

Salesperson: Diann Jackson  
Contract Number: 25088

**CITY OF COLLEGE PARK  
GEORGIA INTERNATIONAL CONVENTION CENTER  
MEETING ROOM LEASE AGREEMENT**

This agreement is made this Wednesday, August 30, 2023, between THE CITY OF COLLEGE PARK, COLLEGE PARK GEORGIA, herein after referred to a "Georgia International Convention Center" and:

Dekalb County School District  
Administrative & Instructional Complex  
1701 Mountain Industrial Boulevard  
Stone Mountain, GA

herein after referred to as "Lessee".

**WITNESSETH:**

IN CONSIDERATION of the mutual covenants contained in this Agreement, The Georgia International Convention Center and Lessee agree as follows:

1. **Purpose:** Lessee shall use this space for the sole purpose of: **Dekalb Schools Employee of the Year Celebration**
2. **Leased Space and Use Dates:** The City of College Park grants Lessee permission to use the portions of the Georgia International Convention Center as follows:

**\*SEE ATTACHED ADDENDUM**

3. **Total Room Rental:** \*SEE ATTACHED ADDENDUM
4. **Fee Terms, Expenses and Charges:** Lessee shall pay to Georgia International Convention Center the cumulative total of all expenses, fees, and charges which may arise out of Lessee's use of the Premises, including, without limitation, the "Basic Facilities Fee", "Special Facilities Charges" and "Out-of-Pocket Expenses" as defined below:
  - A. **Basic Facilities Fee:** Lessee agrees to pay Georgia International Convention Center a "Basic Facilities Fee" of \*SEE ATTACHED ADDENDUMS.00 for Lessee's use of the Premises. "Basic Facilities Fee" shall be defined as the fee for the use of the Premises and the other basic services of this Agreement only.
    - a. **Basic Facilities:** In addition to use of premises, Georgia International Convention Center shall provide to Lessee for the event at Georgia International Convention Center's expense heating and air conditioning and overhead lights for ordinary use. Georgia International Convention Center shall provide one daily cleaning of all public space and as much between show clean up, as is reasonably possible for events. All other services, including provision of personnel, shall be at the expense of Lessee. Georgia International Convention Center retains the right and power to specify the maximum and minimum number of personnel utilized by Lessee, including, without limitation, security personnel, police, fire protection, ushers, and ticket-takers at the expense of Lessee.
  - B. **Payment and Settlement:** Lessee agrees to pay (\*SEE ATTACHED ADDENDUM) of fees set forth in paragraph A, hereinafter, "advance deposit", upon execution of this agreement. The balance of (\*SEE ATTACHED ADDENDUM) shall become due and payable by (\*SEE ATTACHED ADDENDUM). Advance deposits and all amounts paid as partial payments by lessee are non-refundable.
  - C. This agreement shall be returned by the Lessee to the Executive Director of the Georgia International Convention Center, with the advance deposit, on or (\*SEE ATTACHED ADDENDUM), otherwise it shall be considered null and void.
  - D. This Lessee shall pay to the Georgia International Convention Center the remainder of the Basic Facilities Fees and Special Facility Charges Out-of-Pocket Expense upon completion of the event unless otherwise stipulated. The Georgia International Convention Center shall be entitled to deduct payment of any amount owed by Lessee the Georgia International Convention Center, including, without limitations, Basic Facilities Fees, Special Facilities Fees, Special Facilities Charges, and Out-of-Pocket Expenses directly from the gross receipts of the event prior to any determination of any amount to be disbursed to Lessee.
  - E. **Special Facilities Charges:** Special Facilities Charges include with limitation, services and facilities provided in addition to Basic Facilities, as requested by the Lessee including, by way illustration, the following: rental of in-house or contracted equipment such as stages, tables, chairs, audiovisual equipment, building equipment, forklifts; change in seating arrangements; staff overtime; Special mechanical and electric service, special mechanical and electrical service connections, man hours to install and dismantle special mechanical and electrical connections; materials and equipment required for cabling or piping of electrical, telecommunications, and such like miscellaneous expenses. Lessee shall pay the Georgia International Convention and all "Special Facilities Charges." "Special Facilities Charges" shall be defined as the cumulative total of expenses and charges for facilities and service furnished by the Georgia International Convention Center to lessee in addition to Basic Facilities.
  - F. **Out-of-Pocket Expenses:** Lessee shall pay to Georgia International Convention Center any "Out-of-Pocket Expenses" incurred in connection with the Event. "Out-of-Pocket Expenses" shall be defined as any and all expenses advanced by Georgia International Convention Center on behalf of and at the direction of Lessee in connection with the Event including expenditures for payment of equipment rental, police, fire and security, building and property damage, and catering services.
5. **Cancellation by Lessee:** In the event that Georgia International Convention Center should determine that a reasonable basis exists for concluding either that there has been a default, non-performance or breach of any of the warranties, terms or conditions of this Agreement by Lessee or that Lessee has abandoned or cancelled the Event, Georgia International Convention Center shall have sole and complete discretion to declare the Event to be cancelled and Georgia International Convention Center shall be authorized to retain Lessee's initial deposit as liquidated damages. The parties agree that the damages resulting from such default, non-performance or breach are difficult or impossible to estimate, that such damages shall be provided for in this Lessee Agreement, and that the amount of liquidated damages set forth in this Lease Agreement is a reasonable estimate of the probable loss. Lessee shall also pay on demand to Georgia International Convention Center any Out-of-Pocket Expenses incurred by Georgia International Convention Center in connection with such cancelled Event.

6. **Indemnification and Allocation of Risk:** *To the extent allowed by O.C.G.A. 0-5-64.0 and other applicable law.* Lessee agrees to be responsible for and pay, and indemnify and hold harmless the Georgia International Convention Center, its officers, agents, and employees against any and all loss cost, or expense, including reasonable attorney's fees, resulting from any claim or legal action of a nature whatsoever, whether or not reduced to a judgment, for any liability of any nature whatsoever that may arise against Georgia International Convention Center in connection with the Event or in connection with any of the rights or privileges granted by Georgia International Convention Center to Lessee in this Agreement, including, but not limited to, any patent, trademark, franchise, copyright, libel or defamation claim or suit and any claim or suit based upon Lessee's or Lessee's agents', servants', employees', or invitees' intentional, negligent or reckless acts or omission. Lessee further warrants that all copyrighted materials to be presented, used or performed during the Event have been duly licensed or authorized by their copyright owners, and Lessee agrees to be responsible for all license and royalty fees incurred by reason of the presentation, use or performance thereof, and, in addition to any provision contained elsewhere in this Agreement, to indemnify and hold Georgia International Convention Center harmless from any and all claims, losses and expenses incurred with regard thereto.
- A. Receipt and storage of equipment and property by Georgia International Convention Center for Lessee's agents, servants, employees, invitees, contractors, and subcontractors, shall be at Lessee's expense and risk. Lessee shall hold Georgia International Convention Center harmless for any damage to or loss of any property of the Lessee or of its agents, servants, employees, invitees, contractors, and subcontractors, however such damage or loss shall occur, including, but not limited to, damage due to Georgia International Convention Center's negligence.
  - B. If the Georgia International Convention Center is damaged so that all practical use of the Georgia International Convention Center by Lessee is prevented, or all practical use of the Georgia International Convention Center by Lessee is prevented by strikes against the Georgia International Convention Center (but not strikes against Lessee or against any person admitted to the Georgia International Convention Center by Lessee), or by Acts of God, national emergency, riots, by governmental directive to the Georgia International Convention Center, or by default of a prior lease of the Georgia International Convention Center, the Georgia International Convention Center or Lessee may cancel this agreement upon written notice to the other. In that event, neither party shall have any claim against the other by reason of cancellation. However, if cancellation occurs after the lease period begins; the fee shall be reduced in the same proportion which the elapsed lease period bears to the total leased period.
  - C. **Condition and inspection of Returned Premises.** The Lessee, its service contractor, and the facility should conduct a joint inspection of the facility prior to move-in to stipulate existing damage. At the conclusion of an event, the Lessee and/or its service contractor and Georgia International Convention Center shall notify the Lessee within a reasonable time of the extent of damage and reasonable cost to repair.
7. **Compliance with Laws and Regulations:** Lessee shall comply with laws, ordinances and regulations adopted or established by federal, state or local governmental agencies or bodies and with all Georgia International Convention Center rules and regulations applicable to the Premises, and Lessee shall require that its agents, employees, contractors or subcontractors do likewise. For purposes of illustration and not for purposes of limitation, the respective obligations of Georgia International Convention Center and Lessee under the Americans with Disabilities Act ("ADA") are as follows:
- A. **Georgia International Convention Center's Obligations:** Georgia International Convention Center has exercised reasonable diligence to assure that the Premises comply with all applicable standards of the "ADA" so that the Premises licensed are generally accessible and usable by individuals with disabilities. In addition, to the extent Georgia International Convention Center makes available any equipment, including telecommunications devices, or services, or food services, in connection with or during Lessee's use of the Premises, Georgia International Convention Center shall exercise reasonable diligence to assure that such equipment and services are, to the extent permitted by the nature of such equipment or services, reasonably accessible to and usable by individuals with disabilities.
  - B. **Lessee's Obligations:** The Lessee shall ensure that the booths, including registration booths, structures, exhibits, displays and other temporary improvements made or placed by Lessee within the Premises and that Lessee's activities and programs in connection with the use of the Premises under this Agreement comply with all applicable standards of the "ADA" and are accessible to and usable by individuals with disabilities. Lessee shall describe its proposed compliance with such requirements in its plan of operation. In addition, Lessee shall prepare and distribute or otherwise make available to those who are admitted by Lessee to the Premises or to whom Lessee's activities are advertised, information as to the nature of and procedures for requesting auxiliary aids and services. Such information shall provide and describe the plan of operation and proposed distributed literature, auxiliary aids and services available to persons participating in the activities and programs conducted under this Agreement to the extent such auxiliary aids and services are not otherwise provided by Georgia International Convention Center, including, interior transportation devices, such as carts, door and rest room attendants, qualified interpreters, TDD's or other telecommunications systems, or audio/visual aids. Upon request by Lessee or by a participant reasonably in advance, Georgia International Convention Center shall provide auxiliary aids and services, if Lessee does not otherwise provide such items. If such auxiliary aids and services are then part of Georgia International Convention Center's inventory of aids and services, Georgia International Convention Center shall make no additional charges against Lessee for use of such items. If such auxiliary aids and services are then not part of Georgia International Convention Center's inventory and Lessee does not provide such aids and services, the Georgia International Convention Center may charge Lessee any actual and reasonable costs incurred by Georgia International Convention Center in providing such auxiliary aids or services. No charge shall be made by Lessee or by Georgia International Convention Center to any person requiring such aids or services.
  - C. **Structural Barriers:** Lessee shall not be required to remove or alter any architectural or communication barrier within the Premises that is structural in nature. Georgia International Convention Center shall not be required to remove any architectural or communications barrier that is structural in nature prior to or in connection with the permitted use of the Premises, except to the extent Georgia International Convention Center is otherwise required to do so by the "ADA".
  - D. **No Admission:** Nothing in this Agreement shall be deemed an admission by the Georgia International Convention Center or Lessee that either is a "public accommodation" or that the Premises are a "place of public accommodation" or a "commercial facility" under the "ADA".
8. **Licenses and Permits:** Lessee shall pay promptly all applicable taxes and fees and obtain all licenses or permits for use of the Premises as required by federal, state or local laws and other ordinances and Lessee shall provide evidence of compliance with such federal, state or local laws and ordinances upon demand therefore by Georgia International Convention Center.
9. **Event Requirements:** Without the prior approval of Georgia International Convention Center, Lessee shall not bring onto the Premises any material substance, equipment or object which may endanger the life of, or cause bodily injury to, any person on the premises or which may constitute a hazard to property thereon as reasonably determined by Georgia International Convention Center. Georgia International Convention Center reserves the right, in its sole and complete discretion, to refuse to allow any such material, substance, equipment or object to be brought on the Premises or to require its immediate removal therefrom. Lessee shall and does hereby agree to indemnify Georgia International Convention Center and hold Georgia International Convention Center harmless from all liability resulting from injuries, death and other losses resulting from the bringing of any such material, substance, equipment, animal, plant or other object on to the Premises.
- A. **Event Requirements:** At least sixty (60) days prior to the beginning of the lease period, the Lessee shall provide to Georgia International Convention Center, Lessee's proposed plans for its activities in the Center, which shall include information reasonably available to Georgia International Convention Center, but which shall include at least the following:
    - a. final exhibit hall facility floor plan showing locations of all exhibits, aisles and other temporary facilities;
    - b. meeting room facility set-up information including seating layouts, audio visual, staging and similar requirements;
    - c. plan indicating the design, nature of proposed location of all registration and temporary facilities in the common areas;
    - d. the name and address of Lessee's exhibition service contractor and security, emergency medical services, and other event contractors; and
    - e. a listing of any additional services, if any, requested by the Lessor.
  - B. **Review of Plan:** The Georgia International Convention Center shall expeditiously review Lessee's proposed plan for compliance to this agreement and policies of the facility. Lessee shall provide additional planning information reasonably requested for review by the Georgia International Convention Center. The Georgia International Convention Center may require the Lessee to make changes to Lessee's proposed plans to comply with City, State and Facility codes and policies, and coordination of the use of common areas by Lessee and other guests of the Georgia International Convention Center. Lessee may not make material changes in Lessee's proposed plan submitted to Georgia International Convention Center without Georgia International Convention Center's consent. Lessee certifies to Georgia International Convention Center that it enjoys a valid contract or contracts with performers or subcontractors whose services constitute or are necessary to the Event and shall submit copies of contracts to Georgia International Convention Center for review on demand.



- 10. **Food and Merchandise Sales:** Georgia International Convention Center has an exclusive caterer for all food and beverage services on the premises. Food and beverage shall be served through the duly licensed caterer. A minimum guarantee will apply to all catering functions. The Georgia International Convention Center may, during the term of this Agreement, authorize Lessee to sell brochures, booklets, programs, novelties or other such material at areas of the Premises designated by Georgia International Convention Center.
- 11. **Control of Facility and Right to Enter:** In permitting the use of the Premises, Georgia International Convention Center does not relinquish the right to enforce all necessary and proper rules and laws for the management and operation of the Premises and the safety of persons and property. Duly authorized representatives of the Georgia International Convention Center may enter the Premises at any time and on any occasion without restriction, for the enforcement of any such rules and laws and other purposes. Georgia International Convention Center reserves the right to remove or cause to be ejected from the Premises any person engaging in dangerous, unsafe or illegal conduct and neither Georgia International Convention Center nor its agents, officers or employees shall be liable to Lessee for any damages that may be incurred by Lessee as a result of the exercise by the Georgia International Convention Center of such right. Georgia International Convention Center reserves and maintains the absolute right to stop or prevent the Event and evacuate the premises, wherein Georgia International Convention Center's sole and exclusive discretion such action is required for public safety, without any liability on the part of the Georgia International Convention Center. Doors to the premises shall be opened for such event at such times in the manner prescribed by Georgia International Convention Center.
- 12. **Action in Public Interest:** Lessee agrees that it is the policy of Georgia International Convention Center to serve the public in the best possible manner and Lessee agrees that it, its employees and agents shall at all times cooperate with Georgia International Convention Center in effecting this policy and maintaining the public faith.
- 13. **Advertising:** Lessee agrees to submit to the Georgia International Convention Center for approval all advertising proofs that include information or mention of the Georgia International Convention Center. The Convention Center reserves the right to omit or correct information regarding the Georgia International Convention Center.
- 14. **Agreement to Quit Premises:** Lessee agrees to quit the Premises at the end of the term of this Agreement and leave the Premises and any other Georgia International Convention Center property in the same condition at the commencement of the Event, ordinary wear and tear excepted. In the event that the premises are not vacated by Lessee as herein specified at the end of the term, then the Georgia International Convention Center is hereby authorized to remove from the Premises, at the expense of Lessee, all goods, wares, merchandise and property of any and all kinds and descriptions placed therein by the Lessee that may be then occupying the same, and the Georgia International Convention Center shall not be liable for any damages or loss to such goods, wares, merchandise or other property that may be sustained either by reason of such claims for damages of whatsoever kind or nature. Any equipment or effects of the Lessee remaining on the leased premises or having been removed to other premises as provided herein for more than ten (10) days after the expiration of the lease shall be deemed abandoned and disposed of by the Georgia International Convention Center in accordance with laws. Any articles and monies found on the premises leased herein during the term of the lease shall be kept in a secure place by the Director of the Georgia International Convention Center who shall make every reasonable effort to determine the owner (s), after reasonable time, the Georgia International Convention Center shall have said found articles and monies disposed of as abandoned property as provided by law. The foregoing provisions notwithstanding, Lessee assumes all risk of damage to any loss by theft or otherwise of any said articles and monies found and the Georgia International Convention Center is hereby expressly released and discharged from any and all liability for such loss. Lessee shall be responsible for payment of storage costs for such material. The Georgia International Convention Center is in no way responsible for, and Lessee agrees to hold the Georgia International Convention Center harmless from, loss, damage or claims with respect to material removed or stored under the terms of this Agreement.
- 15. **Assignment:** Lessee shall not sublet any portion of the Premises described in this Lease Agreement. Lessee shall not assign or transfer any right or interest under this Agreement, including, without limitation, the right to receive any payment, without Georgia International Convention Center's prior written approval of satisfactory evidence of such assignment. Lessee agrees that such assignment without prior approval of Georgia International Convention Center shall be null and void.
- 16. **Notice:** Notice to Georgia International Convention Center required by this Agreement shall be sent by certified mail, return receipt requested, to Convention Center Director, 2000 Convention Center Concourse, College Park, Georgia, 30337; notice to Lessee hereunder shall be sent by certified mail, return receipt requested, to Lessee's address as set out in this Agreement.
- 17. **Certification:** The undersigned hereby certifies that he or she is legally authorized to enter into this Agreement on behalf of Lessee and to bind Lessee to the terms and conditions contained herein and that Lessee is legally authorized to enter into this Agreement.
- 18. **Relationship to Other Parties:** It is not intended by ANY of the provisions of ANY part of this Agreement to confer a benefit upon any other person or entity not a party to this Agreement, including, without limitation, any claim or suit for personal injuries, property damage or loss of profits or expenses.
- 19. **Default by Georgia International Convention Center:** In the event of any default, non-performance or breach of any of the terms or conditions of this Agreement by Georgia International Convention Center, Lessee agrees that Georgia International Convention Center's liability hereunder shall be limited to repayment of any amount of deposit or rent previously paid to Georgia International Convention Center by Lessee under this Agreement, less any applicable Special Facilities Charges or Out-of-Pocket Expenses.
- 20. **Governing Law:** This Agreement shall be construed and enforced under the laws of the State of Georgia.
- 21. **Separate Provisions:** If any provision of this Agreement should be held invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect. Each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 22. **Complete Agreement:** This Agreement constitutes the final, complete and exclusive statement of the terms of the understanding between Georgia International Convention Center, and no oral representation or promise of any agent or other representative of the Georgia International Convention Center shall be binding. This Agreement may be modified only by written instruments properly executed by Georgia International Convention Center and Lessee. Lessee agrees to utilize the services of and honor an Agreement that the Georgia International Convention Center may have entered into on behalf of the Georgia International Convention Center with any private contractors.

WITNESS THE FOLLOWING SIGNATURES:

THE GEORGIA INTERNATIONAL CONVENTION CENTER,  
CITY OF COLLEGE PARK

\_\_\_\_\_  
Signature

Mercedes Miller  
\_\_\_\_\_  
Print Name

Executive Director  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Dekalb County School District  
LESSEE

*Devon A. Horton*  
\_\_\_\_\_  
Signature

Dr. Devon A. Horton  
\_\_\_\_\_  
Print Name

Superintendent  
\_\_\_\_\_  
Title

8.14.24  
\_\_\_\_\_  
Date



**Addendum to Lease Agreement 25088  
Between Dekalb County School District  
(Dekalb Schools Employee of the Year Celebration)  
and the City of College Park  
2000 Convention Center Concourse, College Park, GA 30337  
Wednesday, August 30, 2023**

Notwithstanding anything contained in the agreement to the contrary:

Dekalb County School District agrees to the following terms and additional items not reflected in the Lease Agreement 25088.

- A. **Catering:** The exclusive caterer for all food and beverage functions at the GICC is Proof of the Pudding. No outside food and beverage will be permitted on City of College Park premises. A guarantee minimum expenditure will apply to all catering functions. A guaranteed number of attendees is required five (5) business days prior to the date of the function.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
Fri., 11/1/24	8:00 AM	6:00 PM	Move In	Salons 1-8	Rounds of 10	20	\$0.00
Sat., 11/2/24	11:00 AM	10:00 PM	VIP Holding Room	Green Room	Existing		\$0.00
Sat., 11/2/24	8:00 AM	10:00 PM	Holding Room	Swiss Suites	Theatre	225	\$786.00
Sat., 11/2/24	8:00 AM	10:00 PM	Holding Room	Italian Suites	Theatre	225	\$786.00
Sat., 11/2/24	8:00 AM	10:00 PM	Holding Room	Kenyan Suites	Theatre	225	\$786.00
Sat., 11/2/24	8:00 AM	10:00 PM	Plated Dinner	Salons 1-8	Rounds of 10	1240	\$0.00
Sat., 11/2/24	11:00 PM	3:00 AM	Move Out	Salons 1-8	Rounds of 10	20	\$0.00

*\*Room rental waived providing a minimum of \$44,000.00 in hosted food and beverage, exclusive of service charge and taxes, is met. If the food and beverage minimum is not met, Lessee agrees to pay the difference between actual food and beverage purchase and the minimum stated.*

**Meeting Rooms:** The meeting rooms listed above will include available tables, chairs, risers and lecterns, on a one-time setup basis. Changes made after sets are in place will incur a reset charge. The Lessee is responsible for the expense of any additional tables, chairs, risers and lecterns beyond the available inventory of the GICC.

Vendor/display tables are \$25.00 per table, skirted and draped for duration of event. There will be a charge of \$10.00 per tablecloth for meetings set-up in rounds (this does not apply to food functions). It is also understood that these rooms are to be used for the purpose directly related to lessee's conversation and shall not be subject to commercial firms or other organizations for any purpose whatsoever, including without limitation hospitality rooms, demonstrations, sales meeting or similar private purposes. Lessee shall provide the City with all meeting room set-up requirements at least thirty (30) days before the first day of the event.

- B. **Decorations:** Decorations may not be taped, nailed tacked or otherwise fastened to ceilings, painted surfaces, columns, or fabric or decorative walls.

**Balloons:** A four (4) hour minimum Fire Watch at \$30.00 per hour is required when using loose, single balloons in the International Salon.

**Glitter/Confetti:** May not be used in any areas of the facility.

- C. **Audio/Visual:** The preferred audio visual company for the Georgia International Convention Center is ON SITE Audio Visual. ON SITE Audio Visual is a full service audio visual rental and staging company. ON SITE Audio Visual has an office on premise. If you would like to obtain a quote for your meeting needs, please contact ON SITE Audio Visual at (770) 907-3090. There will be an additional fee for rigging and utilizing a production company other than ON SITE Audio Visual (see attached policy).

- D. **Security:** Lessee agrees to hire Clayton County Law Enforcement Officers to be present at least one hour prior to the start of the event, during the event and at least one hour after the conclusion of the event. Officers are required to maintain an orderly traffic flow, thereby preventing obstruction of the fire lanes and allowing access to the building by emergency vehicles/personnel. The number of officers and hours needed to be determined by Event Services Manager. Additional show security can be ordered at an additional cost.

- E. **Special Facilities Charges:** "Special Facilities Charges" are charges for items and services that are over and above the actual cost of your room rental. Payment for these charges are due and payable 14 business days prior to your event and include the following: cost for staging, dance floors, hanging banners, exhibit tables, phone/internet connections, electrical needs, any audio/visual orders, catering services, security, emergency medical technicians, special lighting needs, room resets, special labor needs, etc. "Special Facilities Charges" include: **Tables \$25.00 skirted and draped per table for duration of event.**

- F. **Packages and Freight:** Please contact your Event Coordinator.

- G. **Parking:** The GICC has parking on-site. **Parking is \$10.00 per entry.** There is a complimentary SkyTrain to and from Hartsfield Jackson-Airport to GICC, Marriott Gateway, and SpringHill Suites Hotels.

*Client will receive 25 complimentary parking passes*

- H. **Advertising:** The GICC reserves the right to pre-approve all usages of the GICC logo and any photos of the facility. To obtain approval, please submit in writing via email the intended usage of GICC logo and photos prior to actual usage. All requests for approval should be sent to info@gicc.com. Appropriate GICC logos and photos are available upon request. The GICC reserves the right to omit or correct information regarding the Convention Center and/or the City of College Park. The GICC phone number of 770.997.3566 may be published for directions only, not for event information. Directions can also be obtained from our website at [www.gicc.com](http://www.gicc.com).

- I. **Smoking:** The GICC has been designated as a smoke-free facility, and Lessee shall ensure that the no smoking policy of the City of College Park is followed. Lessee will comply with such other policies and procedures that may be established by the City of College Park Fire Department.

- J. **Damage to Premises:** Lessee shall be charged and required to reimburse the City of College Park for the repair of any damage to the GICC or the equipment, furnishings or landscape therein occasion by the occupation or use of same Lessee or its directors, trustees, officers, employees, agents, contractors, visitors, invitees, guests or licensees during the Term. If, before the Term, the GICC is substantially damaged or destroyed by fire, storm, tornado, war, insurrection, casualty or causes reasonably beyond Lessee or City of College Park's control, any deposit paid by Lessee shall be refunded.

K. **Overtime:** Normal hours of operation for the GICC are 7:00am until 11:59pm daily. Lessee agrees to pay over-time charges for usage of space prior to 7:00am or after 11:59pm.

L. **Payment:**

<u>Deposit Type</u>	<u>Due Date</u>	<u>Amount Due</u>
Catering Initial Deposit	9/29/23	\$18,708.00
Catering Second Deposit	3/29/24	\$24,525.00
Catering Third Deposit	8/30/24	\$24,525.00
Catering Final Deposit	10/11/24	TBD
<b>Total Due:</b>		<b>\$67,758.00</b>

The "Special Facilities Requirements", including without limitation, building services, building equipment, audio visual, utilities and catering services are due **October 2, 2024**. Payments for "Special Facilities" are due and payable on **Friday, October 11, 2023**. Payment should be in the form of cash, credit card (American Express, MasterCard, and Visa) or company check. **A service charge and sales tax will apply to Food & Beverage and Audio Visual.**

If cancellation occurs after contract is signed, all advance deposits and all amounts paid, as partial payments by Lessee are non-refundable.

**WITNESS THE FOLLOWING SIGNATURES:**

THE GEORGIA INTERNATIONAL CONVENTION CENTER,  
 CITY OF COLLEGE PARK

\_\_\_\_\_  
 Signature

Mercedes Miller  
 \_\_\_\_\_  
 Print Name

Executive Director  
 \_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

Dekalb County School District  
 LESSEE

*Devon A. Horton*  
 \_\_\_\_\_  
 Signature

Devon A Horton  
 \_\_\_\_\_  
 Print Name

Superintendent  
 \_\_\_\_\_  
 Title

8.14.24  
 \_\_\_\_\_  
 Date