has been received. Tentative reservations automatically expire after five (5) calendar days.
5. Rental time begins when the first service person arrives and ends when the last service person leaves. Be sure to leave adequate time for service personnel to clean-up at the end of the event.
6. Events may not extend past midnight on Friday, Saturday or Sunday. Events may not extend past 10pm Monday through Thursday.
7. All event deliveries must be received by the renter. Deliveries and pick-up of equipment, supplies or materials outside of the scheduled event time must be arranged in advance with the County Manager's Office.
8. In accordance with NCGS 163-99, the County is authorized and directed to permit the use of space within the Agricultural & Educational Building without charge, except custodial and utility fees, by political parties, as defined in NCGS 163-96, for the express purpose of annual or biennial precinct meetings and county and district conventions.
9. The County of Yadkin has the right to cancel an event with written notice at any time for the following reasons: misrepresentation of the event, lack of insurance, deposit check returned by the bank, threats of violence or actual violence to any County employee at the facility, threats of damage or actual damage to the facility by the renter, or failure to

abide by the terms and conditions of the rental contract. Cancellation by the County for any of the above reasons will result in the loss of the entire rental amount.

### **Payment / Rental Fee / Cancellation**

1. Yadkin County accepts checks or cash payments. A refundable deposit is required. The deposit will be refunded dependent upon the condition of the equipment, supplies and facility when vacated.
2. Payment must be paid in full one week prior to the event.
3. Cancellations made within 48-hours or less of the event will lose all of the refundable deposit.
4. No-shows will not receive refundable deposit.
5. Non-profits, Chamber of Commerce, established Farmer Associations and local units of government will receive a 25% discount on rental rates.
6. Tenants of the building may use the Banquet Room and kitchen for 24 hours per year at no charge.

### **General Information**

1. Rental contracts will be entered into with adults 21 years of age or older. All groups under the age of 21 must be accompanied by chaperones, one of whom must be the renter.
2. The use or possession of firearms, other weapons, tobacco products, electronic cigarettes, vapor or illegal drugs on the property is strictly prohibited.
3. The County of Yadkin has a Noise Ordinance. Loud and/or profound conduct is prohibited.
4. The renter shall not violate any federal or state statute or any local ordinance, including all federal and state laws prohibiting discrimination.
5. No equipment and/or supplies shall be loaned or borrowed from the facility, unless approved by the County Manager's Office.
6. The renter shall provide complete supervision of all activities.
7. The renter accepts full responsibility for any personal injury or property damage which may occur during the time period of use of the facility. Yadkin County is not liable for any personal injury or loss of personal possessions.
8. Renter must provide tablecloths.
9. Renter shall not attach items to ceilings, walls or any structure or fixture in the facility.
10. The use of open flames, confetti, glitter, and/or other related/similar items is prohibited.
11. Helium balloons are prohibited unless securely tethered at all times.
12. All rental policies and procedures related to room rentals are subject to change without notice.
13. Renters will be billed for damage caused by the use of unauthorized pens/markers on equipment/items inside the Banquet Room.
14. Renter shall defend, indemnify and hold harmless the County for all loss, liability, claims, costs, demands, lawsuits, judgments and expenses (including reasonable attorney fees) arising out of or in any way connected with any act, omission, negligence or misconduct on the part of the Renter or Renter's agent, employees, contractors, subcontractors, designees or volunteers, which results in bodily injuring, including death or property damage to any person(s) and/or property.
15. Renter agrees to pay the cost of repair or replacement for any and all damages of whatever origin or nature which may have occurred during the date and time set-forth in this agreement which are necessary or proper to restore the leased space or premises (interior or exterior) to its pre-leased condition, normal wear and tear excepted. It being expressly understood between the contracting parties hereto; that Renter shall be

responsible for any and all damages or injuries caused by Renter, its agents, employees, clients, customers, invitees.

16. Failure to conclude the use of a room or facility (defined as more than fifteen minutes beyond the time indicated on the application), may result in the forfeiture of the deposit.
17. In the event of an emergency and/or severe weather, the County Manager or her designee has the authority to suspend all activity within the facility and evacuate all individuals to the nearest emergency shelter.
18. The County, its officers, agents, and employees shall have the right to enter the facility at all times during the rental event to confirm the renting party's conformance to this Policy. If the County determines, in its sole judgment, that renting person has breached a term of this Policy, the County shall have the right to immediately terminate this rental agreement prior to the expiration of its term and prior to the conclusion of the event without any refund to the renting person.
19. Renting party shall promptly report all accidents or incidents which result in either personal injury or damage to the property of the County, an employee, or member of the public, regardless of who is responsible for the damage.
20. The County reserves the right to deny the use of the rooms and facilities if it is determined the use is not in the best interest of the County and public. The County also reserves the right to evict any group or entity from any room or facility if deemed in the best interest of the County and public.
21. An off-duty police officer may be required for an activity when deemed necessary by the County Manager or her designee. Any monetary compensation required for such service shall be the responsibility of the renting party and will be discussed with the renting party prior to the event. The renting party may contact the Yadkin County Sheriff's Office or the Town of Yadkinville Police Department for available officers.

#### **Alcohol**

1. Permitted with an ABC daily permit. (For information call 919-779-0700 or [abc.nc.gov](http://abc.nc.gov))
2. Must obtain liability insurance for the event with the County of Yadkin listed as co-insured.

#### **Audiovisual**

1. A/V requirements must be stated prior to contract signing.
2. WIFI is complimentary with venue rental.

#### **Catering and Cleaning**

1. Renter agrees to remove all items belonging to the renter at the conclusion of the event. The County of Yadkin is not responsible for any items remaining after the event that belong to the renter.
2. Renter and/or caterer shall leave the facility and grounds in the condition in which they were found when the doors were opened for set-up.
3. All trash generated from the event shall be collected in plastic bags and placed in the dumpster onsite.
4. Caterers must leave all food preparation and serving areas neat and clean, including, but not limited to, the kitchen and all other surfaces used which have food or spillage, including all floors.
5. Caterers shall provide the County with a Certificate of Insurance, with the County named as co-insured.
6. The County of Yadkin will hold the deposit and apply it toward the cost of labor, supplies and/or equipment needed or expended should the County find it necessary, in their sole

opinion, to do further cleaning, removals or repairs to return the area to its original condition. All excess charges will be billed to the renter.

### **Commercial Kitchen**

#### Caterer:

A caterer MUST prepare the food in their permitted kitchen and transport the food to the Yadkin County Agricultural & Educational Building. The Commercial Kitchen does provide warmers, coffee maker, tea maker, ice machine, stove, oven, refrigerator and freezer. In addition, there is adequate counter space for storage.

#### Non-Profit, Church, Fire Department Fund-Raisers:

Food may be prepared on-site by the organizing group, but no more frequently than once per month. A permit is required from Yadkin County Environmental Health.

#### For Profit Fund-Raisers or Meal Open to the Public with a fee charged:

A caterer must be used or a permit obtained from Yadkin County Environmental Health.

#### Meal for your own group, no charge for meal:

No permit is required.

### **Fire Safety**

The County of Yadkin enforces fire protection safety codes and is subject to inspection by the Fire Marshal. No pyrotechnic devices, spoke/fog machines or open flames are permitted. All fire aisles and exits must be kept clear of equipment and people. No smoking is allowed anywhere in the building. Failure to follow these rules will result in the immediate suspension of the event until the conditions are corrected. If they are not corrected, the event will be cancelled without refund to the renter.

### **OSHA**

The County of Yadkin is committed to providing a safe, clean environment for renters and staff. All individuals are expected to conduct their event in a manner which respects the rights of all users. OSHA regulations are observed by our facility and we mandate the same high standards for all of our contractors and service providers.

### **Authority**

The County Manager has the authority to create additional policies not reflected herein, but shall not have authority to waive any policy stated herein.

**Any person or group violating any rules is subject to suspension from the facility and prosecution under the law, where appropriate, and forfeiture of their security deposit and associated fees. Flagrant misuse of facilities will result in the forfeiture of future reservations.**