



LANIER COLLEGE CAREER ACADEMY

Conference Facilities Rental Fees

Meetings & Events at The Oaks offers a full-service conference facility which is perfect for your next event. Meetings & Events is staffed by students in the Hall County Schools system with plans to work in the business and hospitality industries. Arrangements for classroom, theater or banquet set-up meeting space is available. Culinary students offer a variety of food service choices ranging from break service to more formal buffets.

- Half-day rental price applies to any event lasting 4 hours or less. Rental times include move-in and move-out times (including set-up, decorating, and clean-up times). Each additional hour will be billed at rate listed by room.
- Rentals outside school hours will incur an additional charge for staffing and fee beyond the room fee (afternoons, evenings, weekends, early mornings and summertime rates).

Pricing for 8:00am-4:00pm Monday-Friday*

Meeting Space	Dimensions	Classroom	Theater	Banquet	Price	Additional Hour
Private Dining Conference Room		n/a	n/a	12	\$35 Half Day \$70 Full Day	\$20
Bistro at the Oaks (limited availability)		n/a	n/a	70	\$75 half day \$150 full day	\$50
Willow Oak	1672 Sq Feet	78	160	80	\$100 half day \$200 full day	\$50
Red Oak	342 Sq Feet	28	60	32	\$60 half day \$120 full day	\$35
Laurel Oak	342 Sq Feet	28	60	32	\$60 half day \$120 full day	\$35
Live Oak	2356 Sq Feet	136	240	176	\$200 half day \$400 full day	\$75

*Half Day = 4 hours. Full day = 8 hours. *For events beyond 8am-4pm, please add an additional 20% to room rates above.*

Additional Fees

Additional Fees	Half-Day	Full-Day
Cleaning (outside of school hours)	\$30	\$50
Adult Staffing (outside of school hours)	\$40 minimum	\$80 minimum
Student Staffing	\$20 minimum	\$40 minimum

Policies & Procedures General Policies

Meetings & Events is a Hall County Schools facility. We are pleased that you are able to use this facility for your function. Please follow these general instructions:

1. This is a **NO SMOKING CAMPUS -- NO EXCEPTIONS.**
2. This is a **NON-ALCOHOLIC FACILITY — NO EXCEPTIONS.**
3. Existing furniture on Main Street may not be rearranged without prior approval.
4. Heat/Air-Conditioner thermostat is preset. The Meetings & Events staff will make any adjustments.
5. **In case of inclement weather, The Oaks follows the school closing policies of Hall County School District. Please check local weather information sources to see how this may affect your event.**
6. **Decorating guidelines are as follows:**
 - No glitter!
 - CEILINGS—No tape, wire or string may be attached to the ceiling or lights.
 - WALLS—Use 3-M Poster Tape Only. No masking or cellophane tape.
 - FLOORS— No tape is allowed on concrete floors. Use Masking Tape Only on carpeted areas.
 - TABLES/CHAIRS—Use masking tape only.
 - CANDLES—Limited to non-flame type.
 - Decorations are allowed in the meeting rooms—not in hallway.

Equipment	Description	Rental Rate
Digital Signage	Digital Signage throughout facility announces group events and locations.	No charge
Easels, Flipchart & Markers	Flipchart easel holders including white board surfaces	Easels – \$10.00 each Flipchart pads & markers - \$25.00 per set
Lectern with Microphone	Lectern with microphone	No charge
Laptop for Lectern	Dell laptop with DVD player	No charge
Projector	Digital projector mounted from ceiling	No charge
Presentation Screens	Electric screens	No charge
Stage	Total 216 sq. ft.	\$200.00
Wireless Microphone	Lapel microphone	\$20.00

Optional features arranged two weeks prior to event.

Food & Beverage Services

Full meal service options are available to groups visiting The Oaks. See food and beverage menu and break selections for complete options and pricing information. The Oaks Catering can provide this service. Students and their Culinary Arts instructors prepare this for you. You can choose between our services or outside catering for your events. Additional fees will apply if The Oaks Catering is utilized outside of school hours.

Security

Groups using the facilities on weekend or after hours may be required to provide a security officer based upon the nature of the event. Groups requiring a security officer should adhere to the following guidelines:

- Groups above 100 – 1 security officers
- Security officer fee will be \$25.00 per hour per officer.

Reservations, Contracts & Rental Agreements

Reservations can be made up to 6 months in advance. All groups will have a signed rental agreement on file with the Meetings & Events staff. Fifty percent (50%) deposit is required for all room rental agreements within five (5) days of the signed contract date or the reservation will be cancelled. Events with food & beverage options may follow a deposit schedule based upon the group contract. Full payment is due on the day of event.

Groups are expected to provide a general number of attending guests at time of booking with a guaranteed number of guests one week prior to the event. Groups will be charged for the guaranteed number or the actual number of guests in attendance, whichever is highest. Additional room rental fees will apply for events extending beyond contracted times. A credit card must be on file for incidentals. Any time overage including extra staff fees, security fees, additional food or beverage or damages and the client will be notified. Necessary fees will be charged.

When renting a space, you are only allowed to be in the space you are paying for; no changes may be made within 7 days of the event. When renting rooms, customers are not allowed in their event space until the scheduled time of the event.

Youth Groups (Under 18 years of age): Youth group adult leaders are responsible for keeping their group members in the room they have rented. A minimum of two (2) leaders/chaperones must be with groups numbering ten or more. An additional adult leader will be required for every 15 students. Adult leaders should be over 21 years of age.

Cancelation Policy	Deposit refund:
15 to 29 days prior to event with catering	25% deposit refund
15 to 29 days prior to event without catering	100% deposit refund
7 to 14 days prior to event without catering	25% deposit refund
7 to 14 days prior to event with catering	50% deposit refund
Less than 7 days prior to event	Deposit forfeited

Contact Information

Events & Marketing Manager: Elizabeth Young E-Mail: meetingsandevents@hallco.org Phone: 678-897-1004

Visit our web site: <http://lcca.hallco.org/web/meetings-events/>

I have read the above contract and agree to abide by the above information when using space at LCCA and understand the consequences of breaking the rules and procedures.

Printed Name: _____ Phone: _____ Email: _____

Customer Signature: _____ Date: _____