

BUILDING FEES

___ Arena \$ _____
___ Kitchen \$100 day \$ _____
___ Move In \$50 hr/4 hr. min \$ _____
___ Move Out \$50 hr/4 hr.min \$ _____
___ Over 8 Hours \$50 hr \$ _____

TOTAL \$ _____

LINENS

___ Tablecloths \$5 ea \$ _____
___ Tableskirts \$8 ea \$ _____
___ Napkins \$.25 ea \$ _____

TOTAL \$ _____

EQUIPMENT RENTAL

___ Pantry \$50 day \$ _____
___ Bar \$15 day \$ _____
___ Ice Chests \$10 day \$ _____
___ Piano \$50 day \$ _____
___ Tables \$3 ea \$ _____
___ Chairs \$.35 ea \$ _____

TOTAL \$ _____

CONCESSIONS

___ Ice \$ _____
___ Coffee, full service \$ _____

TOTAL \$ _____

PERSONNEL

Cleaning \$ _____
Equipment operation \$ _____
Extra Hires \$ _____

TOTAL \$ _____

RECAP CHARGES

Building Fees \$ _____
Linens \$ _____
Equipment \$ _____
Concessions \$ _____
Personnel \$ _____

TOTAL \$ _____

Paid by _____ < _____ >
Date _____
Balance \$ _____

Paid by _____ < _____ >
Date _____
Balance \$ _____

Paid by _____ < _____ >
Date _____
Balance \$ _____

DATE FINAL PLANS DUE _____

DAMAGE/CLEANING DEPOSIT

(CIRCLE THOSE THAT APPLY)

Arena \$ _____
Kitchen \$ _____
Shellfish \$ _____

TOTAL \$ _____

DATE DAMAGE DEPOSIT DUE _____

Date Deposit Returned _____

Received by: _____

Notes: _____



ERIE H. MEYER CIVIC CENTER RULES AND REGULATIONS

SCHEDULING

1. Scheduling arrangements are made through the Special Events Office located in the Adult Activity Center, 260 Club-house Drive, (mailing address: P.O. Box 299) Gulf Shores, AL 36547, Phone: (251) 968-1173. Office hours are 8 AM-5 PM, Monday - Friday.
2. Although the primary mission of the Civic Center is to provide space for local civic & cultural events, & social occasions, the Center will also be available to augment available meeting space at area hotels/motels & conference centers in an attempt to attract "out of town" groups to the area.
3. To reserve the Civic Center, the applicant shall execute a rental agreement & any other document(s) required by the City & pay applicable fees.
4. If the reservation takes place through the mail or other carrier, the applicant will have fourteen (14) days) from the date the applicant is notified to return the fully executed document(s), along with the required arena rental deposit. At the time the document(s) & arena rental deposit have been received by the City, the confirmed reservation will be made. If the document(s) & deposit have not been received by the end of the fourteen (14) day period, the tentative reservation will be cancelled.
5. Upon signing of all contractual agreements, a 50% deposit on all arena rental fees will be required. This deposit may be paid either by cash or check. When an event is scheduled less than two (2) weeks from the date the Civic Center is needed, all fees may be required to be paid by cash or cashiers check.
6. **Cancellation/Refund policy:** 90% of all arena rental fees will be refunded if event is cancelled 180 days or more prior to scheduled event. 75% of all arena rental fees will be refunded if event is cancelled 91 to 179 days prior to scheduled event. 0% of all arena rental fees will be refunded if event is cancelled 90 days or less prior to scheduled event.
7. The balance of any set fees will be due and payable two weeks prior to the beginning of the event and may be required to be paid by cashiers check or cash. Any remaining charges will be billed to the user by final invoice.

RULES AND REGULATIONS

1. The Erie H. Meyer Civic Center is governed by and must comply with all federal, state and local laws and ordinances.
2. All conventions or commercial organizations serving food at the Civic Center will be required to use a licensed caterer. **All caterers used for any Civic Center activity must be approved and licensed by the City of Gulf Shores.** A list of approved caterers will be provided upon request.
3. **No convention, commercial or civic organization, or**

social event held at the Civic Center shall allow beer, wine or alcoholic beverages of any kind to be sold, given away, or used in violation of Federal, State of Alabama or City of Gulf Shores regulations. All alcoholic beverages served shall be State of Alabama taxed.

- _____ Initial
4. No special privileges or reduced rates will be permitted to an individual, group of persons or event, except certain events to be determined by the City, which may have rental rates & service fees reduced or waived.
 5. Performances, exhibitions or entertainment on the Civic Center premises will only be that which is approved by the City. The Civic Center will operate within a set of guidelines approved by the City.
 6. Special decorations must be cleared through the Special Events staff. No driven nails, hooks, tacks or screws shall be placed on any part of the premises. Decorations may be hung from eye screws previously & permanently affixed by the Special Events staff. Decorations placed in the Civic Center by any party must be removed when the premise is vacated by the renter.
 7. The Special Events staff will assist in the development of floor plans, table arrangements, etc. All necessary information must be provided at least two weeks prior to event.
 8. The capacity of the Civic Center is 699. This number will vary, depending upon each layout configuration. Please consult the Special Events staff for the best layout configuration for the activity, taking care to stay within capacity regulations.
 9. The Civic Center must abide by all established fire & emergency regulations. The user shall not admit to the premises, or a portion thereof, a number of persons greater than the capacity & regulations allow, or as can safely & freely move about. The decision of the Special Events staff shall be final in this respect.
 10. Matters concerning food, beverage, decorations must be coordinated with the Special Events staff at least two weeks prior to the event.



b. No rice, birdseed, confetti, glitter, or like material will be allowed inside or outside the facility.

- _____ Initial
12. Access to the Civic Center or use of special equipment must be arranged with the Special Events staff.
 13. No furniture, fixtures or equipment will be placed so as to obstruct passageways & emergency avenues or egress.
 14. Doors, entrances, stairways or openings that reflect or admit light into any place in the building, including hallways, corridors & passageways, & also heating/air conditioning appliance, duct work & lighting fixtures, shall not be covered or obstructed.
 15. Insurance for commercial events (trade shows, etc.) & conventions must be provided by the using party as required.
 16. Civic Center renters, at their own expense, may be re-

quired to provide a policeman/security officer for security/safety purposes at private social functions.

17. Civic Center policy allows only trained personnel to use & handle equipment & audience control during events & set up/down.

18. All debris, including cups, paper plates, napkins, cans, & bottles, must be removed from tables, floor, & building exterior & placed in containers BY USER. Prior arrangements can be made with the City to clean the facility after a function at the current Civic Center approved rate.

19. Users of the Civic Center will not post or exhibit, nor allow to be posted or exhibited, signs, advertisements, showbills, posters or cards of any description in front or on any exterior part of premises. If space is available, material may be displayed inside the facility on specific permanent fasteners or on easels or other such equipment. User agrees to take down & remove all signs, advertisements, showbills, lithographs, posters or cards of any description if objected to by LESSOR or its representatives.

20. Religious groups may use the Civic Center for meetings, conventions, dinners, etc., but will not be permitted to use any of the facilities as a permanent sanctuary on a regular Sunday or weekday basis.

21. No inventory items, such as chairs, tables, podiums, kitchen utensils, pots, pans, silverware, dishes, etc., will be loaned or permitted to be removed from the premises under any condition.

22. No smoking is allowed in the building at any time.

23. Any person or persons caught damaging or defacing any part of the Civic Center inside or out, or caught stealing any item or items inside or out, will be prosecuted to the fullest extent of the law.

24. Lease agreements shall not be transferable unless approval is granted in writing by the City.

SPACE, EQUIPMENT AND PERSONNEL RATES

1. The rental rate for the Erie H. Meyer Civic Center is based on a "four wall" policy. The basic rental fee includes normal janitorial service, heat, air conditioning, normal lighting & water service, & the basic public address system as installed in the premises. Equipment rental for such items as chairs, tables, sound system, etc., shall be assessed at the current Civic Center approved rate.

2. Rates do not include any special arrangements for services, personnel or equipment. Fees for additional services, personnel or equipment shall be charged at the current Civic Center approved rate, & shall be incorporated as part of the contract.

3. Stage hands may be required for the operation of stage equipment & lighting. Arrangements for such personnel will be made through the Special Events staff. Stage hands, security & other required personnel will be charged at the prevailing rates per hour & paid for by the using party.

4. Labor charges will be made for cleanup, setup & re-arrangement of a previous set up if it is an abnormal requirement or special time schedule. Charges will be based on time & personnel required & will be paid for by the using party.

5. The City reserves the right to require a damage deposit or bond based on the type of function or activity.

6. Restrooms, other rooms, & equipment shall not be used for any purpose other than that for which they were intended, & no rubbish, paper, etc., shall be thrown therein.

7. Any damage to the Civic Center by an individual or group shall be the responsibility of the lessee & shall be paid for by the lessee.

8. The City will not be responsible for safeguarding of displays or equipment placed by conventions, trade shows, or other activities.

9. Requirements for events at the Civic Center are so variable that it is impossible to define costs of every event within these pages. Any additional costs can be determined after arrangements for each event have been established.

FACILITY INFORMATION

Size: 5,047 sq. ft. Meeting Space

Capacity: Banquet, no dance floor - 320

Capacity: Banquet, w/dance floor - 280

Capacity: Theater - 600

Note: Capacity maximums may be less than stated depending on such factors as the number of serving tables, etc.

Civic Center address: 1930 W. 2nd Street

Civic Center payphone: (251) 968-9196

Rental office: Adult Activity Center, 260 Clubhouse Dr.(next to Civic Center)(251)968-1173, 8 AM - 5 PM, Mon - Fri

FAX (251) 968-1175

BASIC RENTAL RATES

COMMERCIAL ARENA RENTAL FEE

(8 hours) \$500.00

CONVENTION ARENA RENTAL FEE

(8 hours) \$350.00

NONRESIDENT ARENA RENTAL FEE

For persons residing, or firms, corporations, associations, or schools, located outside corporate limits of the City of Gulf Shores.

(8 hours) \$325.00

RESIDENT ARENA RENTAL FEE

For persons residing, or firms, corporations, associations, or schools, located within corporate limits of the City of Gulf Shores.

(8 hours) \$200.00

Equipment included in rental rate

Lighting: fluorescent and high intensity, Stage lights: in ceiling only, Podium/Microphone (1), Mic on stand (3), Public address system: Basic, Screen (2), Stage

Move In, Move Out, Rehearsal Day (4 hr min) \$50/hr.
When this activity occurs on a day other than day of event.

Rental Deposit

1/2 arena rental fee

An approved lease and the rental deposit are required to secure a booking.

Damage/Cleaning deposits

Arena	\$150
Kitchen	\$150
If shellfish are served	\$100

ADDITIONAL RENTAL ITEMS

Kitchen \$100.00 / day
Coffee urns: 100 c. (2), Coffee Urns: 55 c. (2), dishwasher, hot box (1), oven, convection oven, range: six burner stove, refrigerator: one double, sinks, trash bags, 3 dish towels.

Kitchen Pantry Items: China: five piece settings, fatware: four piece settings, glasses: water/iced tea, punch bowls (2) pots, pans, utensils (limited) . \$50.00 /day

Over 8 hour rate \$50.00 / hour

Tables _ \$3.00 ea.
resetting add \$3.00 ea.

Chairs _ \$.35 ea.
resetting add \$.35 ea.

Tablecloths \$5.00 ea.

Table Skirt \$8.00 ea.

Cloth Napkins \$.25 ea.

Portable Bars \$15.00 ea.

Ice, 800 lbs \$20.00 / day

Ice Chest \$10.00 / day

Piano \$50.00 / day

Piano Tuning \$125.00 ea.

Screen, rear projection , 8'x18'. \$50.00 / day

LIGHTS AND SOUND

Overhead recessed lights, flourescents Included in rental

Basic PA: up to 3 mics w/stands, using stage floor input connections Included in rental rate

Basic pre-hung stage lights: Fresnel, ellipsoidials, park cans, dimmers, light board, technician . \$25.00 per hr.

Intelligent System: moving yoke lights, computer and technician \$45 per hr., 2 hr. min.

Auxiliary Lighting system: 3 light trees, 6 par cans, 4 pin spots, dimmers, lighting board, cables, may be outdoors or in, includes set up/tear down \$25 per hr., 3 hr. min.

Full Front of House System: sound board, main speakers, subwoofers, equalizers, amplifiers, crossovers, snake, two effect units \$200 per day
City Technician operating equipment \$ 25 per hr.
City Technician set up/tear down \$ 25 per hr.

Backline Equipment: Available when renting Full Front of House Equipment, cables, stands included, per day rental
8 SM58 Mics and one SM 57 Mic . \$10 each
3 Beta 58a Mics . \$15 each

JBL Fon Speaker system: two bi-amp speakers, 2 speaker stands, 2 speakers, 8 x 2 sound board, 2 JBL Mics, cables, including set up/tear down \$150 per day

OTHER CHARGES

Other incidental fees, reset fees and/or personnel fees may be incurred by the renter of the Civic Center. Fees charged will be based on the current expense to the City of Gulf Shores.

Lessee or Agent of Lessee

Date

Special Events Staff

ERIE MEYER CIVIC CENTER FACILITY KITCHEN REGULATIONS

The use and care of the Civic Center kitchen is the responsibility of the renter of the facility. If you use a caterer, be sure to contract with them to follow Civic Center regulations or in the case of a private function, be sure that your kitchen helpers understand that there are certain rules that must be followed in order for you, the renter to have your damage/cleaning deposit refunded. That, and in order to maintain health standards, as required by local, County and State regulation, all users of the kitchen must comply with the following:

- 1) All pots, pans, trays, cups, serving dishes, glasses, and silverware **shall be washed before and after use.**
- 2) After use, all items will be separated and stored in proper location.
- 3) Tables, counters, work areas, hot boxes, sinks, shelves, refrigerator, stoves, coffee and tea urns, and any other equipment used in the kitchen will be cleaned after use.
- 4) All garbage, trash and debris will be removed from building and placed in dumpster. If you need extra trash bags, please ask the Civic Center operator.
- 5) Kitchen floor will be swept and mopped clean.
- 6) All personal belongings will be removed at the close of the function.
- 7) Any items belonging to the City of Gulf Shores shall not be removed from the premises.
- 8) If the kitchen is not rented, it shall not be used. No equipment from the kitchen shall be used unless the kitchen is rented.
- 9) All grease must be removed from the premises by close of the event. Grease will be put in closed containers and removed by user. **It cannot be put into the City's dumpster.**
- 10) A cleaning deposit of \$150.00 will be collected before the kitchen is used.
- 11) Advise the Civic Center operator when the kitchen is ready for cleanliness inspection. The Civic Center operator must approve that the kitchen meets cleanliness requirements.** When the kitchen is left in proper order, the deposit will be returned in two weeks following the function. **The operator must approve the return of the cleaning/damage deposit.**
- 12) If excessive cleaning by Civic Center staff after your event is required, cleaning fees will be incurred. The City of Gulf Shores will pursue collecting cleaning fees from the renter at \$100 per hour and \$50 per hour for extra hours in the facility.

As Lessee or Agent of Lessee, the undersigned User of the Erie H. Meyer Civic Center agrees that he/she has read the above, that the information and statements listed in the Proposal for Use therein are correct, and that any damage to the Civic Center during the time of this Lessee's use shall be the responsibility of the Lessee and shall be paid for by the Lessee.

Signature of User

Date

Civic Center Staff

Date

Cleaning deposit refundable? Yes No Comments: _____