



The Omni Events Center

Facility Rental Policy Terms and Conditions

The Omni Events Center is the perfect venue to host showers, birthday parties, anniversary celebrations, sporting events, networking events, fundraisers and more for any occasion. This venue is available 7 days per week and can accommodate up to **96** guests reception style. The OEC is conveniently located near downtown Columbia with easy access to I-20.

The Omni Events Center offers an array of services and supplies on site, to completely plan and decorate for any occasion and any budget. Onsite event management services are available and we maintain a preferred list of vendors. Services are provided at an additional cost.

Venue Rental

Rental rates vary depending on event day. There is a **four** hour minimum rental period. Events beyond 12:00AM will incur additional fees.

A separate \$150.00 reservation and damage deposit is required to book your date. Deposit will be refunded **within seven - ten (7-10) business days** of completion of the event, less any damages. If damages occur during an event, the security deposit will be forfeited and the renter will be responsible for the balance of the repairs. The primary contact is the person who signs the agreement. The person signing the rental agreement will be held responsible for any damages to The **OEC** property. The primary contact handles all communications and arrangements with The **OEC** staff, accepts responsibility for compliance with all rules set for in this policy and attends the reserved function.

Rental Fee Schedule

Sunday	\$ 800/day	\$ 100.00/hour
Monday - Thursday	\$ 400/day	\$ 70.00/hour
Friday & Saturday	\$ 1000/day	\$ 125.00/hour
Holidays		\$ 200.00/hour

A day constitutes any ten (10) hour period. Business meetings and networking events are available for hourly usage.

Rental Rates Include

Included with each rental is access and use of the facility, up to 12 tables (any combination of round/rectangle) and up to 96 banquet chairs, kitchenette usage, free parking, setup and breakdown of venue, table and chairs. Hourly rental includes an additional hour prior to the event for setup and 30 minutes after end of rental for clean up. Rental of additional setup and decor items is available for rent at additional costs. Replacement value will be charged for items damaged or missing. Clean up is the responsibility of the primary contact. At the end of the event, the venue must be returned to the state of which it was provided at the start of the event.

Cancellation Policy

Reservation is confirmed upon receipt of reservation and damage booking deposit. **Balance is due 15 days prior to the scheduled event.** The OEC does not guarantee any event with balances not paid as required. Reservations may be canceled at any time. Written notice is required to cancel a reservation. A **\$200** cancellation fee will be assessed for cancellations made within 15 days of the event.

Security

Security is required for events for which alcohol is served. The OEC contracts with licensed security that must be used for such events. An additional cost of \$35/hour will be required. Security is required to be on the premises at least 30 minutes prior to the start of the event and remain on premises until all guests have vacated the property.

Rental Policies

- ❖ Facility must be left without damage and with all inventory provided. The **OEC** is not responsible for items left at the facility.
- ❖ The kitchenette is not equipped for commercial use. It is provided for basic preparation such as storing, reheating and warming only.
- ❖ If attendees exceed allowed occupancy, management will terminate this agreement and end the event.
- ❖ **Omni Events** is not responsible for damages that occur to personal property and is exempt from any liability from the use of the facility.
- ❖ Alcohol may not be sold without meeting applicable state requirements. When alcohol is provided, either free of charge or sold, security must be provided by The OEC contracted provider. Liability insurance is required for such events.
- ❖ When alcohol is served or provided at an event, there must be food available.
- ❖ The **OEC** is a non-smoking facility. Smoking and use of tobacco is not permitted in the indoor areas of the building. Smoking is not permitted within twenty-five (25) feet of any entrance to the building.
- ❖ Nails, tacks, tape, etc. may not be used to hang items on the walls. No open flames are allowed, with the exception of sternos used for warming food.
- ❖ If admission is being charged you will need to provide; Promotional material being used to advertise, Proof of event insurance and carrier information.