



**Forsyth Conference Center at Lanier Technical College  
Forsyth Campus**

3410 Ronald Reagan Blvd ▪ Cumming, GA 30041  
770-781-6974 ▪ Fax: 678-302-2417  
[www.forsythconferencecenter.com](http://www.forsythconferencecenter.com)

**FORSYTH CONFERENCE CENTER NON-PROFIT EVENT ORDER**

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Date of Reservation:

Company/Group Name:

Contact:

Billing Address:

City: State: Zip Code:

Phone: Fax:

Email:

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**EVENT INFORMATION**

Event Name: Date of Event:

Hours: Attendance:

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**RESERVED SPACE**

Select Rooms	Location	Square Feet	Setup Capacity (# of people)			Weekday Rate		Weekend Rate		Hourly
			Banquet Style (72" Round tables)	Classroom Style (60" Slim tables in rows)	Theatre Style (chairs only in rows)	Half-Day	Full-Day	Half-Day	Full-Day	For additional hours needed with rental
	Full Conference Center	14,000	650	550	1,400	\$1,500	\$2,250	\$2,500	\$3,500	\$350
	Half Conference Center	6,000	300			\$1,000	\$1,500	\$1,750	\$2,500	\$250
	Third of Conference Ctr	3,300	160- 200	144-224	300-420	\$750	\$900	\$1,000	\$1,500	\$150
	Camellia Room	1,800	90	64	126	\$450	\$650			\$100
	Cypress Room	1,500	70	56	126	\$450	\$650			\$100
	Dogwood Room	2,400	120	98	180	\$500	\$700			\$150
	Magnolia Room	2,200	110	80	160	\$500	\$700			\$150
	Redbud Room	1,000	40	42	68	\$150	\$200			\$50
	Laurel Room	800	40	32	63	\$150	\$200			\$50
	Oak Room	750	40	32	63	\$150	\$200			\$50
	Azalea Room	750	30	24	45	\$100	\$150			\$50
	Foyer or Lobby Area	3,500	Standing Receptions can be 235 people				*\$500			\$100
	Training Room	666		34		\$175	\$275			\$100
	Boardroom	700	20			\$250	\$350			\$100
	Warming Kitchen					\$100	\$150		\$200	\$50

**THE FORSYTH CONFERENCE CENTER CLOSSES AT 12 AM. ALL EVENTS MUST BE FINISHED AT THIS TIME**

No charge for use of foyer for registration purposes when renting other areas. If no other areas are rented, foyer fee will apply.

\* Weekend half day in larger rooms is for seminars/meetings, no social events included

\*\* Smaller rooms are available for half day and full day rental when the center has other events booked for that day

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**ROOM SETUP**

- Banquet Rounds                       Theater                                       Custom/Drawing attached  
 Classroom                                       U-Shape                                       Decoration Time needed
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**ALCOHOL USE**

- Yes  
 No  
 Received and reviewed "Use of Alcoholic Beverages on Campus Guidelines" \_\_\_\_\_ initial  
 Approved "Request for Approval To Serve Alcoholic Beverages on Campus" from President
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**ADDITIONAL SERVICES**

Select Service	TECHNOLOGY SERVICES		Quantity	Total
	<b>Computer Display Package</b> includes : Data Projector and 8 x 13 foot screen	Complimentary	N/A	included
	<b>Wireless Internet Access</b>	Complimentary	N/A	included
	<b>Basic Audio Package</b> includes: Podium Standard Microphone House Sound	Complimentary	N/A	included
	<b>TV/VCR/DVD Package</b> includes: VHS or DVD Player Color TV Monitor/stand Speakers, cabling, extension cords	\$125		
	Wireless microphone	\$50		
	42" Color TV	\$50		
	Video Teleconferencing (minimum 2 hours)	\$50 p/hour		
	Live Stationary Video Feed (includes AV technician)	\$50 p/hr		
	Spotlights	\$50 each		
	Portable LCD Projector	\$100		
	Laptop Computer	\$75		
	Mobile screens	\$75		
Select Service	BUSINESS SERVICES		Quantity	Total
	Easel with Flip Chart (flipchart, 1 pad, set of markers)	\$30.00		
	Easel with Dry Erase Board (set of markers)	Complimentary		
	Speakerphone	Complimentary		
	B/W Photocopies (first 25 copies free)	\$0.10 each		
	Color Photocopies	\$0.40 each		
Select Service	PERSONNEL SERVICES		Quantity	Total
	AV Technician	\$40 p/hour		
	Security Officer	\$30 p/hour		
	Scissor Lift Operator for decorating	\$30 p/hour		
	Additional Event Staff Recommended 1 person per 50 guests for disposable Recommended 1 per 25 guests for china	\$18 p/hour		
	Kitchen Management Fee (non-catered events with kitchen)	\$400.00		
Select Service	CATERING SERVICES		Quantity	Total
	Morning Break Service	\$6 p/person		

	Assorted Muffins/Danishes, fruit w/beverage - coffee, tea & juice			
	Afternoon Break Service Sweet and Salty snack w/beverage – ice tea, coffee, water	\$6 p/person		
	Beverage Service Coffee, Iced Tea, Bottled Water and Soda	\$3 p/person		
	Set up/clean up fee for service (includes staffing)	\$95		
Select Service	<b>SOCIAL EVENTS RENTAL SERVICES</b>		Quantity	Total
	<b>Table Service includes:</b> Salt/pepper, sugar packets	Complimentary w/dish rental		
	<b>Place Setting pieces:</b> 10.5" Plate, 6.5" bread plate, 10 oz. soup bowl, 6" saucer, 9" salad plate, coffee/tea cup, saucer, dessert plate, lemon/butter/creamer bowl (\$3.60 p/p)	\$0.45 each piece		
	<b>Flatware pieces:</b> Dinner and Salad Fork, Knife, Spoon, Soup Spoon, Steak Knife (\$2.70 p/p)	\$0.45 each piece		
	<b>Glassware pieces:</b> Water glass, Ice Tea glass, Wine Glass (\$1.35 p/p)	\$0.45 each piece		
	6-Piece China Tableware Package	\$2.00 p/person		
	Water/Ice Tea pitchers	\$3.00 each piece		
	Coffee Urns (3-gallon with sterno, 4 available)	\$40 each		
	Bread Basket	\$1.00 each piece		
	Café Tables (adjustable height)	\$10 each		
	Centerpiece (Hurricane/mirror base/LED Ivory candle)	\$3.00 each		
	Mini-hurricane with tea light	Complimentary		
	House Linen (132" round for banquet tables with maximum of ten 90" x 132" buffet/registration tables only)	Complimentary		
	Banquet Table standard linen (85" x 85")	\$8 each		
	Banquet Table floor length linen (132" round)	\$12 each		
	Silent Auction Linen (90" x 132")	\$9 each		
	Specialty Linens	TBD		
	Napkins	\$0.30 each		
	Chair Covers – White, Ivory, Black or Gold—Installed	\$2.50 each		
	Sashes	\$1 each		
	Staging with dark backdrop, skirt, steps, guide rails Priced per section (Sections are 6ft. x 8ft.) 12 sections are available	\$50.00		
	Dance Floor: 24' x 24' (for 200 guests) 12' x 16' (for 100 guests) 12' x 12' (for 60 guests)	\$450 \$350 \$250		

### PAYMENT TERMS

This facility usage reservation is based on the information you have provided. Pricing and usage parameters are subject to change. Availability is not confirmed until a 50 percent deposit has been received. Any usage changes made after acceptance of this reservation and receipt of deposit may be subject to additional charges or fees. Remaining 50 percent of balance is due five business days prior to the schedule event date with a \$500 security deposit for "Social Events" to be used for any for excessive damage or alcohol violation. We accept check, cash, Visa or MasterCard. We will extend credit with 30 day terms to Georgia state agencies with pre-authorized purchase order. There is a \$30 fee for any check returned for insufficient funds or any other reason. Late payments will be charged a 15 percent monthly service fee. Please initial, sign, and return this form to the Lanier Technical College, Forsyth Conference Center, Event Office, 3410 Ronald Reagan Blvd., Cumming GA 30041. You will be invoiced for the deposit to confirm your reservation.

**INSURANCE/LIABILITY**

To the extent permitted under Georgia Law, user waives, releases, and agrees to indemnify Lanier Technical College and its respective officers, employees and agents harmless from all liabilities, and the cost and expense of defending all claims of liability, for any personal or bodily injury to persons, including death, arising out of the use of the facilities by the user or by any other person admitted to the facilities by the user. The College may be liable only for personal injury or property damage caused by acts or omissions of its employees in the performance of the contract to the extent provided by the Georgia Tort Claim Act (O.C.G.A 50-21-20 et seq.) Lanier Technical College may require user to obtain and present certification of public liability or other insurance for the contracted event.

User assumes full responsibility for any food provided by the User and for the character, acts, or conduct of the User, its agents, employees, or other representatives admitted to the premises or to any portion of the premises for the purpose of their event. The Conference Center cannot assume responsibility for personal property and equipment. Liability for damage to the premises will be charged accordingly. Lanier Technical College is a tobacco-free campus. Smoking and/or use of tobacco products are not permitted anywhere on the premises except in automobiles.

**CANCELLATION POLICY**

All cancellations are required to be in writing and must be received during normal business hours prior to the event. In the event of unforeseen circumstances and cancellation occurs by either the facility or client, return of rental deposit will be at the discretion of the Conference Center Director. If the conference center cancels, a full refund of the deposit will be made. The Conference Center will not be held responsible for any other cost the client incurs should the event need to be canceled.

Any User canceling an event more than 30 days prior to the beginning of the event will be entitled to an 80 percent refund of deposit. User is responsible for all non-recoverable expenses, such as contracted security, etc., if applicable. Please see below for a breakdown on cost recovery.

<b>More than 30 days prior to event date</b>	<b>30 days – 14 days prior to event date</b>	<b>13 – 7 days prior to event date</b>	<b>Less than 7 days prior to event date</b>	<b>“No Show”</b>
80% of deposit refunded	25% of deposit refunded	100% of deposit forfeited	Entire space rental fee forfeited	Entire space rental fee forfeited

Room Rate:	\$ 000.00
Estimated Additional Services:	\$ 000.00
<b>Total Lease Rate:</b>	<b>\$ 000.00</b>
<b>Deposit Due Now:</b>	<b>\$ 000.00</b>

*Attached is a copy of Forsyth Conference Center Policy Guide and Alcohol Guidelines. Read through these policies and review them before signing the contract. They outline the guidelines for usage of the Forsyth Conference Center. Please let us know if there is anything further we can do to assist you in planning or producing your event. We look forward to serving you.*

*By signing below you agree to abide by the Forsyth Conference Center Policies and Alcohol Guidelines.*

\_\_\_\_\_  
Customer Signature/Date

\_\_\_\_\_  
Fed Tax ID/Social Security #

\_\_\_\_\_  
Sara Harrison/Date  
Conference Center Director

\_\_\_\_\_  
Joanne Tolleson/Date  
V.P. of Operations, Forsyth Campus

Please send signed Event Order to:  
Lanier Technical College, Forsyth Conference Center, Event Office  
3410 Ronald Reagan Blvd., Cumming, GA 30041