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Convention & Visitors Bureau  
Rowan County, NC

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*Be an original.*

Rowan County CVB  
204 E Innes Street, Ste. 120, Salisbury, NC 28144  
800-332-2343 • 704-638-3100 [www.visitsalisburync.com](http://www.visitsalisburync.com)

## Gateway Meeting Facility Rental Agreement




Thank you for considering the use of the Gateway facility for your next meeting. Please read the following guidelines and complete the room rental agreement to secure the meeting room(s) required.

The Gateway is owned and operated by the Rowan County Tourism Development Authority. It is a public facility whose purpose is serve as the Gateway to Salisbury and Rowan County. Gateway partners include the Rowan County Chamber of Commerce, Rowan County Tourism Development Authority, Rowan County Economic Development Commission, LandTrust of Central North Carolina, the Salisbury Symphony and Communities in Schools.

Hours of Operation: The Gateway meeting rooms are available M-F from 9:00 am – 5:00 pm.

- No meeting or building access will be scheduled to begin before 8:30 am unless given prior approval by Gateway Staff.
- Meetings that begin after 5:00 pm Monday – Thursday must conclude by 7:45 pm with all attendees exiting the building and all clean up concluded by 8:00 pm unless given prior approval by Gateway administration.
- **No** meetings will be held in the building with outside organizations between the hours of 5:00 pm on Friday and 8:00 am on Monday unless given prior approval by Gateway administration.
- Requests for meetings after hours or weekends shall be evaluated on a case by case basis. Please contact the Gateway Building directly for consideration. Additional fees may apply for after-hours meetings.

**Meeting Rooms:** The Gateway facility has the following meeting space available:

Suite 200 A,B or C <b>Rate per Meeting:</b> <b>\$200 Non-Members;</b> <b>\$50 Members</b>	Suite 114 <b>Rate per Meeting:</b> \$120 <b>Non-Members; \$40 Members</b>	CVB Room <b>Rate per Meeting:</b> \$50 <b>Non-Members; \$35 Members</b>	Suite 110A <b>Rate per Meeting:</b> \$35 <b>Non-Members; \$25 Members</b>
Seats: 55 AV: Mounted projector/wired inputs & Wireless Apple TV Kitchen Facilities Restroom Facilities &Wi-Fi * conferencing package available	Seats: 16 AV: 60" Monitor / wired inputs & Wireless Apple TV Restroom Facilities &Wi-Fi *conferencing package available	Seats: 14 AV: 70" Monitor / wired inputs & Wireless Apple TV Restroom Facilities &Wi-Fi * conferencing package available	Seats: 12 AV: 55" Monitor / wired inputs & Wireless Apple TV Restroom Facilities &Wi-Fi * conferencing package available
		*Video conferencing available	

### Terms & Conditions

The Gateway partners reserve the right to reserve space as it deems necessary but will work to accommodate the renting organization's requirements for space as requested.

- Conference Rooms must be reserved in advance but no more than 6 months prior to the meeting.
- Gateway building meeting spaces are for business related purposes ONLY.
- All renters must complete and sign the room rental agreement (on paper or digitally).
- Renter organization is responsible for any damage to the building, carpet, equipment and/or furniture that occurs during the renters scheduled meeting time.
- The Gateway Building is a smoke-free facility. Smoking is prohibited in the entire building. Smokers will be directed to the outside of the building 50ft from the front or rear entrance.

#### The Gateway Meeting Facility Rental Agreement

- Conference room keys can only to be used to gain entry to the conference room during your scheduled meeting time.
- Administrative Offices and non-common areas are off-limits.
- Please have someone standing at the entrance ways into the building to let only members of your group into the building after 5pm.

- It is understood, The Gateway Partners are in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during the use of the facility. Renter agrees to release indemnity and hold the Gateway Partners harmless of such damages.

**Additional Fees**

**Full Conferencing package** (additional set-up time required) **\$50** includes: Wired conference phone, cell phone integration (second floor only) and international calls

Lost keys will be charged to the renter organization at \$45 per key. The organization will not be able to use Gateway Building Conference rooms until the fee has been paid.

In the event of a cancellation or no-show (1 hour before scheduled time), all rental fees are non-refundable. Rescheduled meetings are subject to 3 month availability.

Rental fee must be paid in advance to secure meeting room. Additional Fees may apply for after hour meetings.

Meeting spaces must be left in proper order, unless the "Clean up option" is purchased. **Please remove all trash and place in garbage bins located outside the building, turn off all lights and put the room back into order the way that you found it when leaving.** Trash liners are provided in the drawers of each conference room.

If RCTDA rental policies are not followed or adhered to, the Renter/Organization will be charged a \$50 fee. The organization will have 15 days to pay the fee. The organization will forfeit its ability to use the Gateway rooms until the fee is paid. After 2 non adherence fees are applied to an organization the organization will be required to pay a \$200 deposit before its next rental.

Renter/Organization Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Date of Rental: \_\_\_\_\_  
 Number of People Attending: \_\_\_\_\_

**By signing this agreement, I have read and understand the terms and conditions and agree to abide by all rules and regulations as defined by Gateway administration.**

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Renter Signature                      Date                      Gateway Staff Signature                      Date

Please check your desired room option(s). The “Clean up option” allows you leave the room without having to gather and removing trash and rearranging the furniture. Damages to the room are not covered under this option.

Chamber Member	Non-Member
<input type="radio"/> Suite 200 \$50	<input type="radio"/> Suite 200 \$200
<input type="radio"/> Suite 114 \$40	<input type="radio"/> Suite 114 \$100
<input type="radio"/> CVB Conference Room \$35	<input type="radio"/> CVB Conference Room \$50
<input type="radio"/> Suite 110A \$25	<input type="radio"/> Suite 110A \$35

**CLEAN UP OPTION**

**Suite 200 \$50; Suite 114 \$35; CVB Room \$25 Suite 110A \$25**

- **The “Clean up option” allows you leave the room without having to gather and removing trash and rearranging the furniture.**

**CONFERENCE PHONE \$50**

- **(Additional set-up time required) includes: Wired conference phone, mics, speakers, cell phone integration (second floor only), tech support and international calls.**

Your invoice will reflect your desired checked options.

For Emergencies or Cancellations, Please contact:

Jeff Trantham

welcome@visitsalisburync.com

Visitor Information Specialist | Rowan County TDA

O: 704.638.3100 | 204 E. Innes St., Suite 120 | Salisbury, NC 28144

# Front Desk Reserved Room Options List & Pricing

Please contact Jeff Trantham with any questions 704-638-3100

**If any outside organization needs any of these services they can pay by cash, check or credit card.**

Clean up option

Food Lion Room \$50; F&M Room \$35; CVB Room \$25

- The “Clean up option” allows you leave the room without having to gather and removing trash and rearranging the furniture.

Conference Phone (Food lion Room only) \$100

- (Additional set-up time required) includes: Wired conference phone, cell phone integration and international calls.

## **GATEWAY BUILDING RENTAL GUIDELINES (CHAMBER MEMBERS)**

Every chamber member that wishes to utilize the Gateway Building shall adhere the guidelines and terms and conditions stated in the Gateway meeting space agreement and arrangements set out their tier membership.

All reservations are scheduled on a first come first serve basis. Gateway Partners shall receive priority over chamber members.

Chamber members will contact the TDA to book a meeting room. Gateway Partners cannot book meeting rooms for Chamber members, this can only be done through the TDA booking process. Whether the meeting room is booked electronically through the CRM or by submitting the editable PDF file directly to [harding@visitsalisburync.com](mailto:harding@visitsalisburync.com) it will be logged in the building file. A record of room options requested will be kept via the CRM and PayPal.

Any room options must be paid within 10 days of booking. Any cancellation before 10 days will result in a refund, a cancellation within 10 days will result in a credit. Should the room be requested within a week's time (5 days or less) the room option(s) must be paid for at the time of booking. Any cancellations of rooms after paying for room options will result in a forfeit of funds for the organization with the option of a "Gateway option credit."

If a chamber member books multiple dates and cancels the first reservation within a week of the reservation, all confirmed future reservations will need to be rebooked through the CRM. Any options already paid for can be applied to future meetings as an "Gateway option credit."

Chamber members who book a future meeting room in the Gateway Building can adjust room, time and location depending on availability. Fee adjustments will be made appropriately based on room size.

A Gateway option credit can be applied to any services that the Gateway Building offers.

If any Chamber member is a no-show without calling or emailing to cancel, a charge 30% of the rental cost will be applied to the account due to the loss of meeting space and potential revenue.

## **GATEWAY BUILDING RENTAL GUIDELINES (NON-CHAMBER MEMBERS)**

Every renter must adhere to the guidelines as well as terms and conditions stated in the Gateway meeting space agreement. Scheduling of Gateway meeting spaces is carried out on a first come first serve basis. Gateway Partners will always be given priority over renters.

The renter must contact the TDA to book a meeting room. Gateway Partners cannot book meeting rooms, but must follow procedure as outlined. Whether the meeting room is booked electronically through the CRM or by submitting the editable PDF file directly to [harding@visitsalisburync.com](mailto:harding@visitsalisburync.com) it will be logged in the building file. A record of room options requested will be kept via the CRM and PayPal.

Any room options must be paid within 10 days of booking. Any cancellation before 10 days will result in a refund, a cancellation within 10 days will result in a credit. Should the room be requested within a week's time (5 days or less) the room option(s) must be paid for at the time of booking. Any cancellations of rooms after paying for room options will result in a forfeit of funds for the organization with the option of a "Gateway option credit."

If a renter books multiple dates and cancels the first reservation within 24 hours of the reservation, all confirmed future reservations will need to be rebooked through the CRM. Any options already paid for can be applied to future meetings as an "Gateway option credit."

Renters who book a future meeting room in the Gateway Building can adjust room, time and location depending on availability. Fee adjustments will be made appropriately based on room size.

A Gateway option credit can be applied to any services that the Gateway Building offers.

If any renter is a no-show without calling or emailing to cancel, a charge 30% of the rental cost will be applied to the account due to the loss of meeting space and potential revenue.