

Montgomery County Civic Hall Rental Policies and Procedures

General

The 4,700 square feet Montgomery County Civic Hall in Clarksville, Tennessee accommodates large groups and may also be divided into three smaller meeting rooms. The spacious entrance sets the tone for hospitality. Complete with a reception area and plenty of room for registration activities, the lobby provides a gracious and efficient entry. One large or three smaller, comfortably furnished meeting/breakout rooms can be arranged in a variety of seating arrangements. The large meeting room features movable walls which allow many configurations and seats up to 300 guests. The room's versatility meets the needs of social events and business conferences as well as banquets.

User Responsibilities

An authorized representative of the group reserving the meeting room must remain on the premises throughout the period for which it is reserved or until the meeting ends. Meeting rooms must be restored to their original clean condition. Users of the Civic Hall agree to pay for any damages to County property. Persons presenting at and attending public programs in the Civic Hall are subject to all policies and procedures associated with the rental of the Civic Hall.

The following are prohibited:

- Drugs, alcohol and the use of tobacco products.
- Disruptive behavior.
- Weapons
- The use of any equipment that interferes with County operations or which creates any losses or liabilities for the County.
- Organizations or individuals gathering petition signatures may not block the public right-of-way, interfere with the conduct of business, or create litter problems.
- Outdoor grills and onsite grilling

Reservations

To reserve a meeting room, a fully completed and signed Meeting Room Reservation Form must be submitted for approval at least two weeks in advance of the event. Meeting rooms may be reserved during regular business hours (7:30 a.m. to 4:30 p.m.).

Meeting room reservations requested by not-for-profit organizations must include a copy of the 501(c)3 certificate. The certificate copy will be kept on file in Accounts and Budgets.

Meeting rooms may be booked by calling 931-648-8482. Meeting rooms may be reserved up to one (1) year in advance. Any required fees must be paid in full at least

one (1) week prior to the event. Use of meeting rooms is limited to the type of meeting or activity stated on the application.

Meeting rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Allowing a group to meet in the Civic Hall does not constitute the County's endorsement of the group's policies, beliefs or practices. Advertisements or announcements by any group implying such endorsement are not permitted. Some restrictions regarding time, place, and manner of presentation may apply.

A final guaranteed number of guests must be received by noon **three business days** (72 hours) prior to the event date. If no guarantee is received, the Civic Hall will prepare and charge for the number of guests specified on the original reservation. The Civic Hall will prepare for an additional **5%** above the minimum guarantee, **based upon space availability**.

Spaces and Fees

The following spaces are available for meeting rental. The Civic Hall (Large Meeting Room) can hold up to 300 people when arranged theater style (chairs only). When using tables in this room, seating capacity is 216 people. When renting 1/3 of the large meeting room, seating capacity is limited to 72 people when tables are included and 100 people when only using chairs. These numbers are based on fire codes and no exceptions will be made.

Fee Schedule

	Rental rates	Non-profit rates
Deposit (refundable based upon cleanliness and damage inspection)	\$200	\$200
Civic Hall (Large Meeting Room) (up to 2 hours)	\$300	\$240
Civic Hall (Large Meeting Room) (2-4 hours)	\$400	\$320
Civic Hall (Large Meeting Room) (4-10 hours)	\$500	\$400
**If Civic Hall is need over 10 hours, there is an additional \$60 per hour charge		
1/3 of Large Meeting Room (up to 2 hrs)	\$85	\$70
1/3 of Large Meeting Room (2-4 hours)	\$150	\$120
1/3 of Large Meeting Room) (4-10 hours)	\$300	\$240
**For each 1/3 of the Large Meeting Room needed over 10 hours, there is an additional \$25 per hour charge.		
Use of Kitchen Facilities	\$100	\$100
Tables (not to be used for additional seating above room capacity)	\$10/ea	\$10/ea
Coffee urns	\$8/ea	\$8/ea
Microphone (wireless)	\$10/ea	\$10/ea
Podium (includes DVD/VCR and wired microphone)	\$50	\$50

Fee Schedule for Groups Signing an Annual Contract.

Deposit (refundable based upon cleanliness and damage inspection)	\$250
Civic Hall (Large Meeting Room) (up to 2 hours)	\$200
Civic Hall (Large Meeting Room) (2-4 hours)	\$275
Civic Hall (Large Meeting Room) (4-10 hours)	\$350
**If Civic Hall is need over 10 hours, there is an additional \$60 per hour charge	
1/3 of Large Meeting Room (up to 2 hrs)	\$60
1/3 of Large Meeting Room (2-4 hours)	\$125
1/3 of Large Meeting Room) (4-10 hours)	\$250
**For each 1/3 of the Large Meeting Room needed over 10 hours, there is an additional \$25 per hour charge.	
Use of Kitchen Facilities	
Weekly	\$50/wk
Bi-monthly	\$75/wk
Once a month	\$100/mo
Tables (not to be used for additional seating above room capacity)	\$10/ea
Coffee urns	\$8/ea
Microphone (wireless)	\$10/ea
Podium (includes DVD/VCR and wired microphone)	\$50

Insurance

The Lessee shall procure and retain commercial general liability insurance in an amount of not less than \$500,000 per occurrence for bodily injury and property damage and shall provide a copy of the same to the Lessor prior to the utilization of the before-described premises. Insurance may not be required of lessees who intend to utilize said premises on a one time basis. The requirement of the insurance shall be within the sole discretion of the Lessor.

*Under no circumstance is furniture or equipment to leave the premises of Civic Hall.

Fees are based on a minimum of two hours and shall be subject to change. Sales tax will be applied where mandated by Tennessee State Law.

Fees are charged for all meeting rooms under the following circumstances:

- Meetings of profit-making groups or businesses.
- Fund-raising events.
- Meetings which require payment of tuition or other fees (except for government agencies).
- Meetings where products or services are promoted or sold.
- Meetings which are designed to further the specific goals of an individual or group, such as recitals, political campaigns, paid tutoring classes.
- Events of a personal nature – wedding receptions, birthday or anniversary parties, reunions, showers, etc.

Should any unpaid portion of this account be placed for collection with an outside agency or attorney, the undersigned agrees to be responsible for all costs of collection.

Operating Hours

Meeting rooms are available for use Monday through Thursday from 7 a.m. to 10 p.m., Friday and Saturday from 7 a.m. to midnight and Sunday from 1 to 8 p.m. When planning an event, please take these hours into consideration when arranging the set-up and clean up of the event. Groups must return to room to its original condition and then vacate the room 30 minutes before closing time.

Right to Cancel

Either party may cancel this Agreement, with 30 days written notice to the other, without liability as a result of acts of God, over which neither party has control, government regulation, terrorism, disaster, strikes, civil disorders, or any other factors over which neither party has control, making it impossible or illegal to conduct the program consistent with those conditions that existed at the time the contract was entered into. The parties may, however, agree to go forward on such terms and conditions that may be re-negotiated. With proper written notice, any advance deposit(s) made shall be refunded in full to the party who made the deposit.

Cancellation Fees

If this event is canceled 30 days prior to the date of the event, the undersigned client agrees to forfeit one half of the deposit. If this event is canceled two weeks or less prior to the date of the event, the undersigned client agrees to forfeit 100% of the deposit. Any event booked within a 30-day time frame will be subject to full cancellation fees.

Room Configuration

Tables and chairs may be configured in a variety of ways to meet your meeting needs. Review the options included at the end of this packet and choose which configuration best suits your meeting needs. Please keep in mind that some options limit seating.

Food and Beverage

Refreshments may be served in the small meeting rooms, provided proper care is given to clean-up after the meeting. No alcoholic beverages are allowed in or around the Civic Hall. If evidence of alcohol is found, the event will immediately be closed and participants asked to leave and will be subject to full cancellation fees.

Refreshments served in the smaller Civic Hall meeting rooms should be limited to those items easily disposed of, e.g., light snacks, box lunches. All refreshments should be consumed inside the meeting room, and trash placed in the appropriate receptacles.

Food and beverages desired for meetings, receptions and banquets in the large meeting room must be provided by an approved Caterer. Approved catering management will be responsible for making all arrangements for catered food services, including the collection of catering fees. Montgomery County Government assumes no responsibility for catering services.

Kitchen Usage

Kitchen facilities are available to rent in conjunction with a meeting room rental, should you choose to do so. The kitchen includes two warming ovens, a refrigerator, an ice maker, dishwasher, coffee pots and spacious counters for the caterer of your choice. There is set-up for a buffet line adjacent the kitchen and ample serving space. The kitchen and buffet area are rented together and are available on a first come/first served basis.

Cleaning

The room must be returned to the condition in which it was when you entered. You are responsible for the disposal of all trash. The floors are to be vacuumed before you leave following the event. A vacuum is available for your use. Please make sure that you turn all equipment completely off before you exit the premises.

Parking

Free parking is available at the Veteran's Plaza. The County assumes no responsibility for lost or stolen items or damage to vehicles in the parking lot.

Audiovisual Equipment

Stacking banquet chairs and 8-foot long banquet tables are provided at no charge in each of the three meeting rooms.

Media and Audio/Video equipment are available to rent includes: podiums with wired microphone and DVD/VCR; additional wireless microphones; Telephone (two-way conference speakerphone); Overhead Projector; Projection Screen; LCD Projector. If you are unsure how to work any equipment, please ask!

Security

The Lessee is responsible for providing bonded security for special events whenever deemed necessary. Such security is to be reviewed and approved by Civic Hall Management in advance.

Publicity

Each group is responsible for its own publicity. Any printed publicity must include the statement: "This program is not sponsored by Montgomery County Government."

Publicity is not to include County Government's telephone number, nor may the County's name and address be used as a mailing address.

Signage and Decorations

Signs produced for directional purposes must be submitted to the Event Manager 24-hours prior to the event and posted by Event Staff. Materials may not be attached to walls, windows, doors or furnishings. Unauthorized signs will be removed without notice.

No open flames, masking or duct tape, glitter, confetti, silly string, etc. may be used in the meeting rooms. Flameless votive candles will be allowed.

Indemnification

Lessee shall indemnify and hold harmless Montgomery County Government and its elected officials, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of Lessee or its employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to this Contract and Lessee's use of the Premises.

Lessee shall indemnify and hold harmless Montgomery County Government if the facility is deemed unsafe and unusable due to an act of nature or war.

The Civic Hall will not assume or accept any responsibility for damage to or loss of any merchandise or articles brought onto the premises prior to, during or following the Client's event.

Damages

The Lessee is liable for all damages, expense, and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the Lessee's use of the facility and all tangible property. Repair or replacement costs due to damage of Civil Hall facilities, furnishings and equipment will be charged to the program sponsor. The cost of damages assessed by Montgomery County Government will be based on the replacement value.

Revocation and Refusal of Authorization for Use

The privilege of using Montgomery County Civic Hall meeting rooms will be revoked if the activities of the meeting room users negatively impact normal operations in the following ways:

- The meeting is conducted in a noisy, disorderly or inflammatory manner.

- The size of the meeting presents personal safety or building security issues, or creates an undue parking demand on Veteran’s Plaza lots or the surrounding neighborhood.
- The activities of meeting room users distract County staff from the performance of their duties.
- The meeting room users neglect to pay all required fees, or neglect to pay for damage to the meeting room.
- The meeting room users neglect to leave the room in the condition in which it was found.
- There is any violation of County policy.
- A group fails to show for a scheduled meeting without prior notification.

Priorities

Priority will be given to: County-sponsored events; to County-City sponsored events; groups that are Montgomery County based. All other groups will be given consideration on a first-come/first-served basis. Montgomery County reserves the right to preempt any event for an emergency County-sponsored event. In such rare instances, the County will make every reasonable effort to give ample notice and to assist the group in reserving another date or Civic Hall meeting room. If that is not possible, there will be a full refund of any advanced deposit.

The Civic Hall reserves the right to assign alternate meeting space for the client’s function should the original room(s) designated shall be unavailable or inappropriate, based on the client’s final guaranteed number of guests.

The County reviews this policy annually and reserves the right to change it anytime.

Client Signature Date Event Manager Date

Civic Hall Event Order

Event Date:

Type of Function/Event:

Contact:

Address:

Phone #:

Fax:

Tentative # of Guests: Guaranteed # of Guests: Due _____ before noon

Time of Function:

Room:

Room Rental:

Room Set-up:

Audio-Visual:

Client Signature

Date

Event Manager

Date

Billing Arrangements

Charges do not include a 9.5% Sales Tax

(Please sign / date contract and attached copy of terms & conditions and return as soon as possible)

Make Checks payable to: Montgomery County Government Civic Hall