



## Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
AX-1.6.02	Event Booking Procedures	12/01/2008	

### I. Overview

Please contact the Kirbo Center offices at (229) 243-6437 for any and all of your event needs. This Booking Procedures and Guidelines document is designed to answer questions you might have about the use of the Kirbo Center. ***You are charged for total time equipment is in your possession, whether used or not.***

### II. Building Availability

You are our valued client and we want to work with you to ensure your event's success. The Kirbo Center is available for rental from 7am to 12 am the following morning. We will work with you to address your particular needs and provide staff based around the contracted hours arranged. During your rental, a staff person will be on site or available via radio or telephone to assist you.

### III. Booking Availability

The Charles H. Kirbo Regional Center can be booked up to three years in advance. On the first work day of each January a third year shall be opened. Only telephone requests, written requests, or requests made in person received after January 1<sup>st</sup> each year will be considered for the third year booking. Requests prior to that date will not be considered. The Kirbo Center reserves the right to increase rates on advanced bookings, if the rate for the year of the booking is increased.

### IV. Right of First Refusal

Up to three tentative dates may be held for a single performance on a right-of-first refusal basis. If a date is held without a booking deposit paid, the date is considered tentative. If another client desires to book that date and has agreed to pay a deposit to challenge the date, the Kirbo Center Management will attempt to contact the party holding the tentative booking and give the first party the right of first – refusal, that is, the opportunity to pay the required booking deposit or to release the date to the second party. If the Kirbo Center is unable to reach the first party within two working days, or if the booking deposit is not paid within the two day



period, the date is automatically available to the second party who again, must be willing to pay the required booking deposit in order to make the event a firmly booked date. Firmly booked dates, where the booking deposit has been paid, will not be released to another party.

## **V. Contracts and Other Information**

It is our goal to make each event as successful as possible. To that end, we require pertinent information regarding events so that our staff can organize, prepare and staff the event. Most events can be coordinated with a minimum of telephone contact and on-site review. We suggest that as soon as possible after the event is booked a preliminary meeting be scheduled to discuss needs. The Kirbo Center management will be available for follow-up meetings and inquiries.

We strive to issue contracts six weeks to two months prior to the event. However, in cases where information is not available, the contract document may not be prepared until all necessary information regarding needs is known and charges are determined. Please note that our contract prices are reviewed annually, with a new fee schedule implemented in July of each year. Regardless of the date when the event is booked, events occurring within a given year (July 1 – June 30) are charged the fees as adopted that July. A current fee schedule is available from the Kirbo Center management.

Please note that your invoice may contain some charges that are the actual cost while others may be estimated costs. All actual fees must be paid one week prior to the event along with a damage deposit; signed contract and proof of insurance (if required) must be on file prior to the event date. Any additional charges for estimated cost will be billed following the event. Return of the damage deposit will occur after any additional charges are paid and the conditions for rental of the building are satisfied.

## **VI. Event Definition**

An “event” for auditorium purposes is defined as each time a public performance is given or each day the auditorium is used for a conference. An event fee will be charged for each separate performance given or conference day used. An “event” for the dining room is each day or time period the public is admitted into the dining room.

## **VII. Booking Deposits**



One half (1/2) of the estimated total fees are due at the time of booking to hold the event as the firm date. See above information regarding the right-of-first-refusal for tentatively booked events. Cancelled event deposit monies are not refundable, but may be credited to another booking date within twelve (12) months from the date booking is paid. The booking deposit is non-transferable if the event is cancelled less than six weeks before the event.

**VIII. Damage Deposit**

A damage deposit of \$250.00 will be required for all events. The Kirbo Center management will determine the amount of the damage. A copy of this Booking Procedures and Guidelines for use of the facility will be furnished to each client prior to their signing of a contract. By signing the contract documents, the client agrees to abide by these Booking Procedures and Guidelines for use of the facility. Failure to comply with the rules may result in demand for restitution or forfeiture of the entire damage deposit. In addition, the client may be held responsible for additional staff time or overtime cost should such become necessary for the set-up, actual event or event clean up. Please review your copy of the procedures and guidelines prior to your rental. The damage deposit will be returned as soon as possible following your event, but not before the Kirbo Center staff has the opportunity to determine (by means of a thorough cleaning and/or walk-through) if damage has occurred.

**IX. Safety**

Safety of the public is the Kirbo Center's primary concern at all times. Therefore, if an event promoter shows noncompliance with the rules and regulations or at the request of the Kirbo Center staff to resolve a safety concern, the staff may take steps to address the concerns, including, but not limited to, having an event evacuate the facility or refusal to rent the facility to the client for future use. We anticipate a positive working relationship between the Kirbo Center staff personnel and event promoters and want to work with event promoters to ensure the public's safety while at our facility. No refunds will be given to events when the event is closed for safety concerns.

**X. Insurance**

All auditorium events are required to furnish a certificate of insurance to be placed on file. While the dining room events are encouraged to carry liability insurance, depending on the nature of the event, insurance may or may not be mandatory. Please check with the Kirbo Center management



regarding insurance requirements. This should be accomplished a month before the event date.

**XI. Security**

Arrangements for on-site security are available through the Kirbo Center management offices. All events where alcoholic beverages are served will require on-site security. We will be happy to discuss your needs and applicable cost for these services.

**XII. Other Equipment and Services**

A fee schedule is available outlining facility costs and costs for rental of on-site equipment. At times it may be necessary to utilize rental equipment in the facility. Any arrangements for early load-in or late load-out must be coordinated through the Kirbo Center management. ***At no time during your rental is the piano on stage to be moved or played without consent given by the staff of the center.***