



COLUMBIA COUNTY'S LARGEST INDOOR VENUE FOR TRADE SHOWS, EXHIBITS, AND CORPORATE EVENTS

**212 PARTNERSHIP DRIVE, GROVETOWN, GA 30813**

**(706) 650-5000**

**[CCECSalesinfo@columbiacountyga.gov](mailto:CCECSalesinfo@columbiacountyga.gov)**



## PRICING (MON-SUN)

VENUE SPACE	SIZE	(MON - THURS ONLY)		(MON - SUN)	(MON - SUN)	LOAD IN/OUT (12 HRS)	Non-refundable Cleaning/Setup FEE
		9 AM-4 PM (5 HRS)	7 AM – 5PM (10 HRS)	SINGLE DAY FEE (15 HRS)	MULTI DAY (PRICE PER DAY)		
ENTIRE FACILITY	24,000 SQ. FT.	N/A	N/A	\$4,000	\$3,000	\$1,000	\$1,000
HALL A & B	15,400 SQ. FT. (140' x 110')	N/A	N/A	\$2,500	N/A	\$1,000	\$1,000
HALL A	6,300 SQ. FT. (58' x 110')	N/A	N/A	\$1,500	N/A	\$850	\$700
HALL B	9,000 SQ. FT. (82' x 110')	N/A	N/A	\$1,800	N/A	\$850	\$700
**MEETING ROOM Kitchen is not included.	2,145 SQ. FT.	\$400	\$650	\$1,200	N/A	N/A	\$200
KITCHEN	1,000 SQ. FT.	N/A	N/A	KITCHEN FEE			\$350

Entire Facility includes the use of the Lobbies, Pre-function Area, Meeting Space, Halls A & B, kitchen, concessions and the adjacent terrace area.

**\*\*The entire facility must be rented unless within six (6) months of the event date.**

**\*\*The Meeting Room may only be booked within 6 months of the event date, and if either Halls A or B are already rented.**

**\*\*The Meeting Room - No kitchen facilities offered with this room.**

12 HR. Load in or load out day, may only be used for preparing (set up and removal) for the event.

Setup fees are non-refundable.

MEETING ROOM ITEMS
1-LARGE FIXED DROP DOWN SCREEN
IN ROOM FIXED PA SYSTEM
2 -MICROPHONE(WIRED)
1- PODIUM

EXHIBIT HALL ITEMS
1 - FULL STAGE -12'x16'or 8'x24'
HALF STAGE - 6'x8' or 8'x12'
15 - HIGH TOP TABLES
1 - HALF ROUND TABLE
20 - LED UPLIGHTING
PA SYSTEM USED FOR SPEAKING

**BOOSTED WIFI - (TWO WEEKS NOTICE REQUIRED) \$150 PER DAY Boosted Wi-Fi only increases area coverage/band width. Password protected - Used to prevent unauthorized access.  
(Connecting apps through county Wi-Fi is prohibited.)**

# OVERVIEW

## ABOUT THE EXHIBITION CENTER

Columbia County's Exhibition Center (CCEC) is the largest rental facility offered by Columbia County, GA and is located in Grovetown, GA (I-20 exit 190). Available to any individual, leisure group or corporate entity wishing to utilize this grand venue, the 24,000 square ft. venue offers 15,400 square feet of trade show space, 3,000 square feet of pre-function space and 2,175 square ft of breakout/ meeting space. The CCEC can accommodate up to 850 for a banquet style event or nearly 1,450 seated for a presentation. For more information or to inquire about visiting or booking the CCEC, call (706) 650-5000.

## CONFIDENTIALITY

Your privacy and the integrity of your event are very important to us. This is why we can only accept changes, alterations, or cancellations of any part of your event by the person who signed the contract. You can specifically indicate another person to make changes on your behalf, at the time of signing. Feel free to inquire for more information, or how to do so.

## SAFETY

Just as important as your confidentiality is safety at your event. This is why you will be required to have one or more deputies at your event if you are: (a) serving alcohol; (b) expecting over 100 guests; or (c) having a "young adult party," where the majority of those in attendance will be between 13 and 21. There is no need to worry about securing deputies for your event, or contacting the Sheriff's Office. Our staff works in conjunction with the Sheriff's Office to make sure you have adequate coverage for your event. As the renter, you will be responsible for payment directly to the deputy or deputies, for the full payment amount. This is not included in the overall rental fees. The current rates set by the Sheriff's Office are \$50/per hour for each deputy (at a minimum of four hours). Currently, the deputies only accept cash. Any Overnight security companies must be licensed and insured and are required to send proof of security companies business license and insurance to sales office three weeks prior to the event date.

## YOUR EVENT PLANNING TIMELINE

To reserve the venue, a signed contract and 50% of the rental fee are due (*unless within the full payment due period*).

**120 Days before event:** Is the final day to cancel and receive a full refund, minus a \$50 administrative fee.

**119 - 60 Days prior:** before event; if canceling, you will lose the 50% deposit paid to hold the date.

**60 Days prior:** Full payment is due.

**55 Days prior:** A 10% late fee will be added to unpaid balances.

**Due 3 Weeks prior:** Event details, detail changes, an approved floor plan and all required paperwork. Liability Insurance, vendor license, alcohol permit, bartender TIPS certification, raffle permit. etc.

# **RULES AND REGULATIONS**

## **I: GENERAL RULES AND INFORMATION**

1. The Columbia County Exhibition Center (CCEC) is owned and operated by Columbia County, Georgia and is a non-smoking facility.
2. The CCEC is designed as a multi-purpose exhibit facility able to accommodate one group or multiple groups simultaneously with dividable spaces.
3. All daily rentals are to be consecutive hours. Multiple dates will be charged according to the activity planned for that day.
4. No items left behind will be the responsibility of Columbia County or the CCEC. All items owned by the renter or their agents must be delivered at the predetermined time and removed during the scheduled break-down time.
5. Any misrepresentation of the purpose of rental could be considered a breach of contract. This will void the contract, and the event will be canceled or ended.
6. The renter or their assigned agent must be present from the beginning to end of rental.
7. All open to the public or ticketed events will be required to purchase an additional liability insurance policy (of \$2 million dollars) in effect for the duration of the rental and proof of policy must be provided three (3) weeks prior to your event. Any event that is open to the public or ticketed, a separate liability policy naming Columbia County Board of Commissioners as secondary insured.

## **II: RENTAL POLICIES AND PROCEDURES**

1. No rental is booked without a signed contract and payment of 50% of the minimum rental fee.
2. Balances are due 60 days prior to the event date.
3. A 10% late penalty will be incurred if the final payment is made less than 55 days prior to the event.
4. If the signing of the contract is within 60 days of the event date, then the full payment is due at the signing of the contract.
5. Early arrival or late departure will result in additional fees charged at \$200 per hour.

## **III: FACILITY CANCELLATION POLICY**

1. All cancellations must be presented in written form by the contract signor to be considered valid.
2. Contracts may be voided, with a full refund, only if cancellation is within one (1) business day of contract signing.
3. Cancellations due to emergency Military deployment will receive a 100% refund minus a \$50 administrative fee. (Copy of Emergency or Medical Orders is required.)
4. A minimum of a \$50 administrative fee will be charged on all cancellations after the one (1) business day grace period.
5. If you cancel your event between 60-119 days prior, 50% of rental fees will not be refunded.
6. A transfer of date and the same rented space is allowed one time, if the event date was originally more than 120 days away and paid in full. (Copy of Emergency or Medical Orders is required.)
7. Less than 60 days before event\*. You will lose the entire rental fee.

## **IV: ALL VENDORS – CATERING, FOOD, AND BEVERAGES**

1. No on-site catering is available. Renter must arrange for a licensed outside caterer or food trucks, if desired, and provide Sales Staff with chosen caterer's proof of business license.
2. If renter chooses to be self-catered, renter becomes fully liable for any claims, medical fees, or legal fees that should arise from doing so and holds Columbia County and the Columbia County Exhibition Center harmless on all accounts. After your kitchen needs are discussed with the Sales Office and your needs determined, a kitchen rental fee may be required. All items must be removed from kitchen.
3. The kitchen is not equipped with deep fryers. No additional cooking equipment can be used inside the facility. Grills, deep fryers, food trucks must be inclusive and placed a minimum of 35 feet from the building. Grill/cooking site must be cleaned. Remove charcoal and cooking oils from premises.

**V: ALCOHOL & RAFFLE POLICIES:** *All vendors conducting business within Columbia County must complete registration and provide proof of a paid up- to-date business license.*

1. **Any sales of alcohol with expectation of payment** - cash bars, open to the public, ticketed events, fundraisers, admission/entry fee, dues, or membership requires a one-day alcohol license permit. All permits are arranged by the CCSDS and can take between 21 to 30 days to receive. Renter must submit the required permit to the Columbia County Exhibition Center Sales Office at least three weeks prior to the event date. Alcohol must be obtained from GA licensed distributors.

**Registration & Licenses Contact - [licensing@columbiacountyga.gov](mailto:licensing@columbiacountyga.gov) 706-312-7171**

2. **Alcohol without expectation of payment, monetary exchange, or transfer of funds** - Private events providing alcohol to their guests. The alcohol must be obtained and brought into the facility by the renter from a licensed retailer of alcohol.
3. Two or more Columbia County Deputies must be present at all events serving alcohol. Additional fees apply. (See Section VII: Security).
4. **RAFFLES:** Anyone conducting a raffle in Ga. must be a 501c3 Non-profit Tax-Exempt organization and must provide a copy of the Determination Letter from the IRS saying that the IRS has found them to be a 501c3 organization under the Internal Revenue Code.

**Contact the Columbia County Sheriff's Office: 706-541-4019**

5. Underage drinking is against the law and is strictly prohibited. Violators are subject to persecution.
6. All events serving alcohol must use TIPS certified bartenders. The bartender can elect to stop serving a guest. Three weeks prior to the event a copy of the certification must be sent to the Sales Office to be placed of file.
7. The on-site Deputy will handle any disputes or disturbances.
8. Fighting or violence of any kind will not be tolerated. Such activity may cause the event to be halted immediately with no issued refund.
9. Glass bottles or containers are prohibited. Cans or draft accepted.

**VI: SECURITY**

1. All events will be required to have security personnel on-site at the client's expense.
2. The number of deputies required will be determined by the Sheriff's Office who will take into consideration the type of event, layout, alcohol service, and/or sales and number of guests expected.
3. All security must be directed through the CCEC Sales Office, and scheduled by the Columbia County Exhibition Center.
4. Any Overnight security companies must be licensed and insured and are required to send proof of security companies business license and insurance to sales office three weeks prior to the event date.

## **VII: MARKETING AND PROMOTIONAL MATERIAL**

1. All event promotion is the sole responsibility of the client.
2. Information regarding an event cannot be released until rental contract has been signed and a deposit has been paid.
3. Events that are age sensitive or may be controversial must indicate so on all promotional materials.
4. No flyers may be put on vehicle windshields or handed out as guests depart from any event.
5. Proof of permits and business licenses for any vendor will be required three (3) weeks prior to the event.
6. All publicly advertised events must immediately announce any cancellation via all previously used advertising methods, at the renter's expense.

## **IX: FIRE CODE REGULATIONS**

1. Events expecting more than 500 guests at one time are required to have a Fire Marshal on-site. Fire Marshals are paid \$40/hour with a minimum of four (4) hours. Schedule and need is determined by the Fire Marshal.
2. No occupied room can be completely blacked out. In case of an emergency, enough light must remain on for a safe exit.
3. The kitchen service hallway is a fire lane, is not for renter or public use, and must remain clear at all times. No event storage is allowed in this area.
4. If gas operated vehicles are used inside the building during an event, there are several specific regulations that must be complied with.
5. All wheels on any equipment must be locked and chocked to prevent movement.
6. No solid fuel for cooking (propane, wood, or charcoal) is permitted inside the building.
7. Unusual set-ups, displays, decorations, shows, or bands and musical groups should submit setup plans and equipment four (4) weeks prior to the event date for approval. Inspections during and after equipment setup may be required before opening event.
8. Use of pyrotechnics inside or outside the building are prohibited.

## **X: SETUP**

1. A one time tables, chairs, stage, and partition walls setup is included in setup and cleanup fee. Renters are required to approve the floor plan three (3) weeks prior to the event date. If multiple setups are requested, these will need to be approved by management and additional fees will be charged.
2. The renter may use the tables, chairs, and rental items that the CCEC has in their possession. Any additional tables, chairs, or other items will need to be secured from an outside vendor and must only be delivered and picked up within the contract rental times. If delivery or pick up is needed prior to or after an event day, the renter will be required to purchase a load-in or load-out rental day.
3. Two pallet jacks are available to assist with unloading and loading. There is no forklift or scissor lift on-site.
4. Floor electrical boxes cannot withstand the weight of vehicles. Any damage done during an event, loading, or unloading will be invoiced to the renter.
5. The CCEC is not responsible for providing supplies : extension cords, gaffers tape, paper products, tablecloths, etc. It is the responsibility of the renter to provide supplies for their event.

## **XI: DECORATION**

1. Renters may enter the building to setup during their rental time. Additional need for setup requires a load-in day.
2. The renter must also remove all items from the facility prior to the rental time ending. If additional time is needed for removal, a load-out day may be required.
3. Any damage or expense incurred to the facility by decorations will be invoiced to the renter. The CCEC does not allow balloons, bubbles, nails, or adhesive items.
4. All candles must be enclosed in glass and a secure base. Sparklers indoors are prohibited.
5. If concerned about damage caused by decorations, please contact the CCEC staff. No decorations may be hung or attached to the ceiling or acoustic wall panels.

## **XII: LIVE MUSIC**

1. Live music (band, DJ, etc.) is only allowed if the entire facility is rented. A walkthrough with the band and stage management is recommended to ensure ample power, space, and accessibility is available.
2. Any additional access to power, outside of what is provided by the CCEC, must have a licensed and bonded electrician present. This comes at the expense of the renter.

## **XIII: REMOVAL AND BREAKDOWN**

1. The last hour or more of rental time (at minimum) must be designated towards item removal and breakdown.
2. The renter is responsible for removing all event items:
  - a. All decor, props, and equipment generated from the event must be removed. Facility must be left empty with no evidence of an event.
  - b. All cardboard boxes must be flattened and placed in the provided recycling bin.
  - c. Wooden pallets must be removed from the premises.
3. All removal is to be conducted by the renter and their designated personnel. The breakdown includes but is not limited to, the removal of all effects generated from the event, and removal of all items brought in by the renter.
4. Kitchen access breakdown and removal is required. This include removing all food products and catering items from kitchen area.
5. The CCEC reserves the right to impose penalties depending on the condition of the facility after an event.

## **XIV: ADDITIONAL INFORMATION**

1. When the facility is not occupied the staff is happy to provide a thirty minute walk-through tour available Monday - Friday 8:30am - 4pm. Please call to check for tour availability and to schedule an appointment. Tours and visits are limited to thirty minutes.
2. Personal pets outside of service animals are not allowed inside the facility.
3. Events showcasing animals may have additional requirements or fees associated to the event.
4. The CCEC is ADA compliant.
5. Lost items are not the responsibility of the CCEC staff.
6. Any event requiring additional power needs to have a licensed and bonded electrician to perform the work at the client's expense.
7. Events needing outdoor power or exterior water usage will be charged an additional fee.
8. In the interest of safety, children must be supervised at all times and remain within designated rented area.
9. It is the responsibility of the renter to provide directional, advertising, and promotional material or signage.



**COLUMBIA COUNTY EXHIBITION CENTER RENTAL CONTRACT**  
 Completed and signed contract can be sent to:  
 CCECSalesinfo@columbiacountyga.gov

**RENTAL INFORMATION:** *Each event, requires a separate contract.*

12 hrs.Load in date: _____	Load in rental time: _____	Rental space: _____	Rental Time: _____ to _____
Event date(s): _____		Building entry time: _____	_____ to _____
12 hrs.Load out date: _____		Event start time: _____	_____ to _____
Max # of guests: _____		Event end time: _____	_____ to _____
Number of out of town guests _____	Event Type: _____	Event Title: _____	
Renting Kitchen? Yes No	Alcohol at event? Yes No	Alcohol Permit Required? Yes No	Open to the public or ticketed events are required to purchase an additional \$2 million dollars in effect for duration of the rental . Yes No
		Deputies Required?	Open to the Public?
Food Services time:	Alcohol Service time:	Alcohol Provider?	Fire Marshall Required?
		Hotel reservations required?	Liability Insurance Required?

**PERSONAL INFORMATION**

COMPANY NAME OR ORGANIZATION: \_\_\_\_\_

Renter's Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Secondary Person & Contact: \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Person In Charge: PIC \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_  
(If Renter will not be physically present during the event, a PIC must be named and present.)

**RENTAL FEES**

12hr.Load in Rate:\$ _____	Boosted WiFi \$150 per day. YES NO	Date to apply: _____
Venue Rate:\$ _____		50% of rental fee:\$ _____
12hr. Load out Rate: \$ _____	Kitchen Fee: \$ _____	Remaining balance due two months prior to event:\$ _____
Post-cleaning/setup fee\$ _____	Total Cost:\$ _____	Remaining balance due: ____/____/____
Non - Refundable _____	Payment Type: Check Money Order Visa Master Card American Express	

**BASIC STIPULATIONS**

Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless Columbia County and the CCEC Department from any claims of any kind, including but not limited to; attorney's fees arising from the use or occupation of the premises by renter, renter's guests, invitee, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.

The renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the CCEC Department good condition. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the CCEC department and its property.

The rental procedures and cancellation policy, which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event that the facility shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all fees to (subject to cancellation policy) to the renter without further liability.

- \*\* The renter is responsible for conveying all rules and regulations for removal to their vendors/agents.
- \*\*Final payment must be made 60 prior to the event date.
- \*\*Client must be at least 21 years of age to sign rental contract.
- \*\*Person who signs this contract must be present for function from beginning to end of rental.
- \*\*The renter is required to designate a breakdown and removal team for their events. We recommend, three people for every 100 guests.

**I UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE STIPULATIONS;**

- I understand the Cancellation Policy.
- I understand the alcohol/deputy requirements and their fees are paid separate of this contract.
- Il understand the item removal policy and agree to pay any invoices for damage to the facility.
- I understand that I will be charged for additional time, if I enter early or depart late.
- I understand that I am responsible for complying with the rules for removal.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 CCEC Representative: \_\_\_\_\_ Date: \_\_\_\_\_