

**GPTC**  
**Conference Centers**  
**Information**



**GEORGIA**  
**PIEDMONT**  
TECHNICAL COLLEGE



Thank you for your interest in the Conference Centers at Georgia Piedmont Technical College, where it's *always a great day for an event!* We offer a variety of flexible event spaces that can accommodate your seminar, training, conference, wedding, social event, or other special occasion.

The DeKalb Conference Center is conveniently located off of Memorial Drive near I-285 in Clarkston, GA. The Newton Conference Center is conveniently located off of I-20 of Exit 92 in Covington, GA. We are proud to offer the following amenities:

- Handicap accessibility
- Elevator
- Free Wi-Fi
- Free parking
- On-site audio visual technology and support services

The information included in this document is will be helpful in deciding if our beautiful venues are right for your event. If you have additional questions, please contact the Conference Center Team at 404-297-9522. If you would like for us to put together a proposal for your event, or secure your reservation, simply download and submit the [Reservation Request Form](https://www.gptc.edu/business-industry/conference-centers/about-conference-centers/) from our website (<https://www.gptc.edu/business-industry/conference-centers/about-conference-centers/>).

We are looking forward to making your event a success!

*The GPTC Conference Center Team*



404-297-9522 ext. 1804 or 5014



GPTC Conference Center



DeKalb CC  
495 North Indian Creek Drive | Clarkston, GA 30021  
Newton CC  
8100 Bob Williams Parkway | Covington, GA 30014  
[www.gptc.edu/cc](http://www.gptc.edu/cc)

Office: 404.297.9522

## FREQUENTLY ASKED QUESTIONS CONFERENCE & SPECIAL EVENTS VENUES

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### 1. WHAT ARE YOUR HOURS OF OPERATION?

Conference Center Office Hours:  
Tuesday through Thursday: 8:00 am - 5:00 pm  
Monday and Friday: Closed except for events

Event Rental Hours:  
Monday through Friday: 8:00 am - 11:00 pm  
Saturday and Sunday: 9:00 am - 1:00 am

### 2. IS IT POSSIBLE TO RENT THE CONFERENCE CENTER OUTSIDE OF THE NORMAL OPERATION HOURS?

Yes, it is possible to rent the Conference Center prior to or after our normal operating hours. A \$50 fee is assessed for each hour reserved outside of normal operating hours. No time can be extended past 1 am.

### 3. WHAT DO I NEED IN ORDER TO MAKE A RESERVATION?

Submit a Reservation Request Form so that we have the important information needed to serve you. Return the signed Rental Agreement and pay the refundable damage deposit + 25% of the room rental charge.

### 4. WHAT IS THE MINIMUM AMOUNT OF TIME THAT I CAN RENT THE FACILITY?

There is a six (6) hour minimum for your rental. Your block of time includes the time you need to decorate before the start of your event, and the time you need to clean up after your event. If you need more time, additional hours can be purchased with advance notice.

### 5. DO THE CONFERENCE CENTER HAVE CATERING SERVICES?

We can provide you with a list of approved caterers. The listed caterers are familiar with the Conference Center, our policies and procedures, and provide excellent food and service. However, you can use a caterer not included on our list for an additional fee of \$150. We ask that you provide the caterers business licence and liability insurance.

### 6. WHAT IS YOUR CANCELLATION POLICY?

- Events canceled 45+ days in advance will receive a refund minus \$100 non-refundable portion of the deposit.
- Events canceled 30 - 45 days prior to the event will forfeit the 25% deposit plus the \$200 refundable deposit.
- Events canceled less than 30 days prior to the event will receive NO REFUND.
- GPTC reserves the right to cancel any event in cases of extraordinary circumstances with a full refund.

### 7. DO YOU HAVE MICROPHONES, PROJECTORS, AND OTHER AUDIO/VISUAL (A/V) SERVICES?

Yes! Two hours of projector use are included with your rental. If more than two hours are needed, then additional hourly fees are assessed at \$50/hr. You can bring your own A/V technician to manage your needs, or we can provide a technician for a fee. If you have complex A/V needs (anything more than using a microphone or displaying a presentation), then you should advise us of your specific plans at least 30 days in advance. Be sure to read section IX of your Rental Agreement for more details.

### 8. IS THERE A PIANO AVAILABLE?

There is a grand piano available for rent. The piano has the ability to self-play, or you can use a skilled pianist. The piano is located in the public area of the DeKalb Conference Center, and there is an additional charge if you would like to have the piano re-located to inside of your reserved room. We do not have a piano available at our Newton Conference Center.

### 9. ARE TABLE LINENS AVAILABLE?

We have a few linen available for rent. It may be possible for you to request alternate styles, colors, and fabrics from a 3rd party vendor. Please request that information and we will be happy to provide.

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Kevin Lane  
404.297.9522, Ext. 5014  
[lanek@gptc.edu](mailto:lanek@gptc.edu)

**10. IS THERE A KITCHEN AVAILABLE?**

The DeKalb Conference Center has a warming caterer's kitchen. The kitchen comes equipped with a refrigerator, freezer, microwave, ice machine, dishwasher, and warming oven. There are two sinks and plenty of counter space. At times, caterers may need to share kitchen space since we may host several events simultaneously. The Newton Conference Center has a prepping kitchen with sink and ice machine. Be sure to read section VI of your rental agreement for the Caterer's and Kitchen guidelines.

**11. ARE WE ALLOWED TO SERVE ALCOHOL ?**

Yes, alcohol may be permitted at your event. GPTC Police Officers are required to provide security, and the cost will be included in your bill and listed as "Personnel Charges".

Please note the following:

- You must hire a licensed bartender to serve your alcohol.
- Alcohol cannot be served after 11:00 pm.
- Drink tickets can be sold, but cash bars and "BYOB" are not allowed. See section VIII of your Rental Agreement for alcohol guidelines.

**12. HOW MUCH DOES IT COST TO RENT THE CONFERENCE CENTER?**

Your room charge is based on the space(s) you are assigned and the amount of time of your reservation. The space that you are assigned is based on your anticipated attendance, desired setup type, and availability. Our facility can be divided and reserved in a variety of configurations in order to accommodate nearly any meeting or event. Check with Conference Center personnel for pricing for your event.

**13. WHAT ARE THE SIZES OF YOUR TABLES, STAGE, AND DANCE FLOOR?**

**Tables:** Rectangle - 5'x2', 6'x2', and 8'x2'

Round - 60", **DCC:** 36" adjustable height cafe/bistro style

**Stage:** Can create up to 12'x16' stage.

**DCC Dance Floor:** 15'x15' to 21'x21', but can be designed in a variety of configurations.

**14. WHO IS RESPONSIBLE FOR CLEANING DURING AND AFTER MY EVENT?**

The customer is responsible for returning the facilities and property in the same condition they were provided. Normal cleaning after an event should be done including the disposal of trash, collecting any event materials or decorations, removing trash from tables (plates, cups, e.t.c.), cleaning the serving/kitchen area. Excessive trash or debris could result in loss of your damage deposit.

We offer a cleaning service to take care of mopping floors and trash removal after your event. Fees start at \$125 if you would like to take advantage of this option.

**15. WHERE IS THE DEKALB CONFERENCE CENTER LOCATED?**

We are conveniently located close to I-285 on the Clarkston campus of Georgia Piedmont Technical College. The school's address is 495 North Indian Creek Drive, *however* you can get turn-by-turn directions to the venue by searching for "DeKalb Conference Center" on your smart phone's GPS/navigation app, or visit <https://bit.ly/DCCdrivingdirections> to be redirected to our Google Maps directions.

**16. CONFERENCE CENTER LOCATIONS:****DeKalb CC:**

**495 North Indian Creek Drive | Clarkston, GA 30021**

**Newton CC:**

**8100 Bob Williams Parkway | Covington, GA 30014**

[www.gptc.edu/cc](http://www.gptc.edu/cc)

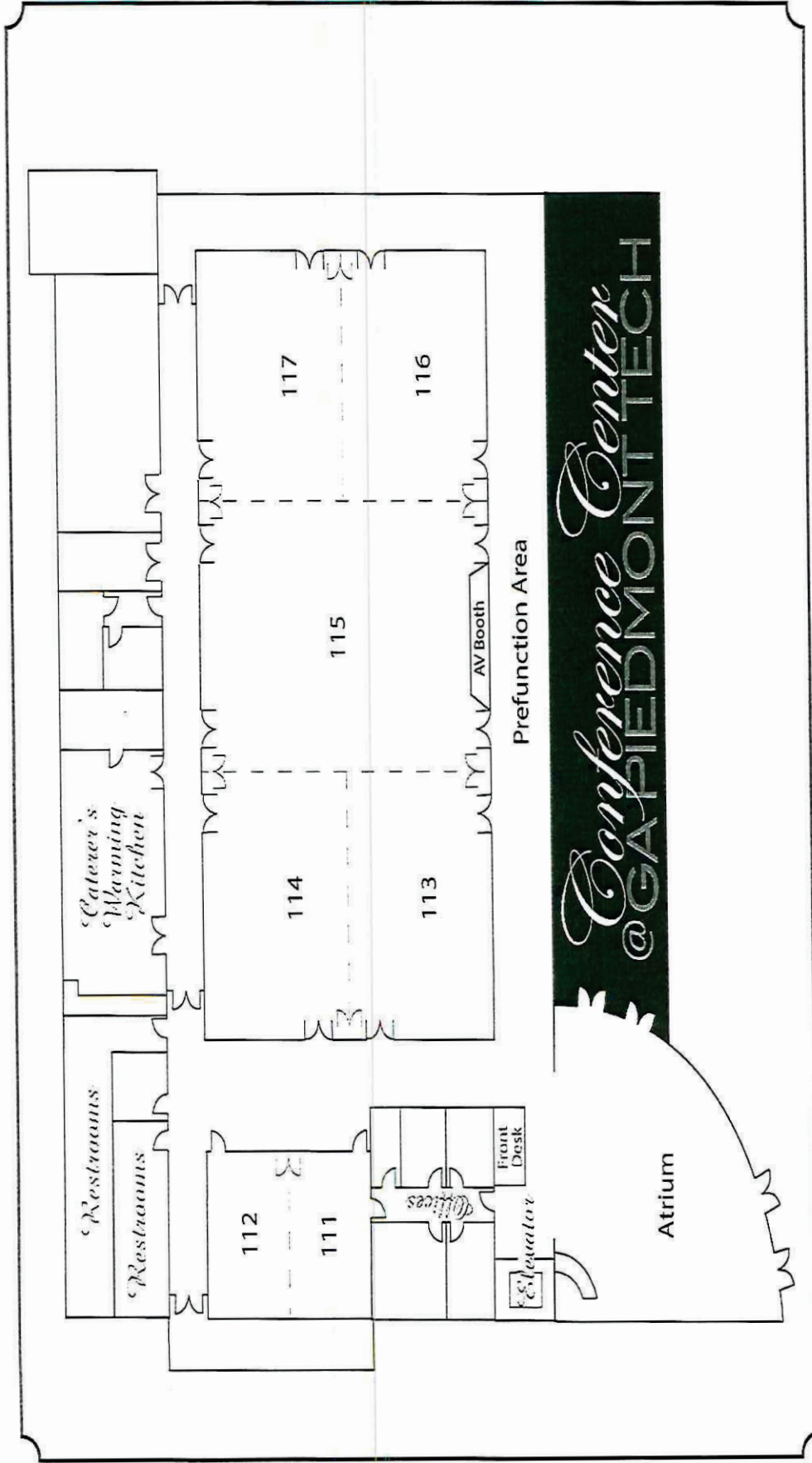
**For more information, visit us on-line at:**

**[www.gptc.edu/conferencecenters](http://www.gptc.edu/conferencecenters).**



# FLOOR PLAN: DeKalb CC CONFERENCE & SPECIAL EVENTS VENUE

DEKALB CONFERENCE CENTER  
495 N. INDIAN CREEK DR., CLARKSTON, GA 30021



Kevin Lane  
404.297.9522, EXT. 5014  
lanek@gptc.edu



# CAPACITIES AND RATES

## CONFERENCE & SPECIAL EVENTS VENUE

Rates current as of 04/01/2024 and are subject to change without notice.  
**DEKALB CONFERENCE CENTER**  
 495 N. INDIAN CREEK DR., CLARKSTON, GA 30021

ROOMS	SQ. FT. DIMENSIONS		MAXIMUM CAPACITIES BY ROOM SETUP					RENTAL RATES					
	W x L x H (in feet)	Classroom	Theater	Hollow Square	U Shape	Board- room	Reception	Banquet # of Round Tables	10 hrs.	8 hrs.	6 hrs.	Hourly	
113 or 114	1,230	41 x 30 x 16	34	70	20	20	40	48	6	\$1,125	\$975	\$725	\$150
113 and 114	2,460	41 x 60 x 16	72	150	50	46	124	112	14	\$1,800	\$1,550	\$1,100	\$275
115 (Center Room)	2,460	41 x 60 x 16	60	140	50	40	124	112	14	\$1,800	\$1,550	\$1,100	\$275
116 or 117	1,140	38 x 30 x 16	30	70	20	18	40	40	5	\$1,125	\$975	\$725	\$150
116 and 117	2,280	38 x 60 x 16	64	150	50	44	124	112	14	\$1,800	\$1,550	\$1,100	\$275
113 through 115	4,920	82 x 60 x 16	-	325	-	-	250	224	30	\$2,600	\$2,100	\$1,600	\$300
115 through 117	4,740	79 x 60 x 16	-	300	-	-	250	224	30	\$2,600	\$2,100	\$1,600	\$300
113 through 117	7,200	120 x 60 x 16	-	500	-	-	350	336	42	\$3,300	\$2,800	\$2,100	\$350
111 or 112	375	25 x 15 x 16	12	-	12	10	20	-	-	\$325	\$275	\$225	\$50
111 and 112	750	25 x 30 x 16	24	-	24	20	40	-	-	\$550	\$450	\$350	\$75
Atrium	-	-	-	-	-	-	150	72	-	\$1,600	\$1,400	\$1,200	\$200
Entire Building	-	-	-	-	-	-	450	384	-	\$4,000	\$3,200	\$2,600	\$450

### NOTES:

- The capacities listed above do not include the space needed for items such as stages, dance floors, food/buffet tables, e.t.c. As your setup needs become more elaborate, a larger space may be needed in order to accommodate your desired setup.
- The hourly rate can only be purchased in conjunction with either a 6, 8, or 10 hour block. Exceptions may be possible when booking multiple events with the Conference Center.
- Take into consideration the time that you may need to decorate, vendor setup, and clean up time in the total hours purchased.
- 501(c)(3) organizations will receive a 10% discount, local and county government entities receive a 10% discount on the rental rates above. State of Georgia agencies receive a 10% discount on the rental rates above.
- Holiday event rates are increased to 1.5 of normal rates. Holiday rates coincide with the GPTC calendar. No discounts are applied during this time. Please contact the Conference Center to learn more.