

Moody Civic Center Room Rental FAQ's

What's included in my Room Rental?

We provide all your table, chairs, trash cans & bags. We also set up your tables & chairs for your event.

Do I get to come in earlier than my 4hrs or stay later than my 4hrs to Decorate/Cleanup?

No your decorating & clean up time is part of your 4hrs rental. However If we do not have another event in your room BEFORE your event, we may be able to allow you to get here earlier to decorate. But there isn't any way to stay over later for cleanup without paying the extra \$100 for extended hours.

Am I allowed to decorate?

You are, however you're not able to use tape, staples, stick pins or Velcro on any wall or door. Please see the Civic Center Manager for acceptable alternatives for hanging decorations. The use of confetti, bird seed, rice, or other similar items isn't allowed.

Am I allowed to bring in outside Food & Beverage?

You are 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. You would need to select a caterer from our Preferred Caterer List and our 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.

What do I need to do in order to ensure I get my deposit back?

You are responsible for leaving the facility in the same manner in which you found it. You're responsible for the removal of garbage, boxes etc. We have a large dumpster behind our facility for you to use. A \$100.00 per hour fee will be charged if the Facility is not left as clean as it was when you arrived.

Can the kids go play in the gym during my event?

No, the two gyms, walking track, racquetball courts & workout room are membership areas only. Also they are not permitted to run and/or behave in a disruptive or dangerous manner while on the premises of the Facility, this includes the front lobby.

How does payments and my security deposit work?

The Security Deposit is due at the time of booking to reserve your room rental & does not go towards your Rental Rate. The remaining balance is due seven (7) business days prior to the event. Deposits will be refunded via check from the City of Moody within ten (10) business days from your event.

Can we only rent a room during normal business hours?

No, our Civic Center Member hours are not the same for Room Rental hours. We can accommodate the times you need.

Can I have Alcohol?

Yes you can, however we have specific guidelines for the sale and distribution of alcoholic beverages. These guidelines are outlined below & you will be given a packet to contact the Alcohol Vendor directly:

- 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.

What about a Band and DJ?

You can have a band and/or DJ, however they 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. Band/DJ are ONLY 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.

Moody Civic Center

200 Civic Center Drive | Moody Alabama 35004

205-640-0321

www.moodyciviccenter.com

