



THE RENAISSANCE CENTER

Event Planning Guide and License Agreement

*Cadiz Renaissance on Main
Cindy Sholar, Director
270-522-8756 ext.32*

*City of Cadiz Public Works & Properties Department
Kerry Fowler, Director
270-522-8244*

August 2006

Event Planning Guide

Thank you for selecting The Renaissance Center for your upcoming event. As a Cadiz Renaissance on Main managed facility, you have our pledge of personal service, professionalism, and performance.

We have prepared this booklet to provide you with basic information about our Facility and to guide you through the initial planning process. We also encourage you to stay in contact with our dedicated staff that is ready to assist you in planning your successful event.



Table of Contents

	General Information		Page
	Staff Contacts		1
	Directions		4
	Facility Booking Policy		5
	Purpose		5
	Event Booking Criteria		5
	Confirmation and Contracting		6
	Deposits		6
	Cancellations		7
	Facility Use Application		7
	Rental, Payment, and Billing		7
	Facility Operations Guide		9
	Americans with Disabilities Act (ADA)		9
	Housekeeping		9
	Damages		9
	Emergency		9
	Equipment Inventory/Rental		10
	Parking		10
	Permits – Health, Business		10
	Room Set-Up		10
	Smoking Policy		10
	Trash Removal		10
	HVAC Systems		11
	Facility Rules and Regulations		12
	Equipment and Services		14
	Audio-Visual Services		14
	General Equipment Rental Rates		14
	Facility Rental Rates		15
	Deposit		15
	Event		15
	License Agreement and Contract		17
	Inventory Checklist (Pre and Post Event)		18



Directions

Via I-24 from Nashville/Clarksville, Tennessee/Paducah, Kentucky

Take Exit 65 to Cadiz (US Highway 68/80). Stay in right lane. Follow US Highway 68/80 West approximately 4 miles to Business Highway 68. Turn right onto Business Highway 68 (Main Street). Follow Main Street approximately 3 miles to Historic Downtown Cadiz. At Courthouse (Monroe Street) turn right. Follow signs to Convention Center and parking areas.



Facility Booking Policy

1. PURPOSE

The Renaissance Center is a multi-role conference and convention center operated for the City of Cadiz. The Center's objective is to attract and produce events with significant economic potential for the City of Cadiz and Trigg County, and to facilitate local events promoting civic and community pride and quality of life, within a sound financial context. This Policy establishes criteria for evaluating and booking events in accordance with this objective.

2. EVENT BOOKING CRITERIA

Booking Control: Renaissance on Main exercises booking control of the facility for all future dates in coordination with the City of Cadiz.

Renaissance on Main expressly reserves final discretion to accept, modify, refuse, or terminate bookings in accordance with this Policy; and to solicit, develop or promote any event consistent with the Renaissance Center objectives and the interest of the City of Cadiz. Renaissance on Main may consider the following factors in evaluating potential bookings:

- Projected economic benefit to City and County.
- Seasonal factors and repeat booking potential.
- Client's performance with respect to prior events at the Center and/or similar facilities.
- Projected direct revenue to Center.
- Value of the event to the community.

Category I. Major multi-day conferences, which generate significant revenue for the Center and produce motel room reservations and potential retail sales. Contracts may be issued up to 24 months in advance.

Category II. Single day conferences, which generate significant revenue for the Center with potential for retail sales. Contracts may be issued up to 18 months in advance.

Category III. Local one-time, social, business, or civic events or shows. Contracts may be issued up to 12 months in advance.

3. **CONFIRMATION & CONTRACTING**

Confirmed Booking: Receipt of a signed License Agreement and deposit will confirm a booking.

Contract: Center's basic contract is a License Agreement, which spells out rights and responsibilities of Licensee (Client) and Licensor (Renaissance Center). This document is legally binding and should be carefully reviewed before execution.

Contract Cutoff Date: Date by which a contract must be signed and deposit posted to keep a booking in effect. This protects the Center against loss from sudden or close-in cancellation of an event for which a Contract has been issued but not executed. Center may cancel any booking without notice at any time after the Cutoff Date.

Tentative Booking: Space and dates held by Center for a specified period prior to Contract or release by either party. Center may cancel a tentative booking without notice after expiration.

First Option Booking: A Tentative Booking held by the Center, subject to the terms of this Policy, until the Release Date; at which time holder must either proceed to contract or release the booking.

Second Option Booking: A Tentative Booking accepted by the Center secondary to a prior (First Option) booking for the same space/dates. A Second Option becomes a First Option in the event of release of the prior First Option by either party.

Release Date: Date at which a Tentative Booking expires. At this point, Center may release (cancel) the booking; extend it by mutual agreement, or proceed to contract as appropriate.

4. **DEPOSITS**

The *Deposit* establishes Licensee's commitment to license the space on the specified dates. Licensee must post non-refundable deposits concurrent with the execution of the License Agreement. As Licensor, the Renaissance Center is

legally obligated to hold contracted space and dates for Licensee; therefore, Center is not obligated to accept any Contract not accompanied by the required deposit, or to maintain the booking. Center may retain deposit(s) as liquidated damages in the event of **Cancellation: Section 5**

Category I. A non-refundable deposit of up to 50% of contract rental is required upon Contract execution. For events booked several years in advance, Center at its option may impose a lesser deposit with balance due at a specified later date. The remaining balance is due 72 hours prior to the start of the event.

Category II. A non-refundable deposit of up to 50% of contract rental is required upon Contract execution. The remaining balance is due 72 hours prior to the start of the event.

Category III. A non-refundable deposit of up to 50% of contract rental is required upon Contract execution. The remaining balance is due 72 hours prior to the start of the event.

5. CANCELLATION

Cancellation by Licensee of an event covered by the License Agreement will be subject to a Cancellation Fee as liquidated damages, as set forth in the License Agreement.

6. FACILITY USE APPLICATION

Center at its option may require submission of a **Facility Use Application**, as a condition of accepting a booking. Center may use information gained to evaluate the booking on the basis of the client's performance under any prior license agreement(s) at the Center and/or other facilities, or other verifiable factor that may affect Center's objectives or policy herein.

7. RENTAL, PAYMENT, AND BILLING

The Rental Day, including both event day(s) and move-in/move-out days(s) is from 8:00 am to 12:00 midnight.

Assignment: Licensee may not assign the licensed facilities or any rights under the Licensee Agreement without Center's prior written approval.

Payment for all services shall be in cash, check or money order made payable to City of Cadiz. Certified funds may be required for certain events.

Deferred Billing is not available.



Facility Operations Guide

Americans with Disabilities Act (ADA)

The Center is in compliance with the requirements of the Americans with Disabilities Act. Provisions include ramp access, handicapped parking, and restroom facilities.

Housekeeping

Our facility has a spotless reputation for cleanliness. Maintaining such a reputation rests with our Housekeeping Department – they are the men and women who take exceptional care of the floors, stainless steel, and glass that make our building beautiful. We will make certain that the facility is clean and beautiful before your event. We ask that you return the facility to us in the same condition.

Damages

We will schedule a mutually convenient “walk-through” appointment to verify the condition of the facility prior to your event. All damage, except for normal facility wear and tear, is the responsibility of the Licensee. A final walk-through will take place at the completion of the event and a damage evaluation report will be completed. If the facility is not returned in the same condition as received, the Licensee is responsible for the cost necessary to clean, repair, and/or replace any damage that occurred throughout the course of the event. All cleaning, replacements and/or repairs are done strictly by the Center.

Any damage to the Center property or equipment is to be reported immediately to Renaissance on Main at 270-522-8756 or 270-350-1215.

IN THE CASE OF AN EMERGENCY, DIAL 9-1-1 IMMEDIATELY. The address is 49 Jefferson Street.

Equipment Inventory/Rental

The Center is equipped with an inventory of tables and chairs to meet your requirements. Additionally, we have an inventory of special items (table linens, lecterns, white boards, easels) available for rent. (See Equipment and Services)

Parking

The main parking area is located to the rear of the facility. Handicapped parking and overflow parking is located across the street from the Center.

Permits – Health, Business

Permits are the responsibility of the Licensee and while the Center will assist you with information necessary for submission, the Center cannot secure such permits on your behalf.

Room Set-Up

Set-up and removal of standard equipment (i.e. tables and chairs) is the responsibility of the Licensee. This service is available at a cost of \$20 per hour (2 hour minimum).

Executive room sets are available upon request and includes note pads with pens, water glasses, pitchers of ice water, and bowls of hard candy. The cost for this service is \$3 per person.

Smoking Policy

The Renaissance Center is a Smoke-Free Environment.

Trash Removal

For all events, trash receptacles are provided throughout the facility, for your use. In the event food or beverages are served, it is the responsibility of the Licensee to remove all waste to appropriate trash containers located outside of the facility. This service is available at a cost of \$16 per pull.

HVAC

The Renaissance Center is equipped with the latest, most energy efficient heating, ventilation, and air conditioning systems available. Ventilation service begins one hour prior to each scheduled event and ends one hour after each scheduled closing. Additional ventilation requirements are billed at prevailing rates.



Facility Rules and Regulations

General Building

1. The Licensee is directly responsible for all damages to the facility's property or equipment by its contractors, exhibitors, vendors, guests, and/or staff. Associated costs due to damages, removal and/or cleaning, is the responsibility of the Licensee.
2. Animals and pets are not permitted in the Center. Service dogs are permitted.
3. Use of Center equipment, supplies and other materials is limited to Center personnel, except where authorized in the License Agreement.
4. Center telephone numbers may not be published as official show or convention numbers.
5. Pressure sensitive stickers and/or decals are not allowed inside the facility or on facility grounds.

No Bubbles.

Candles placed in the windows must be in a votive container, hurricane shade, or some other heat resistant container. All candles must be dripless. All candles must be placed on a heat resistant tray, mirror, or some other type of protection for windowsills, countertops, tables, and linens.

No sparkles, confetti, glitter, rice, birdseed, or related materials may be used inside the Center. Costs associated with clean up of these materials outside of the facility is the responsibility of the Licensee. Clean-up cost will be billed to the Licensee at a cost of \$25 per hour (2 hour minimum).

6. Signs, decorations, and related materials may not be taped, stapled, nailed, Etc. to painted or stained surfaces (walls, columns, floors, fabrics) within the facility. The Center's permanent signs may not be blocked in any manner. Temporary signs may not be attached in any way to permanent facility signage. No banners can be hung without prior approval of the Event Manager.
7. All floor load capacities must be observed. If in doubt, seek approval from Renaissance on Main.
8. Holes may not be drilled, punched, or cored into any part of the Center or it's exterior premises.
9. All facility utilities are the property of the Center and it is prohibited to access, tamper, or otherwise utilize said utilities without prior written approval of Renaissance on Main. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are the responsibility of the Licensee.
10. No soliciting is permitted in the Center or on Center grounds.
11. Any and all unsafe acts will be terminated immediately upon request. The Center will remove disruptive parties, as is necessary.
12. All signage must be approved in advance. Under no circumstances may approved signage be taped, nailed, tacked, or affixed to any permanent surface of the facility. The Facility Manager will supply approved hanging points with approved load capacities.
13. At no time may exit doors be blocked or obstructed with freight, equipment, display material, decorations, trash, or unattended materials. The area in front of the center is for loading and unloading only. This is a fire lane and must be kept open at all times.
14. Fire and Building Code Regulations do not allow any frying of food inside the Center. No frying on the range and no use of electric fryers in any part of the Center or its exterior premises.
15. No charcoal, electric or gas grills are allowed in any part of the Center or it's exterior premises.

16. No duplicating of keys for any reason. The renter is to maintain custody of the key at all times. If the key is lost or stolen, renter is responsible for the cost associated with the changing of door locks.
17. Keys may be picked at the Renaissance on Main Office located in Cadiz City Hall 8:00 a.m. – 4:00 p.m. on the morning of the event or as otherwise designated at the pre-event walk-through. After completion of the event, the key is to be left in the after hours depository outside City Hall.



Equipment and Services

Audio-Visual Services

Submit audio-visual requirements to Renaissance on Main sixty (60) days prior to event. Pricing varies by equipment and services needed. Written quote will be provided within ten (10) working days.

General Equipment Rental Rates

ITEMS	RATE
Easel	\$10 each
Extension Cords & Power Strips	\$5 each
Podium/Lectern	\$15 each
Table Linens	\$4 each
Napkins	\$.35 each
Executive Set-up (per person) (notepads, pens, candy, water on tables)	\$3 each
Marker Board and Pens	\$25 each
Flip Chart and Pens	\$25 each
Other Items Available	Ask for Quote

ITEMS	RATE
Round Tables (12 available)	No Charge
Oblong Tables (2 available)	No Charge
Folding Chairs (100 available)	No Charge



Facility Rental Rates

Deposit	Rate
Refundable Cleaning/Damage Deposit	\$100

Event – Beverages Only	Rate
Small Room (Less than 25 guests)	\$50
Large Room (Less than 50 guests)	\$100
Large Room (More than 50 guests)	\$150
Large Room (Theater Seating-Less than 50 guests)	\$100
Large Room (Theater Seating-More than 50 guests)	\$125

Event – Food and Beverages	Rate
Small Room (Less than 25 guests)	\$75
Large Room (Less than 50 guests)	\$125
Large Room (More than 50 guests)	\$175
Theater Seating Not Available when serving food.	

LICENSE AGREEMENT AND CONTRACT

Name:	Daytime Telephone:
Street Address:	Evening Telephone:
Mailing Address:	Email:
City/State	Date of Event:
Event:	Office Use Only Rate:
Hours of Event:	Category: I II III
Hours of Set-Up:	Tentative Booking Release Date:
Estimated Number of Attendees/Guests:	Option: 1 st 2 nd Release Date:
Beverages Served: Yes_____ No_____	Contract Date:
	Deposit Amount Received:
Food Served: Yes_____ No_____	Meal_____
	Appetizers Only_____
Name of Catering Company:	Telephone:
Catering Co. Contact Name:	
Theater Seating: Yes_____ No_____	
Estimated Number of Tables Needed:	Chairs:
Assistance needed setting up/removing tables/chairs: Yes_____ No_____	If Yes, you must submit floor plan 14 days prior to event.
Assistance needed with Audio/Visual Services Yes_____ No_____	If Yes, you must submit requirements 60 days prior to event.
Walk-Thru Date:	Time:

By signing below, I certify that I have read and understand the enclosed document. Furthermore, I agree to the rental/use conditions stated in the License Agreement. I accept full financial responsibility for all damages and loss incurred at the Renaissance Center while in my possession.

Licensee

Date



Inventory Checklist

AREA/ITEMS	STANDARD INVENTORY	Count	PRE-EVENT CONDITION	POST EVENT CONDITION
Large Room	Floors		Excellent	
	Walls		Excellent	
	Ceiling Tiles		Excellent	
	Doors		Excellent	
	Silk Trees w/lights	2	Excellent	
	Round Tables	12	New	
	Oblong Tables	2	New	
	Folding Chairs	100	New	
Table linens	Round (white)	12	New	
	Oblong (white)	2	New	
	Oblong (Gold)	3	New	
Ladies Restroom	Hand soap	2		
	Lotion	1		
	Facial Tissue	1		
	Silk Arrangement	1		
	Framed Artwork	2		
	Rug	1		
	Hand Dryer	1		
	Waste Receptacle(s)	4		
Men's Restroom	Hand soap	2		
	Facial Tissue	1		
	Rug	1		
	Silk Arrangement	1		
	Waste Receptacle	1		
Kitchen	Silk Arrangement	1		
	Rug	1		
	Ice Machine w/scoop	1	New	
	Paper towel Holder	1		
	Hand soap	1		
	Dishwashing Detergent	1		
	Dishwasher	1	New	
	Dishwasher Detergent	1		
	Manual Can opener	1		
	Utensils (various)	8		
	Coffeemaker	1		
Kitchen cont.	Trash Containers (30 gal)	3		
	Trash Container (13 gal)	1		
	Green hand towels	6		

	Green w/apples towels	3		
	Gold w/apples towels	3		
	Matching dishcloths	4		
	Matching potholders	4		
	Items Available for Rent		Pricing Available Upon Request	
	Large Ice Buckets	3		
	Small Ice Buckets	5		
	Banquet Paper	1		
	Water Pitcher (Black)	6		
	Water Pitcher (White)	6		



Facility Rental Rates Non-Local Rates

Deposit	Rate
Refundable Cleaning/Damage Deposit	\$125

Event – Beverages Only	Rate
Small Room (Less than 25 guests)	\$75
Large Room (Less than 50 guests)	\$125
Large Room (More than 50 guests)	\$175
Large Room (Theater Seating-Less than 50 guests)	\$125
Large Room (Theater Seating-More than 50 guests)	\$150

Event – Food and Beverages	Rate
Small Room (Less than 25 guests)	\$100
Large Room (Less than 50 guests)	\$150
Large Room (More than 50 guests)	\$200
Theater Seating Not Available when serving food.	