



Trussville Civic Center
 5381 Trussville-Clay Road
 Trussville, AL 35173
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 www.trussville.org

Trussville Civic Center Special Events Guidelines

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Effective November 1, 2015

Trussville Civic Center Rates

	4-Hour Rates		8-Hour Rates	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Cahaba Fireside 1	\$210 +C	\$310 +C	\$310 +C	\$460 +C
Cahaba 2	\$185 +C	\$260 +C	\$260 +C	\$385 +C
Cahaba Fireside 3	\$210 +C	\$310 +C	\$310 +C	\$460 +C
Fireside (two rooms)	\$345 +C	\$520 +C	\$570 +C	\$770 +C
Cahaba Fireside Suite (all 3)	\$525 +C	\$725 +C	\$675 +C	\$1,025+C
Cahaba Lily 1	\$185	\$260	\$260	\$410
Cahaba Lily 2	\$185	\$260	\$260	\$410
Cahaba Lily Suite (Lily 1 & 2)	\$275	\$425	\$425	\$625
Exhibition Hall	\$625 +C	\$1,225 +C	\$1,275 +C	\$2,025 +C
Exhibition Hall + Lily Suite	\$875 +C	\$1,425 +C	\$1,525 +C	\$2,425 +C

+C—Must use caterer from Civic Center's Approved Catering List. Prices vary: contact caterer for a quote.

ALL WEDDINGS & RECEPTIONS ARE CHARGED THE 8-HOUR RATE.
 Wedding rentals must include at least one Lily for a bride's room.

Additional Charges

Meeting Room Capacities

Extended Hours	\$100/hr past 10 PM
Over Time Fee	\$100/each quarter hour over
Damage Fee	\$TBD
Dance Floor (Fireside)	\$100
Stage Removal (Ex. Hall)	\$150
Portable Stage	\$150
Laptop Interface	\$15
Laptop/LCD projector	\$100/laptop and projector \$50/LCD projector
AV Operator	\$TBD
Event Security	\$50/hr for event with alcohol
EMS	\$25/hr (1EMT) \$60/hr (2 EMTs)

	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>
Cahaba Fireside I	72	32	48
Cahaba II	90	44	48
Cahaba Fireside III	72	32	48
Cahaba Suite (all 3)	250	108	144
Cahaba Lily I	72	32	48
Cahaba Lily II	72	32	48
Cahaba Lily Suites	144	64	96
Exhibit Hall	635*	228	304
Exhibit Hall + Lily	780*	354	462

* There are 182 additional stadium seats in the balcony of the Exhibit Hall.

Facility Rules and Regulations

Accessibility

The Trussville 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 Trussville 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. Champagne toast must be provided by Civic Center's Licensed Alcohol Vendor along with the presence of a Trussville Police Officer(s).
- 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 Trussville Police Officer on duty for the duration of the event. The officer(s) will be booked by the Civic Center at a rate of \$50/ per hour for a minimum of 4 hours.
- The Civic Center Licensed Alcohol Vendor will only serve beer and wine.
- Alcohol will only be served during the following hours: Monday—Friday after 5 PM and Saturday after 12 Noon. No alcohol will be served on Sunday.

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.

Audio Visual

The Civic Center is equipped to accommodate most audio visual and technological needs. Please contact the Events Manager for additional information.

Bands and DJ's

All Bands and DJ's must provide their own equipment and adhere to all rules of the facility. Each event space is equipped with power. Bands must meet with the Events Manager prior to the event. Additional lights and sound equipment will result in additional charges. Water-based smoke machines are only allowed in the Exhibit Hall.

Business License

The City of Trussville Business License Ordinance states: Any person, company, principal or agent who conducts business in the Trussville Civic Center or other municipal building or area surrounding such building, who has no fixed place of business within the corporate limits of the City of Trussville, 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 Trussville 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 Trussville for taxation purposes. An application for a City of Trussville Business License & Taxes can be obtained by contacting the City Administrative Office at (205) 655-7478. Downloadable forms may be found at www.trussville.org under the business section.

Cleaning and Damages

The Civic Center will remove trash and clean the floors, however, we ask that you leave the room as you found it and place all trash in the receptacles provided. The customer is responsible for any and all damage to the facilities or equipment (ordinary wear and tear excepted). Failing to leave the facilities in a clean and acceptable condition may result in the imposition of extra cleaning fees or repair charges. Customer must provide a valid credit card as a security deposit for the event and the City shall be authorized to charge the credit card in the event extra fees or repair charges are necessary.

Deposit

If your event is to take place less than six months from the initial booking date, a 50 % deposit is due within fifteen days. If your event is to take place more than six months from the initial booking date, a 10% deposit is due within fifteen days.

Facility Rules and Regulations

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 Exhibit Hall or lobby areas. Balloons may be used for decoration in the Cahaba Fireside and Cahaba Lily rooms only.

Exhibits

Floor plans must be approved by Events Manager. Insurance must be obtained for all Exhibit shows. The City of Trussville shall be named as an additional insured on all such policies, and a Certificate of Insurance must be submitted to the City in conjunction with the floor plans. Special Event Permits and/or Trussville Business License will be required for Exhibit shows.

First Aid/Emergency Services

The City of Trussville's mass gathering ordinance requires Emergency Medical Personnel as outlined below:

Under 300 persons	No coverage required
300 to 399 persons attending	1 EMT required at a rate of \$25/per hour
400-499 persons attending	2 EMTs required at a rate of \$60/per hour
Over 500 persons attending	TBD by Events Manager

All emergency personnel will be ordered by the Events Manager and shall result in additional charges. No outside emergency personnel will be allowed.

Food & Beverage

The Trussville Civic Center is pleased to have a Preferred Catering List to meet your events' needs and budget. A list of our Preferred Caterers can be obtained through the Events Manager. Food and beverages are not allowed in any of the public areas of the facility. No red beverages allowed. **ALL FOOD AND BEVERAGE CHARGES are paid to the Civic Center. No cooking is allowed in the Civic Center kitchen unless by preferred caterers.**

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.

Parking

The Civic Center has 350+ parking spaces for use at no charge.

Security

Security will be required at all events where alcohol is served and any other event deemed necessary by the Civic Center staff. All security personnel will be ordered by the Events Manager and shall result in additional charges. No outside security will be allowed.

Set-Up

Set-up, starting and ending times will be strictly adhered to. Additional charges will be imposed for events which extend the scheduled event completion time at the rate of \$100.00 for every quarter hour that the event extends beyond the scheduled time. Fire codes will be adhered to in all event space. All events are subject to the inspection and approval of the Fire Marshall and Events Manager. Modification of the room layout during an event will result in additional charges.

Smoking

The Trussville Civic Center is a smoke-free facility. No smoking is permitted in the facility, including vapor cigarettes.

Tax Exemption

The Civic Center will collect sales taxes in accordance with state law. If a person or organization is exempt from the payment of sales taxes, a copy of the State letter of exemption is required. Additional information concerning tax procedures can be obtained through the Events Manager.

Teen Events

No Teen Events are allowed at the Trussville Civic Center.

Conduct and Behavior

All rules and regulations of the Civic Center must be followed at all times. The City of Trussville 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.

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.*
- *Move-in/ move-out of event space will be from the loading dock side of the building. No move-in/ move-out will be allowed through the front doors of the facility.*
- *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 Manager on Duty.*



The Civic Center is intended to provide space for special meetings and events for the community. It is not intended to provide a regular place of business for any organization or group. Accordingly, no group, entity, person, organization or affiliate of any of them shall be permitted to reserve the Civic Center more than once per calendar quarter. Events hosted or sponsored by the City of Trussville will not be subject to any limitation on facility usage.

The F.i.t. Biscuit

(205) 655-0119

The Three Eared Rabbit

(205) 655-2000

www.thethreeearredrabbit.com

Chick-fil-A

(205) 661-0544

www.chick-fil-a.com

^^The Happy Catering Company

(205) 251-8925

www.happycatering.net

Jim 'N Nick's Catering

(205) 637-2977

www.jimnicks.com

Sherry's Café, Catering & Cakes

(205) 655-5260

www.sherrysfloralandcatering.com

Meals by Misty

(205) 508-5993

www.mealsbymisty.com

Marco's Pizza

(205) 661-5555

www.marcos.com

- Linens are NOT included
- These are the ONLY caterers allowed at the Trussville Civic Center
- ^^ Must use for alcohol purchase and service
- **ALL pizza orders must go through Marco's**
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Rebecca Long Photography