

# SPECIAL EVENTS

AT THE JOHAN NEWCOMBE EVENT CENTER



**Habitat**  
for Humanity®  
of Gaston County

every  
one  
deserves a  
decent place  
to live

## Special Event Rentals Habitat for Humanity of Gaston County

Habitat for Humanity of Gaston County (Habitat Gaston) is a 501(C)(3) nonprofit organization with a mission to provide decent, affordable homes to families who partner with us. An affiliate of Habitat for Humanity International, we bring together people of all backgrounds to build or repair homes in order to create strong, stable families and communities. Our work is a “hand up” not a “hand out.”

The Johan Newcombe Event Center was established in 2016 with a gift from the David Belk Cannon Foundation. This gift honored the leadership and accomplishments of Johan Newcombe, Habitat for Humanity of Gaston County’s first executive director.

All proceeds from event rentals are used to further our mission to build or repair homes.

Event rentals are Monday through Saturday from 8:00 am to 11:00 pm.

### INFORMATION

Thank you for your interest in hosting a special event at Habitat for Humanity of Gaston County. Whether your special occasion is a wedding, a corporate event or training, a family celebration, or any other special event, we have a space that will make your event memorable and special.

For additional information or to check availability, please use the following:

#### VISIT

[HabitatGaston.org](http://HabitatGaston.org)

#### CALL

704-864-6536 ext. 101

#### EMAIL

[events@habitatgaston.org](mailto:events@habitatgaston.org)



## Event Rental Spaces

### Johan Newcombe Event Center

The Johan Newcome Event Center provides a spacious, attractive room for your special event. The generous size provides plenty of room for tables and chairs, a dance floor, and a stage. Your guests can move easily from hors d'oeuvres and drinks to dinner to dancing. This room is a beautiful setting for galas, rehearsal dinners, weddings, wedding receptions, holiday parties, family celebrations, and fashion shows.

Daytime rental is \$1,000 from 8:00 am to 5:00 pm or \$300 per hour with a two-hour minimum.

Evening rental is \$2,000 from 5:00 pm to 11:00 pm.

### Jon B. Closson Board Room

The board room seats 26 persons around the table. There is additional wall seating if needed. The board room has a projector and DVD player that is included in your rental.

The rental fee is \$100 per hour.

### Event Center Meeting Room

The meeting room is a private room that seats 8-10.  
The rental fee is \$50 per hour with a two-hour minimum.

### Nonprofit Organization Discount

In order to receive a 25% discount off the rental rate (other items available for an additional charge remain at their normal fee) please provide a copy of your 501 (C) (3) status in order to receive the discount. If the nonprofit event is a fundraiser, the discount is not offered.

## Habitat for Humanity of Gaston County Rental Guidelines

Habitat for Humanity of Gaston County receives wide-ranging support from our community to build and repair homes for qualifying families. Our offices, event rental center, and ReStore are very important to accomplishing our mission and their safety and protection is the responsibility of our team members.

The rental of Habitat Gaston facilities is made under the conditions outlined below and finalized with a contract.

Event rentals are Monday through Saturday from 8:00 am to 11:00 pm.

Sunday afternoon rentals from 2:00 pm to 5:00 pm are available on a case-by-case basis.

A signed contract and payment of a deposit is required to secure the date and time of your event rental.

The balance of the rental fee, floor plan, caterer business license, ABC permit, certificate of insurance, and damage deposit are due 30 days prior to your rental date.

### **Checks should be made payable to and mailed or hand delivered to:**

Habitat for Humanity of Gaston County  
1840 E Franklin Blvd  
Gastonia, NC 28056

### **Habitat for Humanity of Gaston County Team Members**

The persons we assign to manage your event will work with you on the logistics of accessing the event center and work with you on scheduling vendor access to the event center to make sure your event goes smoothly. Our team members do not perform the duties of a professional event planner or wedding director.



# Johan Newcombe Event Center Guidelines

## **Event Set Up**

Habitat Gaston charges a fee to set up the tables, chairs, tablecloths, stage, AV equipment, and dance floor. Some of these items are included in your rental fee and others are available for an additional fee. You will be required to submit a floor plan 4 weeks in advance of your event so that we can schedule the set up.

We are happy to work with you to allow access for your vendors to drop off supplies or for you to come to the facility to decorate. This access must be coordinated in advance with our office coordinator so that it can be scheduled at a mutually convenient time. Habitat for Humanity of Gaston County is not responsible for any items left on the premises.

Each rental includes two free hours of time to set up and decorate for your event.

The event set up and breakdown fee is \$200.00

## **Restrictions on behavior and decorations**

Helium balloons, loose glitter, birdseed, bubbles, or sparklers are not allowed in the facility.

Only battery-powered candles are allowed. No candles with open flames are permitted.

Please do not use any nails, push pins, or other items to attach decorations to the wall.

Please do not block exits or corridors.

Hazards, such as firearms, pyrotechnics, and electrical devices that, in the opinion of the Habitat Gaston staff on duty pose a hazard to our electrical system, cannot be brought into the building or parking lot.

Disruptive behavior or fighting will not be tolerated and will result in termination of the event by Habitat Gaston staff or the police department, without a refund of any fees.

## **Event Breakdown**

Your rental fee includes one free hour of time to remove all decorations and for your vendors to remove any items and supplies that they have brought into the facility.

Any time beyond the one-hour timeframe will be billed at \$200 per hour with any partial hour rounded up to a full hour.

## **Photography**

Photography is allowed for personal, non-commercial use. Any photography or videotaping that will be used commercially or for advertising use must be approved by the executive director in advance. Any on-site photography or videotaping by news media must be approved by the executive director in advance.

## **Alcoholic Beverages**

Alcoholic beverages – beer, wine, liquor – must be served by a caterer with an ABC license or a professional bartender with an ABC license.

Rental events that serve alcohol will be charged an additional \$50 per hour.

Rental events that serve alcohol will be required to hire an off-duty police officer to be present for the duration of the event.

Alcohol can only be served to persons age 21 or older.

Alcoholic beverages, *other than those served by the event hosts or caterer*, are NOT allowed to be brought onto the premises, served or consumed in the parking lot, restrooms, or anywhere inside the event center.

Alcoholic beverages can only be served by the catering staff or a bartender hired for this purpose.

Catering staff or a bartender hired for this purpose are responsible for taking steps to ensure that underage attendees are not served and that guests who are of drinking age are not overserved.

Alcoholic beverage service must stop 30 minutes prior to the event ending.

Consumption of alcohol during an event without it being part of the rental agreement will result in possible early closure of the event and without a refund of any fees.

## **ABC license or permit**

Renter or the caterer is required to provide an ABC permit if you are serving alcohol during your event.

## **Damage Deposit**

We require a damage deposit of \$300 to be paid at the time of your rental. We will refund the deposit within one week following your event. The final amount refunded will be less any damage that occurs.

## **Certificate of Insurance and Business License**

Habitat Gaston requires that you provide a \$1,000,000 certificate of insurance with Habitat for Humanity of Gaston County as an additional named insured and provide a copy of the business license of any vendor participating in your event.

## **Smoking and Vaping**

Smoking and vaping are not permitted at the Habitat Gaston facility

## **Act of God, Weather Emergency, National Emergency, or other situation**

It is understood and agreed that Habitat Gaston shall not be held liable for any losses resulting if the fulfillment of the terms of this Agreement shall be delayed or prevented by wars, Acts of God, acts of public enemies, strikes, fires, floods, or any other acts not within the control of Habitat Gaston.

## **Termination of Services**

Either party may terminate this Agreement, at any time and without assigning any specific reasons, whatsoever, upon giving thirty (30) days written notice to the other party of intent to terminate. All deposits are non-refundable.

If the renter would like to reschedule the event, we will make every reasonable effort to do so.

If for any reason there is cause for contract negotiations or settlements, it is agreed by both parties that they will seek mediation prior to initiating any cause of action in any court.



## Items included in your event rental fee

Tables – Habitat Gaston has a variety of tables that are included with your rental fee.

- Banquet tables
- Lecture tables
- Registration tables
- Bistro tables

Chairs - Habitat Gaston has 275 chairs that are included with your rental fee.

Event Parking - complimentary event parking in the Habitat Gaston parking lot is included with your rental fee.

## Items available for an additional fee

**Tablecloths** – Habitat Gaston has the following tablecloths available for your event.

- White floor length
- Black floor length

Rental fee for tablecloths is \$15 per tablecloth.

### **Kitchen**

Your caterer can use our office kitchen, which includes a refrigerator, sink, and ice machine. The rental fee for use of the kitchen is \$100.

### **Audio Visual**

We offer a podium with microphone, projector, screen, and additional microphones for your event.

### **Stage**

Habitat Gaston has a stage that can be configured in the following sizes:

8 ft. by 16 ft. or 8 ft. by 24 ft.

The rental fee for use of the stage is \$350, which includes set up and breakdown.

### **Dance Floor**

Habitat Gaston has a parquet dance floor that can be configured in the following sizes:

12 ft. by 20 ft.

16 ft. by 20 ft.

20 ft. by 20 ft.

The rental fee for use of the dance floor is \$300, which includes set up and breakdown.

