



## **Rental Policy**

### **Facility Availability**

The Newberry Firehouse Conference Center (NFCC) is available for rental on a first-come first-served basis.

Reservations may be made up to two (2) years in advance.

The NFCC shall **not** be available for rent on:

- Martin Luther King, Jr. Day
- Easter Holiday(Good Friday – Easter Sunday)
- Memorial Day Weekend (Saturday-Monday)
- Independence Day
- Labor Day Weekend(Saturday-Monday)
- Thanksgiving Holiday (Thursday through Sunday)
- Christmas Holiday (December 24<sup>th</sup>-26<sup>th</sup>)
- New Year's Eve and New Year's Day

### **Rental/Event Fee Policies**

Facility rental rates are established at the time a “hold” is requested. A **non-refundable** deposit of 50% of the base rental fee is due at the time of hold. **Remaining fees, meal package balances, and all additional charges are due 30 days prior to the event date. Events with unpaid balances after the 30 day deadline are subject to cancellation.**

The entire rental fee, package balance, and all additional charges are due when a hold is made less than 30 days from an event date. Fees paid less than 30 days from the events date must be paid by credit card, money order, cashier's check, or cash. Personal checks will not be accepted after the 30 day period.

All fees are non-refundable after the designated due dates. Therefore, contract cancellation by the renter will result in loss of all paid fees.

Fees may be paid with a credit card. Please consult with Facility Manager on the procedure.

## **Event Use Policies**

The renter agrees to hold harmless the NFCC and the City of Newberry in any way for any accident or injury, which may occur to a person or persons on the premises during the rental period.

The renter agrees to hold harmless the NFCC and the City of Newberry for any items left unattended, misplaced, or unclaimed during or after the rental period.

**Cooking on the NFCC premises is STRICTLY PROHIBITED. (Please see the catering package for more information.)**

The renter is hereby deemed responsible for any damage or breakage to any portion of the Conference Center and agrees to replace in full, any damage done to the facility while under rental. (Reasonable wear expected)

**All guests under the age of 12 must be supervised at all times.**

No types of chemicals, paints, toxic materials, tape or glue are to be used or affixed on tables, walls, floors or doors of the Conference Center (inside or outside). Non-adhesive putty is recommended.

All decorating plans must meet the approval of the facility manager. Hanging decorations from the ceiling are NOT allowed in the Firehouse Conference Center.

Candles and flames are required to be contained in hurricanes, lanterns, or other approved containers. Any damage incurred from use of candles or flame (spilled wax or burns) is a violation of NFCC policies and therefore will forfeit the entire security deposit.

Smoke machines are strictly prohibited at the Newberry Firehouse Conference Center. Sparklers, rice, confetti, glitter and birdseed are strictly prohibited at the NFCC. Helium balloons may be used for decorating, provided they are properly secured. Bubbles are permitted, but only outside of the building.

Decorations must be removed from the Center immediately following the event. After the agreed upon "end" time, the renter is subject to additional hourly charges.

As previously stated, for all functions involving the use of alcohol the renter must sign an NFCC Alcohol Agreement. Please refer to the Alcoholic Beverage Agreement for complete details.

## **Schedule of Additional Charges and Amenities**

**Copies:** Document copies made by NFCC's copy machine. \$0.10

### **Audio/Visual & Event Related Items (Included in rental fee)**

Audio-visual equipment is available for use at no additional cost. Presentations using the audio-visual equipment will require a test-run up to 72 hours prior to the event. Audio-visual equipment includes screens, projectors and wireless handheld microphones. Additional items available are: podium, flip charts with paper and markers, dry erase boards, and easels.

- Portable bar
- Centerpieces (up to 12)

**Dance Floor (wooden-like style)** \$100

### **Linens (Ivory)**

90" Round – half length (each) \$8.00

120" Round – full length (each) \$12.00

60"x 102" Rectangular (each) \$8.00

Drape/Skirt – Navy, or Ivory (each) \$12.00

Linen Napkins (per 50) \$8.00

Chair Covers – Ivory \$3.00

Chair Cover Sashes – Ivory, Navy, Gold, Silver (*per sash if we place and tie*) \$2.00

*(No Charge if the Group places and ties)*

**Refundable Security/Damage Deposits will be determined by the number of people and the type of event.**

## **Breakfast, Beverage and Snack Service**

**(Up to 50 people)**

**MINI BREAKFAST (up to 3 hrs)** \$5.50 Per Person  
Muffins, cinnamon rolls or doughnuts, granola bars, orange juice, hot tea, and unlimited coffee

**MORNING SNACKS ONLY (up to 3 hrs)** \$3.50 Per Person  
Muffins, cinnamon rolls and/or doughnuts, granola bars

**AFTERNOON SNACKS ONLY (up to 3 hrs)** \$3.50 Per Person  
Snack crackers, granola bars, cookies

**BEVERAGES ONLY (up to 7 hrs)** \$3.00 Per Person  
Diet and regular sodas, bottled water, and morning coffee, hot tea, and orange juice

**COFFEE and BOTTLED WATER ONLY** \$2.00 Per Person

**FULL SNACK AND BEVERAGE SERVICE (up to 7 hrs)** \$7.00 Per Person  
Morning muffins, cinnamon rolls and/or doughnuts, granola bars, orange juice, unlimited coffee, afternoon snack crackers, cookies, sodas, hot tea and bottled water



## DECORATING POLICIES

***Decorating plans require the approval of the Facility Manager.***

*Please take the time to read our policies regarding decorating in the Firehouse Conference Center. It is our desire to refund the entire security/damage deposit, however any violation of these policies will result in forfeiture up to the entire amount and additional charges may apply.*

The following decorations are **prohibited** from use in the Conference Center:

- Confetti, or glitter including glitter on ribbon, or bows
- Flame burning candles  
Birthday candles, or oil based candles are permissible.
- Scotch tape, masking tape, or any type of glue (inside or outside)  
Non-adhesive putty, glue dots, or painters tape is permissible.
- Any types of chemicals, paints, or toxic materials
- Sparklers, rice and birdseed
- Smoke machines

Hanging decorations from the ceiling is NOT allowed in the Firehouse Conference Center.

Helium balloons may be used for decorating, provided they are properly secured. Bubbles are permitted outside of the building only.

Decorations must be removed from the Center immediately following the event. After the agreed upon "end" time, the renter is subject to additional hourly charges.

**The renter risks losing their security/damage deposit if any of these policies are violated. The renter acknowledges and agrees to these policies by signing the rental contract. The renter is responsible for forwarding these policies to the people responsible for decorating and seeing that they are followed.**

Please feel free to call 803-276-1800 with any questions you might have, or email us at [firehouse@cityofnewberry.com](mailto:firehouse@cityofnewberry.com).

*Thank you in advance for your cooperation in keeping the cleaning and maintenance expenses down by adhering to our policies. Your efforts help to preserve the beauty of our historic building.*

*Newberry Firehouse Conference Center Management*

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Signature is required

Date