

Rotary Conference Center

800 New Bridge St

Jacksonville, NC 28540

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Subject to change

Rental Date _____ Will you be serving Alcohol? Y___ N___ See Alcohol Policy

The lessee may bring in their own beverages, however no wine, beer or other type of alcoholic beverages shall be brought, served, or consumed on the premises without the prior written approval of the Rotary Foundation of Jacksonville NC and event insurance provided. _____ initials _____ date required.

Number of Attendees _____ Purpose of Event _____

Time _____ to _____ and Time needed for Decorations.

By Foundation Representative _____ date _____

By Lessee Representative _____ date _____

Lessee Printed Name _____ Phone _____

Lessee Contact Email Address _____

Rental Unit	Square Feet	Dimension	Capacities	Wednesday Rate	Thursday - Saturday Rate	2 Hour Express Rate	Security Deposit (Cleaning Fee)
Large Meeting Room	Over 3600sf	47 X 77	150-555	\$700.00	\$1,000.00	\$500.00	\$350.00

The venue described above has been reserved for you for the date and time stipulated. Please note that the hours assigned to your event include all set-up and all clean-up, including the set-up and clean-up of all subcontractors that you may utilize. It is understood you will adhere to and follow the terms of this Agreement, and you will be responsible for any damage to the premises and site, including the behavior of your guests, invitees, agents or subcontractors resulting from your use of venue. Rental Rates DO NOT INCLUDE SET UP OR CLEANING. That fee will be taken from the Security Deposit which normally ranges from \$150 - \$250 per event. If serving Alcohol the Security Deposit is \$500 at time of Reservation.

Capacity assumes a standard setup without tables at the front of the room or changes in the descriptions below. Capacities will change with any other alteration:

- a. Banquet Seating - assumes the use of our 5' round tables with 6-8 chairs around the table.
 - b. Theatre Seating - assumes the use of chairs only facing to the front of the room.
 - c. Classroom Seating - assumes the use of 8' rectangle tables with 5 chairs facing the front of the room.
 - d. Standing Reception - assumes no seating, only standing with occasional tables for food or conversing.
2. Base rates for renting include tables, chairs, initial set-up, and tear down.
 3. Rentals are for a maximum of 12 hours ending by 11pm, with events ending at 10pm. Any decoration or client set-up must be accomplished within this 12-hour block of time. Additional charges of \$100 per hour will be charged if the client requires access to the room for more than 12 hours.
 4. Any changes to the original set-up as discussed with and approved by the client will be billed a \$30 per hour fee for the time needed to make the changes.

Booking Policy

Reservations are processed on a first-come, first-served basis, with confirmation upon receipt of the required deposit. **To secure a booking, a signed contract and security deposit are mandatory.** The rental balance is due thirty (30) calendar days before the scheduled event. If an event is booked less than 30 days before event then the full amount is due at booking. **Security Deposit will be refunded up to 14 days after event less the cleaning fee.**

Rescheduling Fee: If the event and date are rescheduled within sixty (60) days of the agreement's execution, a rebooking fee of \$150.00 will be applied to the licensee. **Full rental payment is due thirty (30) days prior to scheduled rental.** Cancellation must be given at least thirty (30) days prior to the scheduled rental to ensure a refund.

If no cancellation notice is provided, RCC will retain any fees paid. In the event of RCC canceling a rental due to the renter's failure to provide necessary information, fees will be retained.

RCC will exert every effort to open the facility for scheduled rentals. However, if severe inclement weather, natural disasters, a state of emergency, or other government-imposed restrictions prevent or hinder facility opening, the renter will be promptly notified. The renter will have the option to reschedule to another available date or receive a full refund of the deposit.

Payments for facility rentals are accepted in cash, check (personal, cashier, or money order), or credit card. A \$35 NSF service fee will be charged for returned checks.

If a third party or donor-advised fund is contributing to the rental cost, RCC staff must be informed during the booking process.

14-DAY MEETING The client shall participate in a planning meeting, if necessary, approximately 14 days before the event with Rotary Conference Center Staff. Following the 14-Day Meeting, the Rental Event Detail Form document and associated information shall be deemed final plans. Additional fees will be incurred by the client for any requested changes to these final plans.

Space rentals are allocated for a maximum of 12 hours, concluding by 11 pm. Any decorating or client setup must be completed within this 12-hour timeframe. If the client requires access to the room beyond 12 hours, including for activities such as dropping off decorations, stage or equipment setup, food delivery, etc., additional charges of \$100 per hour will apply.

Rooms reserved for move-in or move-out will be billed at half of the full daily rate. If RCC staff must contact the renter to address materials left behind after the rental, move-out rates will be applied.

A designated point of contact must be named and present on-site throughout the entire rental period, covering set-up and tear down. The renter is responsible for removing all personal belongings. If the rental extends beyond the contracted time, additional fees will be applicable, and the facility must be returned to its initial condition.

Any damage to RCC facilities or property (i.e. light poles, parking lots, landscaping) caused by the renter or because of the renter's event or participants of the renter's event will be the financial responsibility of the renter.

Facility Rules, Regulations and Violations

Our Goal: A Wonderful Experience

We want you, your guests, and those who use the Rotary Conference Center (RCC) to have a wonderful experience. Additionally, safety is a prime concern along with proper care of our building. We want to protect your guests and this building.

Violations

Should a violation of these rules and regulations be observed, staff will approach the person responsible for the event. They will be informed and given a chance to abate the issue. If the issue rises to such level as to violate safety, potentially harm our building, or violate our principles, we will ask the responsible person to have the violator leave, or if serious enough, shut down the event. In which case, no refunds will be given.

ADA

The RCC is a one-story building and complies with ADA guidelines to be fully accessible.

Alcohol Policy

- No individual may bring alcoholic beverages on the premises.
- The RCC reserves the right to check any packages brought into the RCC.

Organizations who obtain a one-time special event permit shall provide the RCC with a One Million and no/100 Dollars (\$1,000,000) liquor liability certificate of insurance policy naming the Rotary Conference Center (RCC) as additional insured at least **10 days prior** to the event, together with a copy of the one-time special event permit. Events serving alcoholic beverages must comply with all North Carolina Alcoholic Beverage Commission and Alcoholic Law Enforcement laws and regulations.

Decorations

- Decorations are only permitted on tables. No decorations are permitted on the walls or ceilings. Do not attach anything, by any means, to walls or doors.
- Decorations on the floor that may pose a slipping hazard are strictly prohibited.
- No live creatures to be used as centerpieces or decorations.
- The use of all tape or decals on walls, floors, partitions, doors, or windows is strictly prohibited. The use of nails, tacks, brads, screws, or other driven fasteners is prohibited.
- Adhesive backed decals and stickers may not be distributed in the RCC.
- Any decoration causing damage to the RCC will be repaired by the RCC and the cost billed to the event.
- Decorations cannot cover or block Fire Pull Stations, Aisles and Exit Doors.
- Do not block any doors marked with an overhead exit sign.
- All exits must be always visible and accessible. Adjustments to space and equipment may be required.

The **Concession Area at RCC is a prep space only**. Food may be stored, cooled, and prepared in the prep kitchen, but **ABSOLUTELY NO COOKING**

Fog Devices, Smoke Devices, Bubbles, Sparklers, Laser Lights

No fog, smoke effects, bubbles, and/or sparklers shall be permitted in the Rotary Conference Center. Any specialized lighting plans must be approved by RCC.

Hours of Operation

The normal contractual hours of occupancy for events are a maximum of 12 hours ending by 11pm with events ending at 10pm.

Insurance

RCC requires the lessee to provide lessor proof of insurance as required below at least 10 days prior to the scheduled event. Such proof shall be in the form of a certificate of insurance evidencing the existence of commercial general liability insurance applicable to premises and operations hereunder with liability limits at least in the amount of \$1,000,000 per occurrence.

The certificate shall show the lessee and RCC and its agents as an additional named insured under the policy and shall contain substantially the following statement: “The insurance described in this certificate will not be cancelled or materially altered unless ten (10) days written notice has been received by the lessee.”

Janitorial Services

Event areas are cleaned prior to each event at no charge. Additional pre-event cleaning requirements may result in charges to the event.

When an area leased requires, excessive cleaning following the event lessee will be charged an extraordinary cleaning fee based upon the condition of the facility and services required.

Parking

All parking is under the exclusive control of the Event Manager and the following rules apply:

- No parking in an unauthorized location. Unauthorized vehicles will be removed at the owner’s expense.

Security

Any person whose conduct is objectionable, disorderly, or disruptive to the RCC’s use, or is in violation of any law, shall be refused entrance or shall be immediately ejected from the premises. Lessee assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, invitees, and attendees of the event.

Smoking

- **Smoking and vaping, or similar activities, is not permitted in the RCC** or within 50 ft. of the RCC building.
- A smoking and vaping area is designated away from the building.

Nondiscrimination Statement

We are committed to the spirit and letter of all federal, state, and local laws and regulations pertaining to equal opportunity and do not discriminate against any individual with regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status or other protected status.