

Southern Center for International Studies



Use of the Facilities

CONTRACT

POLICY STATEMENT

The primary purpose of the Southern Center for International Studies is that of a *non-partisan educational institution supported by state governments, business and professional firms, foundations and individuals. Its staff provides educational programs at several levels of expertise, conducts research and advises constituents on international affairs.*

The Center seeks to develop in the private and public sectors an awareness of growing global interdependence and to establish among its constituents an understanding of the international environment which is a prerequisite for effective decision making.

The Southern Center has its offices and libraries located in the Goodrum House, an historic Atlanta home built in 1929. We welcome the opportunity to expand our educational efforts, to increase our membership and to further introduce ourselves to the community by allowing expanded special event use of the Southern Center building.

REGULATIONS

1. Fundraising activities, religious or partisan political events are not allowed.
2. Reservations must be made as far in advance as possible. A RESERVATION REQUEST ALONE DOES NOT HOLD THE DATE INDEFINITELY: A 25% deposit is required to secure a date and must be accompanied by a signed contract. The confirmation form is to be sent as soon as all the information is available to complete the form and this form is due no later than two weeks prior to the event. The balance of the usage fee and any other fees are to be paid no later than two (2) weeks prior to the event.
3. Should cancellation be necessary, a full refund of the deposit will be issued if cancellation occurs more than 90 days in advance of the event date. Should cancellation occur less than 90 days prior to the event, the deposit becomes non-refundable.
4. All printed materials relating to the event (i.e., invitations, posters, flyers, etc.) that include the name "Southern Center for International Studies" are subject to the approval of the Southern Center for International Studies before they are in their final printing stages.
5. If the first contact for an event is made by a third party meeting planner or a locations agent, no agreement on use shall be made until the actual user has met with or contacted the appropriate representative of the Southern Center.
6. a. The individual or organization using the building is fully responsible for any damages that occur during an event and expressly agrees to defend, indemnify and hold harmless the Southern Center for International Studies from any liability for any theft, damage or injury associated with the event. A CERTIFICATE OF INSURANCE evidencing the fact that the user has public liability coverage in the amount equal to **at least \$1,000,000.00** per occurrence must be provided. If liquor is being served this policy must expressly assume liability at the same level of \$1,000,000 per occurrence. Additionally, the user agrees to the name the Southern Center for International Studies as additional named insured (at no extra cost to SCIS) under its policy of public liability insurance and to provide evidence of such coverage to the Southern Center. b. At the discretion of the Southern Center, security guard(s) may be required at an event. The cost of this service may be in addition to the usage fee and is subject to the same payment and cancellation terms as the usage fee.
7. FAILURE TO COMPLY WITH ANY OF THESE REGULATIONS COULD RESULT IN THE SOUTHERN CENTER'S CANCELING THE EVENT (with a full or 50% refund of the deposit, depending on the date of the cancellation) at any time thereafter.
8. In the event of specific damage to the premises as a direct result of the activities of the user, user's staff, subcontractors, clients, or any guest at the event (ordinary reasonable wear and tear excepted) the user assumes responsibility for prompt payment of the cost of any repair and/or replacement necessary to correct such damage.
9. Choices of caterer, rental company and other sub-contracted services are all subject to the approval of the Southern Center. All services must provide proof of Workman's Compensation liability insurance for their employees. Caterer must provide a copy of its certification by the Health Department. Unless special arrangements are made, caterers and other contractors will have access to the SCIS property two hours prior to the beginning of an event. There is no access to the Southern Center property without the presence of a Southern Center representative.

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10. A walkthrough with **all** involved parties (i.e., user, caterer, equipment rental company representative, party coordinator, Southern Center representative) must be scheduled no less than three weeks in advance of the event. The Southern Center reserves the right to determine which areas may be used for food and drink service. The offices on the second floor of the house are off limits.
11. The Southern Center does not furnish refreshments, flowers, china, glassware, linen, coffee makers, flatware, or service dishes. Any members of the SCIS staff present are on duty to secure the building after a function. SCIS staff is not responsible for helping caterers or outside special event contractors.
12. Breakdown must occur immediately after the event, and all rental and decor items removed from the building the same night, unless special arrangements are made. All trash generated by the event must be removed from the premises the night of the event. The organization or individual requesting the use of the building will arrange for the clean-up of the facilities and will return everything to its original condition before leaving the premises. If the building is not left in the condition in which it was found an additional cleaning fee will be assessed to the individual or organization using the building.
13. Should any special electrical needs become evident, the Southern Center must be notified of these requirements no less than two (2) weeks in advance. Any and all extra lighting or use of other heavy electrical equipment must be approved in advance by the Southern Center's electrician. Any expenses incurred to meet any special electrical requirements will be billed to the user.
14. All added decorations must be freestanding. No nails, staples or tape are to be used on the walls, floors or ceiling of the Southern Center.
15. Any use of candles or torches must be approved in advance. Only votive candles or fixtures protected by hurricane globes may be used near any wall surface.
16. Hanging signs anywhere on the Grounds of the Southern Center is not permitted.
17. **Smoking is not permitted** in the Southern Center. Any smoking is to be confined to the terraces at the side or rear of the House or the front driveway.
18. Food may be warmed in the kitchen. Cooking is not allowed.
19. Caterers are to provide their own manpower to unload, set up and reload their goods.
20. Caterers are expected to provide their own detergent, towels, knives and **all** other supplies needed for their duties. Use of the dishwasher is not allowed.
21. Caterers are responsible for maintaining cleanliness in the kitchen area and all other areas where food or drink was served or prepared.
22. The Southern Center cannot assume any responsibility for items left by the caterer, guests or user. User is responsible for removing all articles brought in during the event.

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23. All functions are to end at the agreed upon time. In consideration of the neighborhood this time shall be no later than 11:00pm, allowing caterers to be packed and gone by 12 midnight. The Southern Center reserves the right to insist that guests, caterers, etc. leave the building at the agreed upon time. There will be an prorated overtime charge for late departure.
24. a. There are to be no musical groups or dance bands positioned in the living room. No dancing is to occur in the living room. All musical groups are to be positioned on the landing above the front hall entrance. (Because of space limitations in this area musical groups no larger than three or four are suggested.) Individual musicians such as a harpist or flautist may be positioned in locations other than the entrance hall landing. These arrangements must be made in advance and are subject to SCIS approval.
b. Electrical power supply in the SCIS facility is limited to a total of 15 amps. Musicians are to be reminded that they are playing in a residential structure, not a concert hall, and are therefore advised to bring minimal equipment (amplifiers, speakers, etc.) Also, remind musicians that all equipment they bring will have to be taken up a flight of stairs.
c. Musicians are to make arrangements for their own chairs, extension cords or any other equipment they might need to do their jobs. SCIS provides none of the above.
d. Because of sound ordinances and the close proximity of residences to the SCIS property, no music is allowed outdoors. All music must end by 11:00PM.
e. If any of the facility's doors or windows are open during a special event, sound levels are to be kept at a moderate level. SCIS staff will monitor the sound level throughout the event. If musicians are audible beyond any of the boundaries of the SCIS property the musicians will be instructed to lower their sound output to an acceptable level. If they do not lower the sound output to an acceptable level, SCIS staff reserves the right to terminate further music and to insist the musicians leave the SCIS property.
25. No **sale** of alcoholic beverages will be allowed. Alcohol may be served on a complimentary basis, but **only** if the necessary insurance coverage is provided. (See paragraph 7.)
26. User is responsible for informing his caterer and other contractors of all Southern Center for International Studies rules and regulations. User will be liable for all actions of User's guests and employees.
27. The Southern Center property can currently accommodate no more than 30 automobiles. Additional parking is available along Arden Road. User may hire a licensed valet parking service or shuttle service, if so desired.
28. If tents are used they maybe erected up to 24 hours prior to a reception, but only if there is no conflict with any other scheduled event at the SCIS facility. If the tent company provides lighting, user is cautioned to instruct tent company to provide and install all necessary extension cords to connect tent lighting to a power source. The Southern Center does not provide this service.

The SCIS Confirmation Form attached hereto and identified as Appendix A is hereby made part of this contract. Sign below to indicate that you have read, understood and agree to abide by all the rules, regulations and conditions specified in the preceding contract. This contract will be approved and a copy returned to signer upon receipt of the Event Confirmation Form, insurance verification and all payments.

signature / title date

agent/representative of _____

APPROVED BY: _____
SCIS Representative

Date