



# *The Omni Events Center*

## **Facility Rental Policy**

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.

### **Venue Rental**

Rental rates vary depending on event day. There is a four hour minimum rental period. All events must end by 12:00 AM

A separate \$150.00 reservation and damage deposit is required to book your date. Deposit will be refunded within 48 hours of completion of 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**

<b>Sunday</b>	\$ 400/day	\$ 60.00/hour
<b>Monday - Thursday</b>	\$ 300/day	\$ 60.00/hour
<b>Friday</b>	\$ 500/day	\$ 75.00/hour
<b>Saturday</b>	\$ 500/day	\$ 75.00/hour

A day constitutes any eight (8) 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), basic black or white table covering, and up to 96 banquet chairs, kitchenette usage, free parking, normal custodial services; setup and breakdown of venue, table and chairs. Hourly rental includes an additional hour prior to event for setup and 30 minutes after end of rental for clean up.

### **Cancellation Policy**

Reservation is confirmed upon receipt of reservation and damage booking deposit. Balance is due 15 days before the scheduled event. Reservations may be cancelled at any time. Written notice is required to cancel a reservation. A \$150 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. Security guard(s) will be required to be on premises one(1) hour prior to the event and remain on premises until all guest have vacated the property. A copy of the security agreement is required before the day of the event. If security is not provided, arrangements will be made at an additional cost to the renter.

### **Rental Policies**

- ❖ Facility must be left without damage and with all inventory provided.
- ❖ 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 use of the facility.
- ❖ Alcohol may only be sold at an event by **Omni Events**. When alcohol is provided, either free of charge or sold, security must be provided by City of Columbia only. Security guards must be available one hour prior to the scheduled event and remain until all guests exit the building. 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.
- ❖ If admission is being charged you will need to provide; Promotional material being used to advertise, Proof of event insurance and carrier information.