

Freedom House Conrad Center Special Event Facility Rental Costs & Guidelines

Costs

There is an \$85.00 charge per hour for renting The Conrad Center facility. The use of the kitchen is an additional charge of \$25.00 and all tablecloths have a rental fee of \$5.25 each. A \$100 deposit is due upon signing the Reserve Sheet and Theo Woodson will collect the balance two weeks prior to your scheduled event. Please call him at 804.218.2369 and arrange for payment. Please make your deposit check payable to Freedom House. Freedom House will refund 50% of your \$100 deposit if a cancellation notice is received seven days prior to your event. All other rental fees will be retained by Freedom House and are not refundable. If cancellation is the result of circumstances beyond either party's control, Freedom House will refund all rental fees including tables, chairs, tablecloths and kitchen fee. Some events require police security.

Occupancy

The Conrad Center has a maximum occupancy of 357. However, special events held at the Center are limited to 250 guests. The Conrad Center does not rent the building for events specifically targeted to anyone under the age of 21. **In no case shall event attendance exceed the established capacity of the facilities.**

Safety and Security

Event Sponsors and their guests are required to comply with requirements of all state and federal regulations, as well as ordinances and regulations of the City of Richmond, including Safety and Health, Fire and Life Safety, and all other applicable laws.

The safe and secure management of all events and facilities is a priority for Freedom House. We reserve the right to require uniformed Richmond police officers or sheriff's deputy at any event determined to have security risks. Generally, events that have 50-100 guests will require one uniformed Richmond police officer or sheriff's deputy and events with 101-250 guests will require two uniformed Richmond police officers or sheriff's. Failure to provide security when required will result in cancellation or immediate termination of the event.

Event Sponsor shall be responsible for the payment of any special costs necessary for maintaining order, security, public health, safety, and protection of the facilities. Sponsors will be charged the replacement costs plus hourly labor if applicable for damages to the facilities or equipment. Freedom House may also cancel or interrupt an event which threatens damage to property or injury to persons in or near the facilities.

Event Sponsor shall indemnify and hold harmless Freedom House, its contributors, its officers, directors, employees and agents from and against all claims, damages, losses, judgments, litigation and expenses arising out of any injury including death or damage to Event Sponsor's

and guest's property resulting from an act, omission or neglect of the Event Sponsor or any of his/her guests.

Alcohol

Alcohol is strictly prohibited at any Special Facility Rental Event. If any guests are found to have possession of alcohol on any Conrad Center property during the event, the event will immediately be canceled.

Smoking

Smoking is prohibited within the Conrad Center facility, as well as smoking near doorways which might enable smoke to enter the facility.

Kitchen

Use of the kitchen facilities requires strict adherence to all City and State health department guidelines. Delivery and preparation of food, as well as storage of food in refrigerator and freezer, can be arranged with the Conrad Center Program Director. All kitchen appliances and countertops should be thoroughly cleaned and all trash disposed of in tied plastic bags in the dumpster provided in the back of the facility.

Decorations

Fire Exits/Egress - The Event Sponsor may not block any doors, entrances or exits at any time and must maintain sufficient clearance through halls and other access ways at all times.

Please refrain from using tacks or any other damageable devices to put decorations up on walls, tables, chairs, doors or window treatments. Masking tape or sticky tack is allowed BUT must be removed at the end of the event.

Facilities shall be restored to conditions found prior to use or a janitorial fee may be charged. All decorations, promotional materials, signs, supplies, balloons, etc. must be removed immediately following the event.

Please return the facility back to the general conditions of cleanliness in which it was found. Please note that **CLEAN-UP** and or **DAMAGE** deposits may be required.

Parking

The Conrad Center parking lot has 82 spaces. There are several handicapped spaces located at the front of the building. The parking lot should be left clean of trash and no vehicles are to be left overnight on the property.