

# TRUSSVILLE CIVIC CENTER EVENT GUIDELINES



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[www.trussville.org](http://www.trussville.org)

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## — ROOM-RATES — Sunday - Thursday —

EVENT SPACES	Sunday - Thursday / 4-HR		Sunday - Thursday / 8-HR	
	Resident	Non-Resident	Resident	Non-Resident
Fireside 1	\$280 + C	\$450 + C	\$450 + C	\$625 + C
Fireside 2	\$250 + C	\$420 + C	\$425 + C	\$625 + C
Fireside 3	\$280 + C	\$450 + C	\$450 + C	\$625 + C
Fireside Duo (2 Rooms)	\$450 + C	\$675 + C	\$675 + C	\$900 + C
Fireside Suite (3 Rooms)	\$675 + C	\$850 + C	\$850 + C	\$1,250 + C
Lily 1	\$250	\$335	\$335	\$500
Lily 2	\$250	\$335	\$335	\$500
Lily Suite (2 Rooms)	\$390	\$565	\$560	\$785
Exhibition Hall	\$840 + C	\$1,430 + C	\$1,450 + C	\$2,350 + C
Exhibition Hall + Lily Suite	\$1,120 + C	\$1,700 + C	\$1,800 + C	\$2,800 + C
All Event Space (8 Hours)	Resident		Non-Resident	
	\$2,500 + C		\$4,000 + C	

## — Friday & Saturday — ROOM-RATES —

EVENT SPACES	Friday & Saturday / 4-HR		Friday & Saturday / 8-HR	
	Resident	Non-Resident	Resident	Non-Resident
Fireside 1	\$290 + C	\$470 + C	\$465 + C	\$650 + C
Fireside 2	\$265 + C	\$450 + C	\$450 + C	\$650 + C
Fireside 3	\$290 + C	\$470 + C	\$465 + C	\$650 + C
Fireside Duo (2 Rooms)	\$475 + C	\$700 + C	\$700 + C	\$950 + C
Fireside Suite (3 Rooms)	\$700 + C	\$875 + C	\$875 + C	\$1,275 + C
Lily 1	\$265	\$350	\$345	\$515
Lily 2	\$265	\$350	\$345	\$515
Lily Suite (2 Rooms)	\$415	\$600	\$575	\$800
Exhibition Hall	\$875 + C	\$1,475 + C	\$1,500 + C	\$2,450 + C
Exhibition Hall + Lily Suite	\$1,175 + C	\$1,750 + C	\$1,850 + C	\$2,900 + C
All Event Space (8 Hours)	Resident		Non-Resident	
	\$2,750 + C		\$4,250 + C	

# PRICING INFORMATION

- 50% of the Booking Fee + Rental Deposit is due the day of booking. Remaining balance due 3 days before event. **\$250 rental deposit for Ex. Hall, \$125 rental deposit for Firesides and Lilies.**
- + C = Plus Catering Fees. Must use caterer from Civic Center's Approved Catering List. Prices vary. Contact caterer directly for a quote. You will pay Civic Center directly for catering.
- DEPOSIT: Will be returned after the event pending adherence to all Civic Center Guidelines and YOU ARE OUT ON TIME.
- PAYMENTS: We accept cash, check, and credit/debit cards. **There is a 3.66% processing fee for all Credit/Debit Card Transactions.**
- All checks are made payable to The City of Trussville. Please include your driver's license number, expiration date, and phone number.
- EVENT CANCELLATION POLICY: An Events Manager must be notified of your cancellation.
  - More than 90 days prior to event: you receive full refund of down payment.
  - 30 – 90 days prior to event: you receive 50% refund of down payment.
  - Less than 30 days prior to event: 100% refund of down payment is forfeited.
- ONLINE BOOKING: Pending availability and approval from Events Manager, you can book a facility online at <https://trussville.org/departments/parks-recreation/rental-information/>.
- Tables, Chairs, Set-up, Clean-up, + Audio/Visual are included in the overall price.

## ADDITIONAL FEES

Rental Deposit	\$125 / \$250 for Exhibition Hall
Extended Hours	\$150/hr. past 10PM Friday & Saturday only
Overtime Fee	\$100/every 15 minutes over booking time
Coffee & Water	\$2.00 per person / \$20 or \$40 refills
Round Black Linens	\$10 per round table

## ALCOHOL POLICY

- Alcohol is permitted for private events only. Beer & Wine ONLY.
- All events serving alcohol must use Happy Catering Company.
- No outside alcohol is allowed.
- Events serving alcohol must have Trussville Police officers for security.
- Officers are \$55 per hour for a minimum of 4 hours.
- Officers must be booked through Rollkall.com or by calling 1-855-721-2830

## SOCIAL MEDIA

Events held at the Trussville Civic Center may be photographed or shared on our social media platforms. If you prefer your event not be posted, please notify the Events Managers.

## CONNECT WITH US:

Follow our Facebook and Instagram for event updates, announcements, and everything happening at the Trussville Civic Center



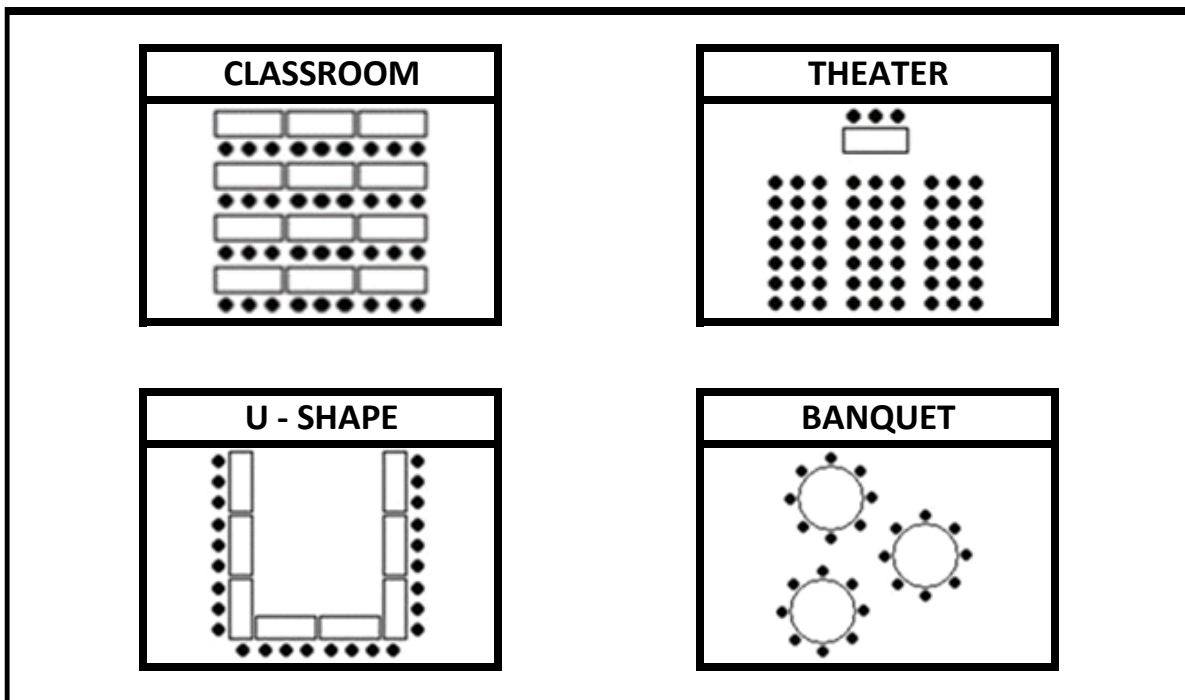
# ROOM-CAPACITIES

EVENT SPACES	<i>Theater</i>	<i>Classroom</i>	<i>Banquet</i>
Fireside 1	80	45	48
Fireside 2	96	52	48
Fireside 3	80	36	48
Fireside (2 Rooms)	162	75	96
Fireside Suite (3 Rooms)	250	108	144
Lily 1	64	40	48
Lily 2	64	40	48
Lily Suite (2 Rooms)	144	75	96
Exhibition Hall	768*	150	304
Exhibition Hall + Lily Suite	988*	150	462

- There are an additional 182 stadium seats in the balcony overlooking the Exhibition Hall.
- Balcony must be accessed from lobby stairwell or elevator.

**\*\*NO FOOD OR DRINKS IN THE BALCONY\*\***

## ROOM LAYOUT EXAMPLES



# 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 events 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. Civic Center's Licensed Alcohol Vendor must provide champagne toast along with the customer providing 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 the 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. 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 disabled individuals in all areas of the facility where the public is allowed.

## AUDIO/VISUAL

With brand new state-of-the-art audio/visual equipment installed in September of 2024, we are well equipped to accommodate most technological needs. With PC's installed in every room with Microsoft Office, all you need is a USB drive with whatever you might be presenting. HDMI connection is another option for each room or even Apple Airplay for Mac users. Cameras are installed in two of the rooms for video conferencing. All of this plus any microphones are included in the event space price.

## BANDS AND DJ's

All Bands and DJs must provide their own equipment and adhere to all the 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](http://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 all damage to the facilities or equipment (ordinary wear and tears accepted). Not leaving the facilities in a clean and acceptable condition may result in the imposition of extra cleaning fees or repair charges. Customers 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

A down payment of 50 % of your rental rate + rental deposit is due the day you are booked in our system. The remaining balance is due 3 days before your event. The rental deposit for the Ex. Hall is \$250, and all other rooms are \$125. The deposit will be returned after the event pending adherence to all Civic Center Guidelines and YOU ARE OUT ON TIME.

## DECORATIONS

The use of tape, staples, stick pins, or Velcro on any wall or door is strictly prohibited. Please consult the Event Managers for approved alternatives for hanging decorations. The use of confetti, bird seed, rice or similar items is not permitted under any circumstances. Candles are allowed on tables only if they are enclosed in a glass or metal container that extends at least three inches above the flame.

Helium Balloons are not allowed in the Exhibition Hall or lobby areas. Balloon arches and standard balloons are permitted, but customers must take all balloons with them or pop them into a trash can before leaving. **ABSOLUTELY NO CONFETTI—this includes confetti inside of balloons.** Violations of this rule will result in a loss of deposit.

## EXHIBITS

Event Managers must approve floor plans. Insurance must be obtained for all Exhibit shows. The City of Trussville shall be named as an added insurer 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.

## FOOD AND 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 Event Managers. 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 private 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 Event Manager and shall result in additional charges. No outside security will be allowed. Security is \$55 an hour for a minimum of four (4) hours.

## **SET-UP**

Set-up, starting and ending times will be strictly adhered to. Additional charges will be imposed for events that 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 spaces. All events are subject to the inspection and approval of the Fire Marshall and Event Managers.

## **SMOKING**

The Trussville Civic Center is a smoke-free facility. No smoking is permitted in the facility, including E-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 as well as the tax-exempt number on applicable invoices. Additional information concerning tax procedures can be obtained through the Event Managers.

## **TEEN EVENTS**

No Teen Events are allowed at the Trussville Civic Center.

## **THIRD PARTY RENTAL COMPANIES**

Third-party Vendors are allowed for events held at our facility. However, all third-party vendors must obtain a valid City of Trussville Business License prior to providing services at the event. It is the responsibility of the customer renting the facility to ensure that any third-party vendor they hire submits a copy of their Trussville Business License to the Event Managers or the City of Trussville prior to the event date. Trussville Business Licenses can be obtained and completed through [www.trussville.org](http://www.trussville.org) . Any damage done to the facility would be the responsibility of the customer renting the facility.

For additional details regarding Licenses, please refer to the Business License section above.

# APPROVED CATERING LIST

## CHICK-FIL-A - Trussville

205 – 661 – 0544

[www.chick-fil-a.com](http://www.chick-fil-a.com)

## FULL MOON BBQ

205 – 655 – 1515

\*Must use Trussville Location

## HAPPY CATERING COMPANY

205 – 251 – 8925

[www.happycatering.net](http://www.happycatering.net)

## HERO DONUTS & BUNS

205 – 777 – 7764

[www.herodoughnutsandbuns.com](http://www.herodoughnutsandbuns.com)

\*Must use for alcohol (Beer and Wine Only)

## JIM N' NICKS BBQ

205 – 637 – 2977

[www.jimnicks.com](http://www.jimnicks.com)

## MEALS BY MISTY

205 – 508 – 5993

[www.mealsbymisty.com](http://www.mealsbymisty.com)

## RODNEY SCOTT'S BBQ

205 – 777 – 7764

[www.rodneyscottsbbq.com](http://www.rodneyscottsbbq.com)

## SHERRIE'S CAFÉ, CATERING & CAKES

205 – 655 – 5260

[www.sherryscafetrussville.com](http://www.sherryscafetrussville.com)

## TABLE & THYME

205 – 597 – 4480

[www.tableandthyme.co](http://www.tableandthyme.co)

## THREE EARED RABBIT

205 – 655 – 2000

[www.thethreeearedrabbit.com](http://www.thethreeearedrabbit.com)

## UMAMI - TRUSSVILLE

205 – 508 – 5737

[www.umamitrussville.com](http://www.umamitrussville.com)

## WALK ON'S SPORTS BISTREAUX

205 – 289 – 8333

[www.locate.walk-ons.com/al/trussville](http://www.locate.walk-ons.com/al/trussville)

## CHICKEN SALAD CHICK – TRUSSVILLE

205 - 537 – 1170

[www.chickensaladchick.com](http://www.chickensaladchick.com)