

## *Rules and Regulations*

The Historic Academy of Medicine at Georgia Tech is delighted that you are considering hosting your special event with us! This comprehensive sheet of rules and regulations is meant for your protection and to ensure that you are aware of the abilities and limitations of the building, for pre-planning purposes. Since the Academy of Medicine is a historic property, the need for protection of the building and grounds is of primary importance.

### **Catering/Vendors and Alcohol:**

**Catering:** Caterers must be selected from the Building's preferred list of caterers. No form of "take-out" or self-prepared foods are allowed on the premises. Absolutely no food is allowed to be dropped off without a caterer present. The caterer **MUST** stay through the entire event.

**Catering Responsibility:** It is the Booking Party's responsibility to ensure that your caterer understands that they are responsible for cleaning the kitchen(s) following your event(s). This includes cleaning sinks, counters, hot boxes, refrigerators; sweeping/mopping floors; and removing all trash, including any paper or disposable serving items, plates or napkins used during your event. Catering companies must remove all items throughout the building that they brought on to the premises. **If the kitchen is not left in a clean and orderly state, the Booking Party will be charged a \$350.00 cleaning fee (per kitchen). The building's dumpster is NOT to be used by catering companies or Event Vendor(s) or the Booking Party.**

**Catering/Vendor Access:** Pre-arranged booking times include set-up time for Caterers and Event Vendors. Event Vendors will not be allowed in the facility before the agreed upon access time, per the Use Agreement. If the Booking Party or Event Vendors require additional time, this must be arranged in advance with your Event Coordinator. If additional access time is needed, additional fees may apply.

**Vendor Responsibility:** All arrangements for deliveries and arrival times of Event Vendors must be arranged with your Event Coordinator. Any unscheduled deliveries or pickups will be refused or denied. All vendor visits must be pre-arranged with your Event Coordinator. No items should be left in the building after your event. If personal property and/or rental items are left in the building and prevent building's staff from cleaning the premises, you will be charged for additional cleaning time. Any items left for more than two weeks will be deemed to be abandoned and will be disposed of at the discretion of the building's staff.

**Vendor Insurance:** All Event Vendor(s) that have a contract with the Booking Party **must present proof of liability insurance.** Insurance certificates are due 2 weeks before the event. Obtaining licensing and all fees are the Booking Party's responsibility. The certificate of insurance must match or exceed state requirements and must list the Board of Regents and Georgia Institute of Technology, including its officers, agents and employees as additional insureds. A sample of a certificate of insurance can be provided to the Booking Party upon request.

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**Vendor Check Out:** Before departing, all Event Vendors are responsible for completing a check-out checklist with an Event Coordinator or designated building representative.

**Alcohol Service Policy:** Complete Beverage Systems holds the liquor license for the Historic Academy of Medicine and must manage any and all alcohol service. All beer, wine, and liquor service must be supplied through Complete Beverage Services; **no outside alcoholic beverages can be brought onto the premises.** At all times upon the premises, the Booking Party shall comply with and shall enforce Georgia Institute of Technology's alcohol policy, all federal, state and local laws regarding the use, possession and distribution of alcohol, and shall insure that its agents, employees, and invitees comply with the same. Georgia Tech Police Officer(s) are required at any event that serves alcoholic beverages. Your Event Coordinator will arrange for these services. Fees charged by the Georgia Tech Police will be the responsibility of the Booking Party

**Institute Alcohol:** Alcohol Approval (required for Georgia Tech events **ONLY**)

If the Booking Party is a Georgia Tech Department **or** a Georgia Tech Chartered Student Organization **and** the event will have alcohol, the Booking Party **MUST** seek alcohol approval from the Executive Vice President for Administration and Finance to serve. Your Event Coordinator can help navigate this process. If **students** are invited to the event, approval from the Vice President of Student Life and Dean of Students is required **prior** to submitting for approval from the Executive Vice President for Administration and Finance.

**Property Liability:** The Building is not responsible for any lost or stolen equipment or any other property belonging to the Booking Party and/or Catering Companies/Event Vendors.

### Event Details:

**Event Insurance:** All events that take place on/at the Historic Academy of Medicine must carry the appropriate insurance. Event insurance can be purchased by any applicable carrier. The Historic Academy of Medicine has set-up an on-line portal for quick quotes and purchases via Urmia Tulip Plus. These quotes have each of the required general aggregates met and have been set-up to make purchasing this insurance easier on the Booking Party. Your Event Coordinator can help navigate this process. If your event is being booked by a Georgia Tech department or a Georgia Tech Chartered Student Organization, event insurance will be covered by Georgia Tech.

**Parking:** The building has a limited number of parking spaces that can be made available for your event. Valet services are required for any/all events that start past 5pm. Any event running past 5pm may be subject to valet. Your Event Coordinator will propose parking options for your event and will make arrangements for these services. Payment for valet services will be the responsibility of the Booking Party.

**Decorations:** The Event Coordinator or a designated building Representative must approve all decorations. All decorations must be removed at the end of the event. The Building will remove any decorations that remain. The cost of the removal will be billed at a rate of \$100 per hour. The following guidelines apply:

- Decorations may **not be attached** in any way to the surface or the walls of the building.
- Flyers/posters may not be attached to doors, windows or walls.
- Permanent artwork, mirrors, plaques and signage must remain on walls.

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- Candles and any open flame illumination must be covered and approved by your Event Coordinator.
- Throwing of rice, confetti, birdseed, or other materials inside or on the grounds of the premise is strictly prohibited (this includes metallic confetti or glitter-like products scattered on guest tables or buffets).

**Invitations/Announcements:** A copy of the invitation and/or any announcement for your event must be approved by your Event Coordinator prior to distribution. The Booking Party must agree to make all reasonable changes to the copy as requested by your Event Coordinator. **Under no circumstance can the Historic Academy of Medicine's telephone number be printed on invitations or announcements.**

**Security:** A KS1 security guard or a Georgia Tech Police Officer may be required to support your event. The building's Event Coordinator will advise on which level of security your event will need. If your event is serving alcohol, a Georgia Tech Police Officer must be on-site from the time your bar opens until all guests have left the premises. The cost of a Georgia Tech Police Officer is \$40 per officer per hour, with a minimum fee of \$160. Payment will be made directly from the Booking Party to the officer on-site. The Georgia Tech Police Department will supply the Booking Party with the proper invoicing. If your event is **not** serving alcohol **but** 1) is collecting cash on premises and/or 2) your event end time is scheduled for 10:00pm or later, a KS1 security guard or a Georgia Tech Police Officer must be on-site. The cost of a KS1 security guard is \$25 per guard per hour, with a minimum fee of \$100. Your Event Coordinator will arrange for these services.

**Piano Usage:** The Building can provide use of the baby grand piano in the Rotunda as part of the rental fee. Tuning of the piano is recommended and can be arranged by your Event Coordinator. If tuning is requested by the Booking Party outside of the normal tuning schedule the Booking Party will be responsible for all fees related to this service.

**Photo/Video Usage of an Event:** The Booking Party agrees that the Building can use photos and video of this event at no cost or fee for promotional and advertising purposes.

**Booking Party Access:** The Booking Party shall have access to the building, per the signed Use Agreement at all times during which the Booking Party is permitted to occupy, use and enjoy the premises.

### **Facility Policy:**

**Attendance of Booking Party and Building Representatives:** The Booking Party or a duly authorized representative of the Booking Party shall be in attendance on the premises during the event times, including set-up and clean-up times designated per the Use Agreement. Concurrently, the Event Coordinator or a duly authorized building representative shall be in attendance on the premises per the event times, including set-up and clean-up times designated per the Use Agreement

**The Maximum Building Occupancy Capacity of the Premises:** The maximum building occupancy capacity of the premises is 500 people. The Booking Party agrees not to exceed the maximum occupancy capacity. The Booking Party shall be responsible for any and all violations of

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the maximum occupancy capacity and all consequences thereof. The Booking Party shall notify your Event Coordinator of any changes to the estimated number of guests, per the Use Agreement, with understanding that your Event Coordinator could deny such changes.

**Compliance with Building Policies:** The Booking Party shall comply with all applicable policies, rules and regulations which are adopted periodically by the Building for the general and uniform application regarding the operation and care of the Premises.

**Compliance with No Smoking Policy:** The premises are designated as a **NO** smoking facility. The Booking Party is responsible for notifying all guests, employees, and agents of the **NO** smoking policy.

**Compliance with Fire Safety Standards:** In accordance with accepted standards for fire safety, The Booking Party agrees to ensure that all exits are unlocked and that access thereto is free from all obstructions at all times during occupancy. If applicable, the Booking Party agrees to ensure that all aisles will be kept clear, that no seating in the aisles will be permitted and that every exit light is burning at all times during your event(s). The Booking Party shall not obstruct any sidewalks, entries, passages, vestibules, hallways, elevators, doors, skylights, stairways, hallways, corridors, passageways, house lighting attachments, and all openings or ways of access to public utilities on the premises.

**Compliance with Applicable Laws:** The Booking Party and all contractors, guests or invitees associated with the Booking Party in connection with the event(s) hereunder shall abide by, conform to, and comply with all applicable laws of the United States of America, the State of Georgia all ordinances of the City of Atlanta and Fulton County and applicable policies, rules and regulations of the Building. The Booking Party shall provide accommodations for persons with disabilities as required by applicable law and shall be responsible for and shall provide all fees and expenses for any accommodations required. The Booking Party shall not attempt to use any part of the premises for any use or proposed use which will be contrary to law or be otherwise improper or detrimental to the reputation of building.

**Sound Policy:** All music levels must conform to the standard county and residential codes. All outdoor music must end by 11:00 p.m.

**Non Discrimination:** The Booking Party shall not discriminate against any individual on the basis of age, race, color, religion, national origin, sex or disability. Further, the Booking Party agrees to comply with all non-discriminatory laws and policies to which the building is subject.

### **Building and Inventory Treatment:**

**Damages to the Premises:** The Booking Party agrees that it shall not in any way injure, damage, mar, or deface the building, floor, furniture, fixtures, or equipment which are in or about the premises. The Booking Party shall reimburse the building for any such damage(s) or injury caused by the Booking Party, its employees, agents, or other persons admitted to the premises by the Booking Party. The Booking Party is responsible for notifying any and all of their Event Vendor(s) of the damage policy. The Booking Party is responsible for any damage to the premises caused by their Event Vendor(s).

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**Building's Right to Remove:** The building reserves the right to remove any objectionable person or persons from the premises and the Booking Party expressly waives any right to damages for such removal.

**No Alterations or Improvements:** The Booking Party shall make no alterations or additions to the premises.

**Booking Party's Property Brought Onto Premises:** All property brought onto the premises by the Booking Party shall be at the sole risk of the Booking Party. The building shall not be responsible for such property or liable for any damages or injury to the Booking Party, its agents, or employees. Clean-up following your event(s) shall be the responsibility of the Booking Party. The Booking Party is responsible for the removal of any and all items the Booking Party brought on to the premises. It is the responsibility of the Booking Party to ensure that each of their Event Vendor(s) have been notified that any items they have brought on to the premises must be removed by said vendor prior to the Event Clean-Up End Time, per the Use Agreement.

**Inventory Access:** Included in your license fee is the building's **current** inventory of all tables, chairs, easels, and flip charts. Your Event Coordinator will provide set-up and breakdown of requested building inventory, based on the approved floor plan. Your Event Coordinator reserves the right to change layouts to protect the building. The Booking Party is responsible for providing all glassware, linens, serving items, china, and decorations. Your Caterer or rental company is responsible for the set-up, breakdown, and removal of all rental items.

**Inventory Usage:** Special care is required during your event set-up and breakdown. The Building's representatives must perform any and all changes to your floor plan including moving furniture and changing audio-visual set-up. Damage to the building will be deducted from your damage deposit.

**Licenses, Permits and Copyright Royalties:** The Booking Party shall be responsible for obtaining any necessary licenses and permits for the use or performance of copyrighted works at your event(s). The Booking Party shall be responsible for the full payment of any and all copyright royalties that may be required for your event(s). All required licenses and/or permits shall be presented to your Event Coordinator prior to your event(s).

### **Deposits/Payment & Cancellation:**

**Deposit:** A deposit equal to ½ the license fee is due at the time the signed Use Agreement is returned to your Event Coordinator. A reservation is not guaranteed until the building receives a signed Use Agreement and the deposit. The building is unable to hold dates; reservations are issued to the first party prepared to complete the Use Agreement and pay the deposit.

**Damage Deposit:** In addition to the license fee, a \$500.00 damage deposit is due two weeks prior to your event. The full amount of \$500.00 will be refunded to you unless damage occurs, as determined by the building.

**Payment:** Final payment for the remaining balance is due two weeks prior to your event. The Booking Party cannot arrange for billing. Failure to submit payment on time will void the Use

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Agreement and your event date may be re-booked to another party without refund of your deposit unless previous agreements have been made in writing with your Event Coordinator. Acceptable methods of payment are cash, check, and credit cards (Visa, MasterCard, and American Express). **All checks should be made payable to the Georgia Institute of Technology.**

**Cancellation:** If the Booking Party cancels this agreement Sixty (60) days or more before the earliest reserved date, it shall forfeit any deposit paid and be liable to building for direct costs incurred in preparation to fulfill Owner's obligations under this agreement. The Booking Party cancels the Use Agreement within ninety (90) days of the earlier reserved date, the Booking Party shall forfeit any deposit paid and agrees to pay said direct costs and liquidated damages for its lost business opportunity at a rate of 50% of the deposit due. If you cancel your event for any reason, you must notify the Event Coordinator in writing that you wish for the Building to re-book that date.

**Failure to Pay:** The Booking Party agrees that if it fails to pay the license fees or any additional fees associated with the event or violates any other provision of the Use Agreement, all remaining obligations of the building of the Use Agreement, at the option of the building, cease and be terminated upon notice to the Booking Party.

All amounts owed to the building which are more than sixty (60) days past due shall be subject to a service charge of one and one-half percent (1.5%) per month, constituting an annual percentage rate of eighteen percent (18%). The Booking Party shall reimburse the building for all collection costs, including professional fees and other expenses incurred in enforcing collection of any and all amounts owing hereunder, whether or not legal action is instituted. In the event legal action is instituted to enforce compliance with this agreement, the building shall be entitled to all costs and expenses of litigation, including attorney's fees.