

Moody Civic Center Room Rental & Special Events Rates/Guidelines

Meeting Rooms:

(Minimum Charge is 4hrs)	Capacities				
	<u>4 Hours</u>	<u>8 Hours</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>
- Meeting Room #1	\$150	\$250	98	60-72	up to 50
- Meeting Room #2	\$150	\$250	98	60-72	up to 50
- Meeting Room #3	\$250	\$400	140	72-84	up to 100
- Meeting Room Suite (All 3 Rooms)	\$500	\$750	350	143	up to 250
- Buffett Room \$125 per hour (only if all other rooms are booked & available)					

Multi-Purpose Room (Gym):

		Capacities		
		<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>
- Multi-purpose Room w/ Stage	\$1000 Flat Rate (no 4hr/8hr Rates)	500	350	up to 450
- Parties without set up	\$200 per hour			

Additional Charges:

- Security Deposit	\$100 (does not go towards room rental price)
- Extended Hours	\$100 (per hour past agreed upon hours)
- Event Security	\$40 (per hour must be booked & paid through Moody Police)

Additional Information:

- **Theatre Seating:** White chairs in rows facing the projector screen.
- **Classroom Seating:** 8ft rectangle tables w/ 4 chairs on one side facing the projector screen
- **Banquet Seating:** 5ft round tables with 7 chairs each

Moody Civic Center
 200 Civic Center Drive | Moody Alabama 35004
 205-640-0321
www.moodyciviccenter.com

Room Rental & Special Events Guidelines

Facility Rules & Regulations

Accessibility:

The Moody Civic Center is committed to accommodating the needs of individuals with disabilities. The Civic Center is accessible to disabled patrons as required by the ADA and applicable regulations.

Alcohol:

The Moody Civic Center has specific guidelines for the sale and distribution of alcoholic beverages. These guidelines are outlined below:

- Alcohol will be allowed for private parties only.
- All events with alcohol must utilize the services of the Civic Center's Licensed Alcohol Vendor. No alcohol may be brought onto the premises.
- Alcohol will not be permitted in any public areas of the building. It will only be allowed inside meeting rooms provided for the event.
- All events with alcohol are required to have a Moody Police Officer on duty for the duration of the event. The Officer(s) will be booked by the Moody Police Department at a rate of \$40 per hour for a minimum of 4 hours.
- Alcohol will only be served during the following hours: Monday – Friday after 5 pm and weekends after 12 noon.

Animals:

Animals or pets are not permitted in the Civic Center, except for service animals, which may accompany people with disabilities in all areas of the facility where the public is allowed.

Bands and DJ's:

All Bands and DJ's must provide their own equipment, ASCAP/BMI License, meet with the Civic Center Manager prior to the event and adhere to all rules of the facility. The event space is equipped with power & water-based smoke machines are not allowed in any room. If applicable, Event Permit must be purchased from the City of Moody. Band/DJ are allowed in our Multi-Purpose Gym or in our Meeting Room Suite during after-hours only. They are NOT allowed in Meeting Room 1, 2 or 3.

Business License:

The City of Moody Business License Ordinance states: Any person, company, principal or agent who conducts business in the City of Moody, who has no fixed place of business within the corporate limits of the City of Moody, shall be required to purchase a business license and to remit sales tax or any other applicable city tax. Note: Any business entity holding a current City of Moody Business License shall include all gross receipts from such special event with the total gross receipts reported for their permanent location in the City of Moody for taxation purposes. An application for a City of Moody Business License & Taxes can be obtained by contacting the City Administrative Offices at (205) 640-5121. Downloadable forms may be found at www.moodyalabama.gov under the forms section. If applicable, Event Permit must be purchased from the City of Moody.

Cleaning:

The Client is responsible for cleaning up the facility after an event to the point where the respective facility rented by the Client from Moody Civic Center is left in a similar manner that the facility was immediately prior to the Client's event beginning. The Client is responsible for the removal of garbage, boxes etc. or anything brought in by a third party such as a caterer, entertainment group, or rental company. A \$100.00 per hour fee will be charged to the client if the Facility is not left as clean as the facility was immediately before the event began.

Conduct:

All rules and regulations of the Civic Center must be followed at all times. The City of Moody Civic Center reserves the right to require any lessee, guest, attendee or other person to vacate the premises, at its sole discretion, in the event of any behavior or conduct (including excessive noise) which is inconsistent with Civic Center rules, regulations, policies, or the purpose of the Civic Center.

Damages:

Client assumes full responsibility for any and all damages to the physical premises and property of Moody Civic Center. Further, the Client assumes responsibility for all personal injuries or other damages caused by the client, client's guests, client's agents, client's representatives, client's employees and/or client's independent contractor(s).

Decorations:

The use of tape, staples, stick pins or Velcro on any wall or door is strictly prohibited. Please see Events Manager for acceptable alternatives for hanging decorations. The use of confetti, bird seed, rice, or other similar items is prohibited. Candles are allowed on tables as long as they are enclosed in glass or metal containers extending at least 3" above the flame. Balloons are not allowed in the lobby or common areas.

Exhibits:

Floor plans must be submitted at least seven (7) days in advance of event to the Civic Center Manager. Insurance must be obtained for all Exhibit shows and proof must be provided at time of contract with the Moody Civic Center. The City of Moody shall be named as an additional insured on all such policies, and a Certificate of Insurance must be provided to the Civic Center in conjunction with the floor plans. Special Event Permits and/or Moody Business License will be required for Exhibit shows. A copy of any permits and business license must be provided to the Civic Center.

Food & Beverage:

Client is allowed to bring in outside "finger foods" without using a Preferred Caterer as long as the food doesn't require any heat. Heat is defined as any warming dish that plugs into the wall or has fire underneath. Client agrees to select a caterer from the MCC Preferred Caterer List and the MCC designated Beverage Vendor IF they are serving any food that requires heat or serving alcohol. Client will contact caterer directly. A Preferred Caterer list will be provided to client upon request.

Loss/Theft:

The Civic Center does not provide security for valuables or personal property in the event space. Attendees are solely responsible for safeguarding any valuables, and the Civic Center shall not be responsible for any loss whatsoever.

Minors:

Minors are not permitted to run and/or behave in a disruptive or dangerous manner while on the premises of the Facility. Further, minors are required to be under the supervision of a responsible adult at all times during your event & unable to use our membership areas.

Parking:

The Civic Center has parking spaces for use at no charge.

Security:

Security will be required at all events deemed necessary by the Civic Center management staff. All parties for young adults between the ages of 13-21 may be required to have security for the duration of the event. Security officers are Moody Police Officers and will be booked by the Moody Police Department.

Smoking:

The Moody Civic Center is a smoke-free facility and smoking is prohibited on The Civic Center Complex property.

Teen Events:

One adult chaperone per ten teens. Police officer required and must be booked through the Moody Police Department for all teen events.

Payments and Deposits

Payments and Security Deposit:

Security Deposit is due at the time of booking to reserve your room rental & does not go towards your Rental Rate. Client may make the Payment by cash, check, credit card, or money order made payable to the City of Moody, and the remaining balance is due seven (7) business days prior to the event.

There is a \$40.00 charge for any check returned for insufficient funds. The hold will be released following the event if no damage or over time charges occurred. The security deposit is paid by cash, check. Deposits will be refunded via check from the City of Moody.

Cancellations:

More than ninety (90) days prior, full refund of all monies paid to the Civic Center; within sixty (60) days, event may be cancelled with good cause for refund equal to 50% of room rental rate; within thirty (30) days, no refunds will be given. The Civic Center reserves the right to cancel and/or postpone any event due to *force majeure* or any other factor beyond the control of the City of Moody or Moody Civic Center. In the event of a cancellation by the City, the event may be rescheduled at no additional cost, or Lessee may elect not to reschedule and receive a refund for all amounts paid to the City. Lease Agreement signee is responsible for all payments including event space, food and beverage, add-on services, and any damage or overage payments incurred.

Set-up Guidelines

- Set-up, starting and ending times will be strictly adhered to. Additional charges will be incurred for any event that exceeds the scheduled time frame either before or after event.
- All fire codes must be adhered to in all event space. All events are subject to the Inspection and Approval of the Fire Marshall and Civic Center Manager.

For more information contact:

Christy Ellard
Civic Center Manager
(205) 640-8632
cellard@moodyalabama.gov

Moody Civic Center

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