



# Conference Room Rental Packet

State Employees Association of North Carolina, SEIU Local 2008  
1621 Midtown Place \* Raleigh, NC 27609 \* 919-833-6436 \* 919-829-5829/fax  
[www.seanc.org](http://www.seanc.org)

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## SEANC Rental Policies

The State Employees Association of North Carolina has three conference rooms available for public rental. The conference rooms can be used for events such as meetings, seminars, meals, workshops and fundraisers.

### To make a reservation:

Contact Alicia Clapp at 919-833-6436, 800-222-2758 or [meetings@seanc.org](mailto:meetings@seanc.org).

### Available meeting rooms:

*Mitch Leonard Conference Room A* – This conference room seats a maximum of 50 people comfortably in a theatre style set-up. It is connected to a servery allowing extra convenience for events requiring food. Audio-visual equipment is provided.

*Mitch Leonard Conference Room B* – This conference room also seats a maximum of 50 people in a theatre style set-up. Audio-visual equipment is provided.

*Conference Rooms A & B* – These rooms can be joined to form one larger room seating up to 100 people comfortably in a theater style set-up. These rooms have audio-visual equipment featuring two projection screens so all audience members may see presentations easily.

*Conference Room C* – This conference room seats up to 14 people comfortably in a boardroom style. This room can be used for smaller seminars, meetings or as a buffet table when holding a meeting in the Mitch Leonard Conference Rooms.

### Fees:

<i>Weekdays:</i>	7:30 a.m. – 5:30 p.m.	\$150 per room per day
	5:30 p.m. – 10:00 p.m.	\$250 for one room per day \$150 per each additional room
<i>Weekends:</i>	8:00 a.m. – 10:00 p.m.	\$300 for the first 5 hours of rental for one room per day \$50 each hour over 5 hours for one room per day \$150 per additional room per day

### Payment:

- A \$75 deposit is due with event application.
- Event balance must be paid no later than 30 days from receipt of the SEANC invoice.
- Renter is responsible for any fees incurred by SEANC as a result of renter's use.

### Cancellation Policy:

- The \$75 deposit will be forfeited if renter cancels within 30 days of scheduled event. Renters canceling prior to 30 days before event will have their deposit refunded.

### **Independent Contracts with Event Specialists:**

- Renters may choose to hire event specialists (caterers, florists, etc.) to assist with their event. Renter is responsible for ensuring specialists are aware of and follow all rules.

### **Florists/Decorator:**

- The florist or renter must furnish their own containers for flowers and decorations.
- All waste must be removed prior to renter's rental period ending.
- Floral arrangements should have an underlining tray to prevent water or moisture damage to floors, tables or countertops.
- No open flames are permitted on SEANC premises.
- Glitter and confetti are not allowed to be used as a means for decoration.
- Additional terms for florists will be provided in this agreement (see page 5).
- It is the renter's responsibility to inform florist/decorator of all rules.

### **Caterers:**

- The caterer and/or the renter will provide all preparation tools, plates, glassware, flatware, napkins, etc.
- The caterer and/or renter must dispose of any leftover food from the premises following rental period.
- The caterer and/or renter must clean up any areas where food has been served.
- It is the renter's responsibility to inform caterer of all rules.

### **Event Preparation:**

- Preparation for your event must not disrupt the SEANC office. SEANC staff is not available to provide support services for your event except for as follows:
  - One staff person will be provided for the event. This staff member will unlock the building for your event (if after hours) and circulate during event to ensure all is going well.
  - Access to the building will be provided as scheduled with the Event Planner.
  - Renter is responsible for set-up and break-down of all SEANC furnishings.
  - Decorations must be approved by SEANC.
- No items may be attached to walls, doors, windows or molding unless approved beforehand by a supervising staff person.
- Renter will be billed for any damages incurred during the rental period.
- All decorations must be removed immediately following event unless other arrangements are made in advance. SEANC is not responsible for decorations or belongings left at the office.
- Doors and walkways are to be left unobstructed at all times.

### **Alcoholic Beverages, Tobacco and Firearms:**

- Alcohol is not allowed on SEANC premises.
- Smoking is not allowed inside the SEANC office building, however you may smoke outside. Cigarette butt and ash receptacles are located outside of the building for your convenience. The renter is responsible for cleaning up any cigarette butts not disposed of properly during event.
- Firearms are prohibited on SEANC premises.

### **Miscellaneous:**

- A telephone is available in the front lobby for local calls.
- Parking is available in the parking lot surrounding the building. When the lot is full, event attendees may park on the side of Midtown Place as long as vehicles do not impede other traffic.
- SEANC reserves the right to ask disrespectful, unruly or inappropriately behaving guests to leave.
- The renter is responsible for all set up and break down of available SEANC furnishings.

### **Items Available for Use:**

SEANC provides many of the needed essentials for business meetings or conferences. Among those items are:

- Projection screens in conference rooms A and B
- Projectors
- DVD/CD players
- VCR
- Televisions
- Cassette players
- Laptop hookups for the projector
- Audio speakers
- Easels
- Overhead projectors
- Microphones
- Podium
- 34 tables, 6' long
- 100 metal and cloth chairs

**Terms for Florists/Decorators:**

In addition to the terms for rental of the SEANC conference rooms, a copy of which shall be provided to the florist/decorator by the renter, the florist/decorator and his/her staff must meet the following conditions:

- All decorations must be approved by SEANC.
- No items shall be attached to the walls, windows, doors, molding or ceiling.
- Any tables, equipment, etc., that are used must not be pushed against the walls nor have bases or legs that may damage the floors.
- All decorations are to be removed after the event unless other arrangements have been made in advance. SEANC is not responsible for decorations or belongings left at the office.
- Florists must furnish their own containers for flowers and decorations.
- Floral arrangements should have an underlining tray to prevent water or moisture damage to the furniture and floors.
- Florists must remove all floral waste from the premises.



### Conference Room Rental Application

**Contact Information:**

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

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street Address/P.O. Box*

\_\_\_\_\_  
*City, State, Zip Code*

Phone Number: (        ) \_\_\_\_\_

Fax Number: (        ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Event Information:**

Event Title: \_\_\_\_\_

Detailed purpose of event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Number of attendees expected: \_\_\_\_\_

Date(s) desired: \_\_\_\_\_

Time desired: \_\_\_\_\_

**Rooms applying for (check all that apply):**

Conf Rm. A \_\_\_\_\_ Number of days (or dates): \_\_\_\_\_

Conf Rm. B \_\_\_\_\_ Number of days (or dates): \_\_\_\_\_

Conf Rm. C \_\_\_\_\_ Number of days (or dates): \_\_\_\_\_

Catering: Yes No      Caterer's Name: \_\_\_\_\_

Music: Yes No      Type of Music: \_\_\_\_\_

Floral arrangements: Yes No      Florist name: \_\_\_\_\_

I have read and understand all the rules in the rental packet, and I agree to abide by them.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date