SAMPLE

Burke County

FOOTHILLS HIGHER EDUCATION CONFERENCE CENTER

RENTAL USE AGREEMENT

Agreement #:	
Event Description:	
# of Participants:	
Date(s) of Event:	

On the date(s) listed above, permission is hereby granted to **Lessee** to occupy all or part of the Foothills Higher Education Conference Center (hereinafter referred to as **FHEC**) 2128 South Sterling Street, Morganton, North Carolina, as indicated below in Paragraph A for the following event and no other purpose whatsoever:

Lessee:	
Contacts:	
Email Address:	
Mailing Address:	
City, State, & Zip:	
Phone:	

Lessee's Authorized Representatives:
Should **Lessee** wish to authorize only a specific representative(s) to make amendments, changes and/or additions to this agreement, please indicate representatives below:

_____ _____
Name Name

A. EVENT NAME/DATES/SPACE LEASED:

Event Name:	
Event Description:	

	Date(s)	Start Time	End Time	"X" mark indicates Yes	Spaced Leased:	Indicate Hall or Room #
Setup Date:					Entire room (North & South Hall)	
					Half of room (North or South Hall)	
Event Date(s):					Kitchen needed (indicate "X" if yes)	
					A/V Equipment needed (indicate "X" if yes)	
					Breakout Room (131,132,133, C-139,147,148)	
					Alcoholic Beverages (indicate "X" if serving)	
					Deputies required (indicate "X" if serving)	
					Bartender required (indicate "X" if serving)	
					Permit required (indicate "X" if serving other than beer or more than 80 liters of beer)	

Unless otherwise stated, **Lessee** agrees that all exhibitors, attendees, and people associated with the event, except for security, will be out of the building no later than the move out time as shown above.

Lessee's Initials: _____

FHEC Conference Center Rental Use Agreement #:		Event:	

B. FEES: Lessee agrees to pay for the space identified in paragraph A, above, as follows
(indicate with an "X" the fees which apply) ***10% due when Event is booked and Agreement signed by Lessee***

"X"	FEES	Description of Fees
	$650.00	½ Room (North Hall or South Hall) – Room capacity 350 NOTE: *Usage of the other Hall partitioned off is NOT permitted during event!!
	$1,300.00	Entire Room (North & South Halls) – Room capacity 700
	$25.00	*(out of county residents add $25 per hall)*
	$300.00	Kitchen leased (can only be used for warming, refrigeration, or sorting foods. NO COOKING!)
	$100.00	Small "break out" rooms - Three (3) rooms - $100.00 per room - Capacity (40)
	$150.00	Large "break out" rooms - Two (2) rooms - $150.00 per room - Capacity (60)
	$175.00	C-139 (Small room in Conference Center A/V equipped)
	$250.00	Fee for privilege of serving alcoholic beverages (rules & regulations apply)
		UTILITY USAGE (applies to Carolinas Healthcare Sys. Blue Ridge Healthcare Training Events)
	$250.00	Entire Room ($125/per day; setup day & event day = 2-day charge)
	$30.00	Rooms 131, 132, 133 ($15/per day; setup day & event day = 2-day charge)
	$50.00	Rooms 147-148; ($25/per day; setup day & event day = 2-day charge)
	$20.00	Room C-139 ($10/per day; setup day & event day = 2-day charge)
$	**Total Rental Fees**	*Full payment expected 90 days prior to event if scheduled 6 mo.-1 yr. in advance; 10 business days prior to event if scheduled 3-6 mo. in advance*
	$650.00	Damage Deposit – to lease half of Conference Center
	$1300.00	Damage Deposit – to lease entire Conference Center
	$125.00	Damage Deposit – to lease a large breakout room only
	$75.00	Damage Deposit – to lease a small breakout room only
	$50.00	Damage Deposit – to lease C-139 room which is A/V equipped)
$	**Total Damage Fee**	*Damage Deposit is reimbursed to Lessee after event if no damage occurs. Damage Deposit reimbursement will be reduced by $200 if fire alarm is set off & emergency personnel are dispatched to event) Damage Deposit invoiced separately*
$	**TOTAL FEES**	**RENTAL AND DAMAGES DEPOSIT FEES**

Lessee agrees to pay 10% of gross receipts for any admissions charged or table sales.
Lessee agrees to pay an additional $2 per surge protector and/or drop cord requested for use in setups, etc.
Also, if small rooms are used that are not part of Lease agreement, an additional charge will be imposed.

C. PAYMENT TERMS: *(Note: Burke County is unable to accept credit card transactions)*
Events scheduled six (6) months to one (1) year prior to event:

- **10% non-refundable deposit payable to Burke County is due when event is booked in order to hold the room.** Signed Rental Use Agreement by Lessee is expected **when event is booked**.
- **Full payment** must be completed **ninety (90) days prior to event.** *(County will invoice Lessee)*
- **Damage deposit will be invoiced separately and due ninety (90) days prior to event.** *(Damage Deposit will be reimbursed to Lessee after event if no damage occurs)*

Events scheduled three (3) months to six (6) months prior to event:

- **10% non-refundable deposit payable to Burke County is due when event is booked in order to hold the room.** Signed Rental Use Agreement by Lessee is expected **when event is booked**.
- **Full payment** must be completed **ten (10) business days prior to event**.
- **Damage deposit will be invoiced separately and due ten (10) business days prior to event.** *(Damage Deposit will be reimbursed to Lessee after event if no damage occurs .* A $25 fee will be charged for returned checks due to non-sufficient funds. Burke County's late payment charge of 1.5 percent per month will apply.

Lessee's Initials: _____

SAMPLE

FHEC Conference Center Rental Use Agreement #:		Event:	

D. MISCELLANEOUS: **Burke County** will only be responsible for setup and teardown of County-owned tables, chairs and equipment. If the Lessee rents additional tables, chairs and equipment from other companies, the rental company must make arrangements with Burke County to come on the premises to set up and tear down their equipment, thus releasing Burke County from any damage to leased equipment. *Burke County is responsible for cleanup in all areas used. However, after an event, the Lessee is responsible for removal of items such as food and beverages on tables before teardown, etc., and depositing trash in designated areas after event. Failure to do so may affect reimbursement of damage deposit.)*

E. TERMS AND CONDITIONS:

1) RETURN OF CONTRACT:

- It is **Lessee's** responsibility to inform **Lessee's** decorators, audio-visual companies, suppliers, security, etc. of all terms and conditions in this agreement that may apply to them.

2) END OF RENTAL PERIOD:

- Unless otherwise stated herein, **Lessee** agrees that all **Lessee's** staff, attendees and other people associated with the event, except for approved security, will be out of **FHEC** facilities no later than the move out time as indicated in this agreement.

3) LIABILITY INSURANCE: *(see sample on page 8) (not applicable if leasing break-out room only* ***unless serving alcohol)***

- **Lessee** shall provide a copy of the binder as proof of coverage to **County** no later than five (5) days in advance of the contracted event. (If serving alcoholic beverages, coverage must specify).
- **Lessee** agrees to provide single limit public event liability insurance policy covering bodily injury, including death, and property damage in the amount of two million ($2,000,000.00) dollars, or
- If insurance is not a single limit public event liability insurance policy, insurance shall be in the amount of one million ($1,000,000.00) dollars.
- In either instance, **Lessee** must be named as insured and the following listed as additional insured: Burke County, NC and the agents, officers, members, and employees.
- Certificates of Insurance due five (5) days prior to the beginning of the event so as to provide **County** with verification and proof of the existence of the insurance required hereinabove. The Certificate of Insurance or policies shall provide that they may not be cancelled or materially changed without five (5) days advance written notice to **County. Lessee's** failure to provide such certificates or policies, as the case may be within the period specified herein shall constitute a breach of **Lessee's** duties and obligations hereunder and **County** may immediately terminate this agreement with no penalty to **County.**

4) FIRE SAFETY/SAFETY AND INSPECTIONS:

- All electrical equipment brought in by **Lessee**, or third party vendors must meet UL Listed Standards, be grounded and of commercial grade and be subject to inspection for safety violations. **Burke County** will have final approval and authority for the use of such equipment.
- **Burke County** will advise **Lessee** if the type of event requires a fire safety inspection.
- Failure to obtain fire safety inspection certificate may result in the cancellation of this contract.
- Candles with a **live flame** are **NOT** allowed.
- NOTE: Damage deposit reimbursement will be reduced $200 if the fire alarm is accidently set off and emergency personnel are dispatched to the event.

5) CONTROL OF BUILDING:

- **Burke County** reserves the right for its authorized employees or contract employees to enter the premises at any time
- **FHEC** is not opened, nor does an event begin, without the expressed permission of **Burke County**.

6) CONTROL OF PARKING LOT:

- The parking lot and access roads around **FHEC** facilities remain under **Burke County** control at all times.
- **Lessee** must comply with fire safety instructions for fire lanes and other safety issues.

7) DOOR OPENING TIME:

- It is **Burke County's** policy that doors will open to the attendees no more than 60 minutes prior to the scheduled time of any event, unless scheduled otherwise.

Lessee Initials _____

FHEC Conference Center Rental Use Agreement #:		Event:	

8) SERVICES INCLUDED IN BASE RENT:

- Heating/Cooling as appropriate for the season during the hours of the event, not during move-in and move-out.
- House lighting.
- Podium/Screen/Audio-Video equipment (if requested)
  Note: Responsible for County equipment setup only

9) ALCOHOLIC BEVERAGES:

- Must comply with Burke County related rules, regulations and fee.

10) DECORATIONS:

- **Lessee** agrees that nothing will be affixed to any **FHEC** surface by tape, glue, nail, screw, etc.
- No self-adhering decorations are permitted on any surface.
- **Lessee** may decorate only in those rooms **Lessee** is renting, not lobbies, hallways, restrooms or any other non-leased area.
- Any type of tape to be applied to the floor (including any brand of double-faced carpet tape) by **Lessee**, exhibitors or third party vendors must be approved in advance by **Burke County. Lessee** is forewarned that many brands of tape do not easily peel off the floor. The cost for clean-up is substantial and will be responsibility of **Lessee.**
- No confetti or glitter is allowed.
- **Lessee** shall be responsible for removing all decorations and floor tape following the close of the event. Should this function not be performed, **Lessee** will incur labor, material and equipment clean-up charges that will affect reimbursement of damage fees.

11) DAMAGE TO FHEC:

- **Lessee** shall be responsible for any and all damages to the building, furnishings, fixtures, equipment, or grounds, whether caused by **Lessee** or his patrons, exhibitors, guests, etc.
- **County** will be responsible for repairing or arranging for repairs. Costs of repairs may affect reimbursement of damage deposit fee.

12) ADA COMPLIANCE:

- **Lessee** is responsible for making its activities and all exhibits, booths, staging, audio and visual systems, rigging, partitions, seating, signs, banners, and other temporary structures or installations placed or used by.
- **Lessee** will not be required to make any structural or permanent modifications to the **FHEC.** However, **Lessee** will be responsible for providing temporary auxiliary aids and services to qualified individuals with a disability attending **Lessee'**s event.
- "Qualified individuals with a disability" and "auxiliary aids and services" shall have the meaning set forth in the ADA and applicable regulations.
- **Lessee** shall also indemnify and hold harmless the **County**, agents, officers, members, employees, servants, and officials from any and all failure or a failure of any of **Lessee's** exhibitors to comply with ADA or any other provision of this agreement, state, local or federal rules or regulations.

13) ADDITIONAL REGULATIONS:

- **County** reserves the right to impose any reasonable additional rules or regulations, or to set special use arrangements, whether or not expressly provided herein, which may be necessary for the best interest of **FHEC**; and such regulations shall be binding upon the **Lessee**. **Lessee** shall comply with the laws of the United States of America and the State of North Carolina, and with all ordinances, rules and regulations.
- Violations by the **Lessee** may result in the cancellation of this Rental Use Agreement with no penalty to **Burke County.**

Lessee's Initials: _____

SAMPLE

FHEC Conference Center Rental Use Agreement #:		Event:	

14) INDEMNIFICATION AND HOLD HARMLESS:

- **Lessee** agrees to indemnify and hold the **County** and their agents, officers, members, and employees harmless from any and all liability arising from the use of the center, of **FHEC** property in connection with the use of the same by the **Lessee.**
- **Lessee** shall also indemnify and hold harmless the **County**, their agents, officers, members, employees, servants, and officials from any and all claims, losses, damages, or expenses, including reasonable attorney's fees arising out of Lessee's failure or a failure of any of **Lessee's** exhibitors to comply with any provision of this agreement, state, local or federal rules or regulations.
- **Burke County** is not liable for any loss or theft of items left unattended by **Lessee.**

15) ADVERTISEMENTS/DISPLAYS:

- **Lessee** agrees not to post or exhibit or allow to be posted or exhibited signs, advertisements, show-bills, lithographs, posters, cards, or other signage in any **FHEC** area except with prior written approval of **County.** Subject to **County's** approval**, Lessee** shall be permitted to utilize available advertising spaces at the rates as may be agreed upon**. The County/FHEC** is at all times in control of said spaces.

16) ANIMALS:

- Other than certified guide or service animals, animals including fish are not permitted inside **FHEC.** Approval must be set forth in writing by **Burke County**.

17) ATTACHMENTS:

- By signing below, **Lessee** acknowledges receipt of this document, agrees that Attachment 1, "Rules and Regulations" is a part of this agreement and agrees to be bound by the terms. If the terms herein conflict in any way with any attachments, the attachments shall supersede.

18) EMERGENCIES:

- Lessee is responsible for having a cell phone to contact 911 for emergencies: (medical/fire/law enforcement).

Event date(s):		**Setup date(s):**	

Accepted for Lessee:

_____
Lessee Signature (Seal)

_____
Type or Print Name

_____
Title

_____
Organization

_____
Date

Accepted for FHEC:

_____
Burke County Manager / FHEC

_____
Date

I/We the undersigned do hereby fully guarantee the performance and payment of the obligations of Lessee as set forth in this agreement; and do hereby agree to the terms and conditions contained herein and/or attached hereto.
Guarantee of Payment and Performance

Guarantor: _____(seal)
Signature

Lessee's Initials:_____

ATTACHMENT 1
(rev. 09/16/15)

Foothills Higher Education Conference Center
Rules and Regulations

1. Renter and members of party are only authorized to use parts of Conference Center that they have contracted to rent. Usage of other parts of the Conference Center is NOT permitted during event. If rooms are used that have not been rented, an additional charge will be imposed.
2. **Serving Alcoholic Beverages** requires approval and compliance with permits, rules and an additional fee. *(Alcoholic Beverage rules are based on a memo from County Manager Bryan Steen, sent to the Board of Commissioners dated August 4, 2011)*
    - Must provide proof of insurance that will cover alcoholic beverages *(1,000,000.00 minimum limit)*
    - Must obtain special one-time permit that complies with ABC laws if selling tickets for event or serving fortified wine or spirituous liquor. (Contact NC ABC Commission abc.nc.gov/permits/special.aspx at or (919)-779-0700) **Note: If serving unfortified wine or beer and it is not a ticketed event, special permit is not required. However* 80 liters of beer and 50 liters of unfortified wine is the max. possession limit.
    - County requires a copy of the Alcohol permit prior to Rental Agreement being signed
    - Before serving alcohol, documentation must be provided that shows the Lessee has obtained a NC licensed bartender or obtained a reliable person over the age of 21 whose background is subject to a criminal history check and reputation is acceptable to the County Manager.
    - County requires documentation from the Sheriff's Department that off duty deputies have been secured for the event. *(Contact: Major Banks Hinceman Sheriff's Office at 764-9506 or robert.hinceman@burkenc.org).*
    - All beverages (*alcoholic & non-alcoholic*) must be served to guests in plastic or other non-breakable cups or aluminum cans unless renter provides a written guarantee that they will provide adequate wait staff to immediately pick up/clean up all breakage of glassware used during the event.

3. Food and beverage items may not be sold on the premises without special permission from the County Manager. Kitchen may not be used to cook or hold raw meats of any kind. Food may be prepared elsewhere or catered and re-heated in kitchen.

4. Lessee assumes responsibility for all damages caused by the event or any of its guests. *(A damage deposit is required before event and will be reimbursed if determined no damages occurred)*

5. Lessee agrees not to post or exhibit or allow to be posted or exhibited: signs, advertisements, show-bills, lithographs, posters, cards, or other signage in or on the FHEC property without prior written approval. Subject to County's approval, Lessee shall be permitted to utilize available advertising spaces at the rate as may be agreed upon. The County/FHEC is at all time in control of said spaces.

6. Signs or other materials may not be attached to ceilings or walls.
    - Lessee agrees that nothing will be affixed to any FHEC surface by tape, glue, nail, screw, etc.
    - No self-adhering decorations are permitted on any surface.
    - Lessee may decorate only in those rooms Lessee is renting, not lobbies, hallways, restrooms or any other non-leased area.
    - Any type of tape to be applied to the floor (including any brand of double-faced carpet tape) by Lessee, exhibitors or third party vendors must be approved in advance by Burke County. Lessee is forewarned that many brands of tape do not easily peel off the floor. The cost for cleanup is substantial and will be the responsibility of Lessee.
    - No confetti or glitter is allowed.
    - Lessee shall be responsible for removing all decorations and floor tape following the close of the event. Should this function not be performed, Lessee will incur labor, material and equipment cleanup charges that will affect reimbursement of damage fees.

ATTACHMENT 1
(rev. 09/16/15)

Foothills Higher Education Conference Center
Rules and Regulations (cont.)

7. Animals: Other than certified guide or service animals, animals including fish are not permitted inside FHEC. Approval must be set forth in writing by Burke County.

8. Lessee agrees to begin function promptly on scheduled time and agrees to vacate the building at closing time indicated on agreement.

9. Lessee agrees to remove any food, displays, items on tables, etc. and deposit trash in designated areas immediately following the event. Failure to do so may affect reimbursement of damage deposit.

10. If use of the facility involves bringing in items for shows or sales, the Lessee must obtain a fire permit from public safety. (432-2692) *Note: Candles with a live flame are NOT allowed in the Conference Center.*

11. No later than ten days prior to the event date, Lessee is required to provide a certificate of insurance to use facilities for special events.

12. Access to facility is determined by the agreement.

13. Lessee is responsible for having a working cell phone to contact 911 for emergencies *(medical/fire/law enforcement*).

14. Lessee will leave the facility in the same condition it was in before event.

15. Lessee shall be responsible for all damages to the building, furnishings, fixtures, equipment, or grounds, whether caused by Lessee or his/her patrons, exhibitors, guests, etc.

16. County will be responsible for repairing or arranging for repairs.. Costs of repairs may affect reimbursement of damage deposit fee.

ADMINISTRATIVE MEMO

To: County Commissioners

From: Bryan Steen, County Manager

Date: August 4, 2011

Subject: Serving Alcoholic Beverages at Conference Center

Message: The attached information comes from the City of Morganton related to serving alcohol in their building. I ask the Board to consider approval of serving alcoholic beverages in our Conference Center based on a policy similar to the City of Morganton that would allow us to :

1, Require a minimum $1,000,000.00 insurance policy. This may be accomplished without a separate policy if the applicant's company / home owners policy provide this level of coverage related to the serving of alcoholic beverages and that they hold harmless and indemnify the County.

2, Require the applicant, to the County Manager's satisfaction, identify and designate a person of good character who is at least 21 years of age or older, or a North Carolina licensed bartender to serve and be responsible for controlling the availability of alcoholic beverages during the event.

3, Allow the County Manager to determine if the applicant will have to hire off duty deputies for the event if the expected number of guest exceeds 100.

4, Charge an additional fee of $100.00 for the privilege of serving alcoholic beverages in the Conference Center.

5, Require the applicant to comply with all laws related to the possession and serving of alcoholic beverages in the State of North Carolina, Burke County and the City of Morganton and note that the privilege can be revoked by the County at any time for a violation of the rental contract or any law(s) related to the possession of alcohol or serving of alcohol.

6, Authorize the County Manager to establish rules to regulate the type of containers alcoholic beverages may be served in and time frame prior to the event and duration of service as may be regulated by North Carolina law.

SAMPLE

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:
	PHONE (A/C, No, Ext): / FAX (A/C, No):
	E-MAIL ADDRESS:
	PRODUCER CUSTOMER ID #:
	INSURER(S) AFFORDING COVERAGE / NAIC #
INSURED	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 2479913 **REVISION NUMBER:** See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY						EACH OCCURRENCE	$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	CLAIMS-MADE / OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	POLICY / PRO-JECT / LOC						Deductible	$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Burke County
Foothills Higher Education Center
2128 South Sterling Street
Morganton, NC 28655

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Permission Form To Perform A Background Check

(only required if alcohol will be served at a special event)

I, _____
(print full name including maiden name of individual(s) who will be serving alcohol)

give permission for the Clerk of Superior Court or Burke County staff to take whatever steps necessary to perform a background check for informational purposes of the individual(s) serving as a bartender for a special event. (Please submit a form for each individual who will be serving)

_____
Signature

Date of Birth: _____ / _____ /_____
(Month) (Day) (Year)

Date form signed: _____

Please return form to the County Manager's office at the contact information below:
Burke County- 200 Avery Ave., Morganton NC
Mailing: P.O. Box 219 - Morganton, NC 28680
Fax: 828-764-9352
conference.center@burkenc.org

FOOTHILLS HIGHER EDUCATION CONFERENCE CENTER

CUSTOMER SATISFACTION SURVEY

Dear Customer:

As the County Manager for Burke County, I want to thank you for the opportunity to serve you at your recent event at the Foothills Higher Education Conference Center. Please take a few minutes to tell us about the service you received. We appreciate your business and want to make sure we met your expectations.

Sincerely,

Bryan Steen, County Manager

How did you hear about the Conference Center? : __ Friend __ WPCC __ Internet __ Other

Date(s) of Event: _____ **Name of Event:**_____

County Administration Staff	Excellent	Good	Average	Unacceptable
Staff was available in a timely manner to assist you in scheduling your Event				
Staff was friendly and courteous throughout the process				
Staff was helpful in answering any questions regarding your Event				
The Rental Agreement was sent to you in a timely manner for signatures				
The Rules and Regulations were explained or emailed with the Rental Agreement				
The Certificate of Liability Insurance was explained as a necessity to use the facilities				
County Maintenance Staff				
Staff opened the doors in a timely manner prior to the Event for setups				
Setups by staff were to your expectations/satisfaction				
Maintenance staff was friendly and courteous throughout the process				
The Conference Center was found clean for the Event				
The bathrooms were clean and supplies stocked				
The trash cans were stocked with new liners				
The room temperature was at a comfortable setting				
The A/V equipment was available and working properly				
After Event staff was on site for break-down/lock up room in a timely manner				
Other staff involved (if applicable): Fire Marshall, etc.				
Overall, how would you rate our customer service				

Comments:

Please email to conference.center@burkenc.org or mail to: Burke County, P.O. Box 219, Morganton, NC 28680. Thank you!