



Emerald Coast Conference Center

1250 Miracle Strip Parkway SE □ Ft. Walton Beach □ FL □ 32548

TERMS AND CONDITIONS

EMERALD COAST CONFERENCE CENTER IS AT YOUR SERVICE!

At the Emerald Coast Conference Center we understand each event has its own unique circumstances. To assist in preparing your event's requirements and budget, we have listed important Terms and Conditions for the rental of the Emerald Coast Conference Center.

SERVICES INCLUDED WITH ROOM RENTAL

SET UP

Meeting rooms will be set-up on a one time basis. General meeting room setup includes a basic table and chair configuration (for example, theater seating, classroom, etc), a draped and skirted registration table, 8' x 16' riser, and a standard podium with microphone. Requests for any additional audio visual equipment, tradeshow setup, lighting or sound requirements, technicians, maintenance or security personnel, are all considered greater than general meeting room setup and charges will be assessed accordingly. Meeting rooms that will be required to be reset with an alternate seating style during the same day of the function will be charged \$200.00 per four hours, with a four hour minimum.

AIR CONDITIONING

House lighting, ventilation, heating or air conditioning is included during event hours. In recognition of energy conservation, a minimum level of comfort will be maintained during non-event hours.

ADDITIONAL INCLUSIONS

- Dressing rooms
- Ticket box office
- Complimentary parking
- Pre-function areas

JANITORIAL

Each renter shall accept the premises in the condition they find them and shall return the premises in the same condition at the conclusion of the period of the rental. The Emerald Coast Conference Center (ECCC) shall provide general janitorial services of public areas (rest rooms, lobby, registration, exterior, etc). If necessary, janitorial charges will be assessed during event planning and determined by the ECCC management. If the meeting rooms are left in excessive disarray, as determined by the ECCC management, additional cleaning or damage fees will be assessed. Post event janitorial staff is required and must be hired for all events that are open to the public. Specialized janitorial and bulk trash removal will be the responsibility of the renter. Interpretation of these terms is the right of the ECCC.

ADDITIONAL SERVICES AVAILABLE

EVENT STAFFING

The ECCC will provide a core staff to coordinate, set up and execute your event. The renter will be charged for any additional staff required (which may include cleaning and security staff-please refer to Security Page 4). Requirements must be coordinated with, and approved by, the ECCC management at least fourteen (14) days prior to the beginning of the term of the rental agreement. Minimum staffing will be required with certain events. All labor will be charged at the industry standard rates per position per hour, at a four hour minimum.

Emerald Coast Conference Center

Telephone 850-609-3800 □ Facsimile 850-609-5095

www.destin-fwb.com/conference

DRAYAGE, STORAGE AND FREIGHT

There is not an available facility at the ECCC for bulk storage. All deliveries must be coordinated in advance with the ECCC. Additional charges will apply for storage, forklift usage, early arrival, and dock labor.

FOOD SERVICES AND CONCESSIONS

All food & beverage concessions will be operated and controlled exclusively by the ECCC. Food and beverage sampling must be approved in advance by the ECCC management. External caterers must meet and abide by ECCC guidelines and conditions.

CATERING

Aramark is the on-site preferred catering vendor for the Emerald Coast Conference Center (ECCC). Aramark has a dedicated catering sales professional available to help tailor-make your menu selections and beverage packages. Whatever your tastes or budget... elegant, refined, streamlined or creative, Aramark is available to make your event special. Please contact Aramark at 850-609-3800.

Please note: Event organizers have the option to use external FDA Food Code, Licensed food vendors, or rent the ECCC kitchen for external licensed vendors to cater events. The licensed vendor will receive a copy of the ECCC mandatory guidelines and Hold Harmless clause for their understanding and signature. The following conditions will apply to all external vendors renting the kitchen for events. Linen rental is available for an additional charge for those who chose not to use Aramark's catering services.

1. A \$500.00 usage fee applies.
2. The kitchen cannot be reserved until 60 (sixty) days prior to the event date, unless the event is catering for more than 800 (eight hundred) guests.
3. A *Hold Harmless* waiver must be signed by the external vendor stating that the ECCC is not responsible in regards to safety, hygiene and compensation.
4. The external vendor must contact ECCC to verify all of their details and requirements.
5. The rental of the kitchen is subject to conditions (for example, other events which have the kitchen booked, other events being held that day, etc).
6. Current kitchen dry storage, ingredients and foodstuffs are not included in the kitchen rental.
7. Kitchen equipment (for example, dishwasher, stoves, ovens, etc) can be used by the external vendor, and must be cleaned to the original state. Damaged and dirty items and equipment will be invoiced post event.
8. The kitchen will be secured by ECCC staff prior to any external vendor entering the kitchen. A *Clean-Up Checklist* will be completed by ECCC, and must be signed by the external vendor.
9. Linen is not included in the kitchen rental rate. Linen may be ordered from the ECCC for an additional charge.
10. There are mandatory guidelines that must be adhered by all outside catering vendors during food preparation and service for all events. They include the use of linen, the use of skirting, suitable glassware, crockery and cutlery, as well as food presentation, service and set up. Skirting, glassware, crockery and cutlery are not included in the kitchen rental fee. Certain items may be rented from the ECCC.
11. Kitchen/Service Staff is not included in the kitchen rental charge.
12. Kitchen rental, when required will be coordinated through the ECCC.

LIQUOR LICENSE

Our preferred catering vendor, Aramark holds the Liquor License for the ECCC and holds exclusivity for the service of all alcoholic beverages. Alcoholic beverages must not be brought into the facility for solicitation purposes. Aramark is available to provide Bar Service or a liquor selling service for any event. Please note that Aramark will operate the stand, sell the liquor, and retain money made. There will not be any dispersing of funds following the event.

DECORATIONS

The use of confetti, glitter, silly string, helium balloons, Mylar balloons, or self adhesive name tags is prohibited. Signage and decorations must be hung with an adhesive approved by the ECCC. Signage will not be allowed to be adhered to walls or windows in any area of the center. The use of tacks, glue, nails, staples, or any other type of fasteners to hang signage or decorations is prohibited. For a listing of the ECCC's approved adhesives or preferred decorating companies please ask your representative.

ELECTRICAL CONTRACTING AND RIGGING

The ECCC maintains exclusivity for all electrical and rigging services due to liability. Electricity for trade shows is not included in the room rental, and will be billed separately. Extensive electrical and rigging requirements will be organized and invoiced accordingly.

COMMUNICATION SERVICES

The ECCC offers a wide variety of the most current communication services available. Phone line, cable, and internet line set up fees apply.

ADVERTISING

Event advertising and marketing campaigns must not begin until the ECCC has received all required signed documentation and payments unless agreed upon in writing. The ECCC offers additional facility advertising opportunities (banners, marquees, calendar of events and website). For external events, banners may be hung from the palm trees in the parking lot, however, must be hung with string only, uniformly and straight (all at a pre-determined height). Any items required to be hung on the interior walls must be arranged with ECCC management. Any damages will be charged.

ADDITIONAL TERMS AND CONDITIONS

AUDIO VISUAL / EQUIPMENT

Each meeting room set-up will include a complimentary standard microphone, podium, and 8x16 risers. The ECCC has a complete inventory of state of the art audio visual equipment available for rental. Rental pricing is available in the Audio Visual, Equipment and Personnel Pricing rate schedule.

DEPOSIT REQUIREMENTS

Corporate	Estimated Function Total < \$2,500	=	\$500.00
	Estimated Function Total > \$2,500	=	20% of estimated total
Non-profit	Estimated Function Total < \$2,500	=	\$250.00
	Estimated Function Total > \$2,500	=	10% of estimated total

When the estimated function total (for either Corporate, Trade Show, or Non-profit) is less than the deposit amount required, the deposit amount shall be the total room rental, including tax. **Events claiming non-profit and tax exempt status are required to provide applicable certification.**

STATE SALES TAX

A 6% state sales tax applies to all pricing quoted (including room rental, labor, and equipment). Telephone and internet rental is subject to additional tax or surcharge percentages.

LICENSES

If items such as tickets, show programs, or t-shirts are being sold within the ECCC, the renter must obtain an Okaloosa County Occupational License prior to the event.

TOTAL EVENT COST

The ECCC makes every effort to include and advise the event organizer of all anticipated costs of the event, outlined in proposals or contracts, however, requirements at the ECCC are variable and it is difficult to define the exact costs prior to an event on the *Event Rental Agreement*, and *Addendum*. Any additional costs will be determined once the events final details have been arranged and established with the ECCC Event staff. The cost will be compiled on the Event Order.

ADDITIONAL FEES

Merchandise fees will be 15% of gross profit, or 20% if sold by the ECCC. For ticketed events, the greater of (a) the base room rate or (b) 12% gross ticket sales after deduction of federal and state taxes, will apply. External vendors selling food items will be charged 15% of their gross sales made from the event.

PAYMENTS

The following payment schedule shall apply to signed agreements received at the Conference Center

90 days or more prior to the event Initial payment equal to 1/3 of the minimum required

60 days prior to event..... Full payment equal to 100% of the minimum required

14 business days prior to event Balance of charges

*If the balance of charges is not received within 14 business days prior to the event, the renter must provide the ECCC with a cashiers check or money order for the remainder of the balance.

INSURANCE

Event organizers shall, at their sole cost and expense, procure and maintain the following insurance:

Comprehensive General Liability - insurance against claims for bodily injury or death and property damage occurring in or upon resulting from the premises leased hereunder, such insurance afford immediate protection to the limit of not less than \$1,000,000 (one million dollars). Such insurance shall include Blanket Contractual Liability coverage and Independent Contractors Liability, which insures contractual liability under the indemnification of Lessor by Lessee, set forth above.

Workers' Compensation - Florida statutory limits plus Employer's Liability limits of at least \$100,000, for clients that have their employees working at ECCC during their event. Products Liability - If products are dispensed or sold at the event.

The General Liability Certificate should name Okaloosa County, the Emerald Coast Conference Center and all officers thereof as additionally insured.

The said certificate copy/insurance compliance form or request for county insurance must accompany the signed rental agreement and deposit.

For more details on the County's insurance specifications, or to clarify requirements, please contact our Risk Management Department at 850-689-5977.

CANCELLATION

Should the event be canceled or any portion thereof within ninety (90) days from the event date, or fail to make timely final payment, you will forfeit and the ECCC will retain the entire deposit amount paid to date. Further, the organizer will be required to reimburse the ECCC for any expenses or lost revenue incurred by the ECCC on behalf of the event in preparation or execution of the canceled event.

FIRE SAFETY

We understand that trade show exhibits may require specialized equipment, including cooking and heating utensils, however, anytime there is cooking or heating outside of the kitchen, Fire Safety permits must be obtained from Okaloosa Fire Department at the sole expense and procurement of the event organizer. Please contact Event Staff for other terms and conditions that may apply to heating and cooking devices.

If the event requires usage of a gasoline driven engine, fog/haze machine, or heat generating device the ECCC Staff will need to be notified no later than (14) days or two weeks prior to the event in order to coordinate with the appropriate authorities. **Please note:** Any Vehicle driven into the building must have no more than a quarter tank of gasoline and must be driven by an ECCC employee. Vehicles must have plastic placed under the body and carpet remnants placed under the tires.

MEETING ROOM WATER SERVICE

Water service is not included in room rental. Water coolers or catered beverage service may be arranged to service your meeting rooms.

BUSINESS CENTER

For all your business requirements, please contact the ECCC Business Office for services provided and charges.

SECURITY

Security personal is required for any event where alcoholic beverages are being served, events open to the public, events that require extensive loading dock usage, and all other events as deemed necessary by the Emerald Coast Conference Center Management. All security arrangements will be processed through the Security Department. The ECCC has agreements/contracts with the Okaloosa County Sheriff Department and other private security agencies. All costs associated with security will be added to your final invoice. The minimum notification required to arrange security personal for events is fourteen (14) days prior to the event. Security for all events will be organized one hour prior to the event and one hour following the event. Failure to have required security at your event may result in additional security charges and either the delay or cancellation of the event. Special arrangements will be handled on a case by case basis with the Security Coordinator.

TRANSPORTATION AND PARKING

The ECCC has two 14 seat vans for transportation purposes. Conditions and charges may apply. Subject to availability. Up to one half of the parking lot is available to rent for displays and shows. The garage parking lot clearance is 6 feet 8 inches. You are permitted to put tents in the parking lot, however, there are not to be any holes made in the pavement, tents must be secured by cement ballads or comparable securing system, any damage will be invoiced post event, and the palms must not be used for support of tents.

FUNDS

The ECCC will **NOT** be responsible for handling, storing, or dispersing any of the Renter's funds. **NO** funds should be stored or left at the ECCC.

CENTER ADDRESS

For invitation and collateral collation, the ECCC address is:

Emerald Coast Conference Center
1250 Miracle Strip Parkway SE
Fort Walton Beach, FL 32548

Telephone: (850) 609-3800
Facsimile: (850) 609-5095

We look forward to working with you on your event details, and discussing any options or alternatives available while hosting your event.

8/7/06