



## **Russell County Conference Center Facility Guidelines & Agreement**

Please review the following agreement, sign, and return to the Russell County Conference Center as soon as possible.

### **Reservations**

Event bookings are considered "Tentative" until we receive a signed Facility Guidelines Agreement. Advanced booking contracts must be returned *within two weeks in advance*. If clients have not stated what they request for set up 48 hours before the event changes WILL NOT BE MADE. We reserve the right to alter space assignments as necessary. Please see the Russell County Event Planner Coordinator upon your arrival.

The general hours of operation for the facility are Monday- Friday 8:30 a.m. to 4:30 p.m. Earlier or later hours or additional days of operation will be based on clients' requests and must be arranged in advance.

Your contract indicates the hours the facility has been reserved. Utilization of the Conference Center prior to or after the times indicated on your contract requires advanced approval and may incur an additional fee.

### **Food & Beverages**

Russell County Conference Center asks for prior approval of selected caterers for all meal functions. Other outside food sources are not allowed. The kitchen is strictly only to be used for preparation. The individual or group can be subject to a higher charge if facility is left in disorder.

Alcoholic beverage services must be arranged in advance with the Russell County Event Planner Coordinator and in accordance with Virginia ABC laws. "Brown bagging" is not permitted.

### **Audiovisual Requests & Technical Assistance**

Technical assistance is available with audiovisual equipment and should be requested at *least one week in advance*. After a basic allowed 30 minutes, technical assistance is billed by the hour. While every effort will be made to provide assistance, last minute requests for equipment or technical assistance may not be available.

### **Liability**

Russell County Conference Center reserves the right to inspect all private functions. Damages to the facility will be the responsibility of the organization or person hosting the event to the extent caused by acts or omissions of the organization's agents or employees. This includes any breakage or damage to the building or contents. Materials should not be attached to the walls. If an event includes children under the age of 18, adult supervision and chaperones are required. Russell County Conference Center assumes no responsibility for any personal item or equipment brought in by any individual or group.

### **Regulations**

Exit doors must not be blocked; no tobacco products are allowed in the building; only service animals are allowed inside the facilities. Failure to pay in full at the time that goods or services are rendered or when billed will result in the imposition of *10 percent interest* on the unpaid balance. Return checks will incur a handling fee of \$50.00. If the matter is referred for collection to an attorney or to a collection agency, then the debtor will be liable for all collection fees. If linens are needed, they must be ordered at least two prior of the event. Requesting goods or services will be deemed to be acceptance of these terms.

### **Departure**

Rooms should be left clean and orderly. Plastic bags are available in the kitchen for use in disposing of excessive trash. Furnishings must be returned to their original configuration. A cleaning fee will be assessed for those rooms not left in proper order.



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### **Cancellations**

Cancellations will not result in a refund. Events will be only be rescheduled for a future event. This includes inclement weather. Deposits are non-refundable.

Failure to return the Guidelines and Agreement does not automatically cancel an event. Cancellations are not official until you have contacted the Russell County Event Planner Coordinator via phone, email, or in writing.

The Russell County Conference Center Facility Guidelines and Agreement must be signed and returned immediately. A deposit \$25.00 is due at booking and one hundred percent (100%) of total costs from Event Contract, or credit card authorization, is due when the contract is signed.

**I hereby agree to abide by the guidelines outlined in the Russell County Conference Center Facility Guidelines and Agreement. I also agree to abide to the post event clean-up checklist. I accept responsibility for charges incurred by my organization / event.**

Initial here if you accept responsibility for fees if the room is not left in proper order. For example trash left in the building, not vacuuming, not cleaning up spills on the carpet, and damage done to the facility. \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Event Planning Coordinator

Date \_\_\_\_\_

### **Please return signed agreement to:**

Kevin Ferguson, Russell County Conference Center, P.O. Box 1208, Lebanon, VA, 24266 Office:

276-889-8221

Fax: 276-889-8011

Cell: 276-971-0808

Email: kevin.ferguson@russellcountyva.us