

GENERAL RENTAL FEE INFORMATION

	<u>PRICE</u>	<u>CAPACITY</u>
DOGWOOD ROOM RENTAL FEE*		
Residents**	\$1200	200 SEATED OR 295 STANDING
Non Residents	\$1325	
LODGE RENTAL FEE*		
Residents**	\$1100	200 SEATED OR 295 STANDING
Non Residents	\$1225	
VESTAVIAN ROOM*		
Residents**	\$1000	85 SEATED OR 150 STANDING
Non Residents	\$1125	

*\$500.00 of each rental fee is a deposit which is refundable ONLY if all contract guidelines are followed.

Each fee is for facility rental use only and does NOT include the following:

EVENT MONITOR FOR ALL EVENTS: **\$60.00 for the first 3 hours, \$20.00 per hour** thereafter until the event is over and the venue is locked. This fee is to be paid in cash to the Event Monitor before the start of the event.

EVENTS WHERE ALCOHOL IS CONSUMED WILL REQUIRE SECURITY IN THE FORM OF A VESTAVIA HILLS POLICE OFFICER. Authorization to do so is granted with the following provisions:

- \$300.00 fee for privilege to serve alcoholic beverages on City property
 - Police Officer(s) presence required on City property (Number of officers dependent upon party attendance).
1. Alcohol cannot be sold.
 2. No drinks may be carried outside the facility; except for its covered area.
 3. No alcoholic beverages may be served to minors (Under age 21).
 4. Misbehavior and excessive alcohol use will not be tolerated and monitored constantly by VHPD and could result in the cease of alcohol use or the event/rental being shut down.

Vestavia Hills Parks and Recreation
1973 Merryvale Road
Vestavia Hills, Alabama
205.978.0166/ FAX 205.978.0174

Contracts are accepted Monday thru Friday 8AM-4PM.

All transactions required valid proof of identification.

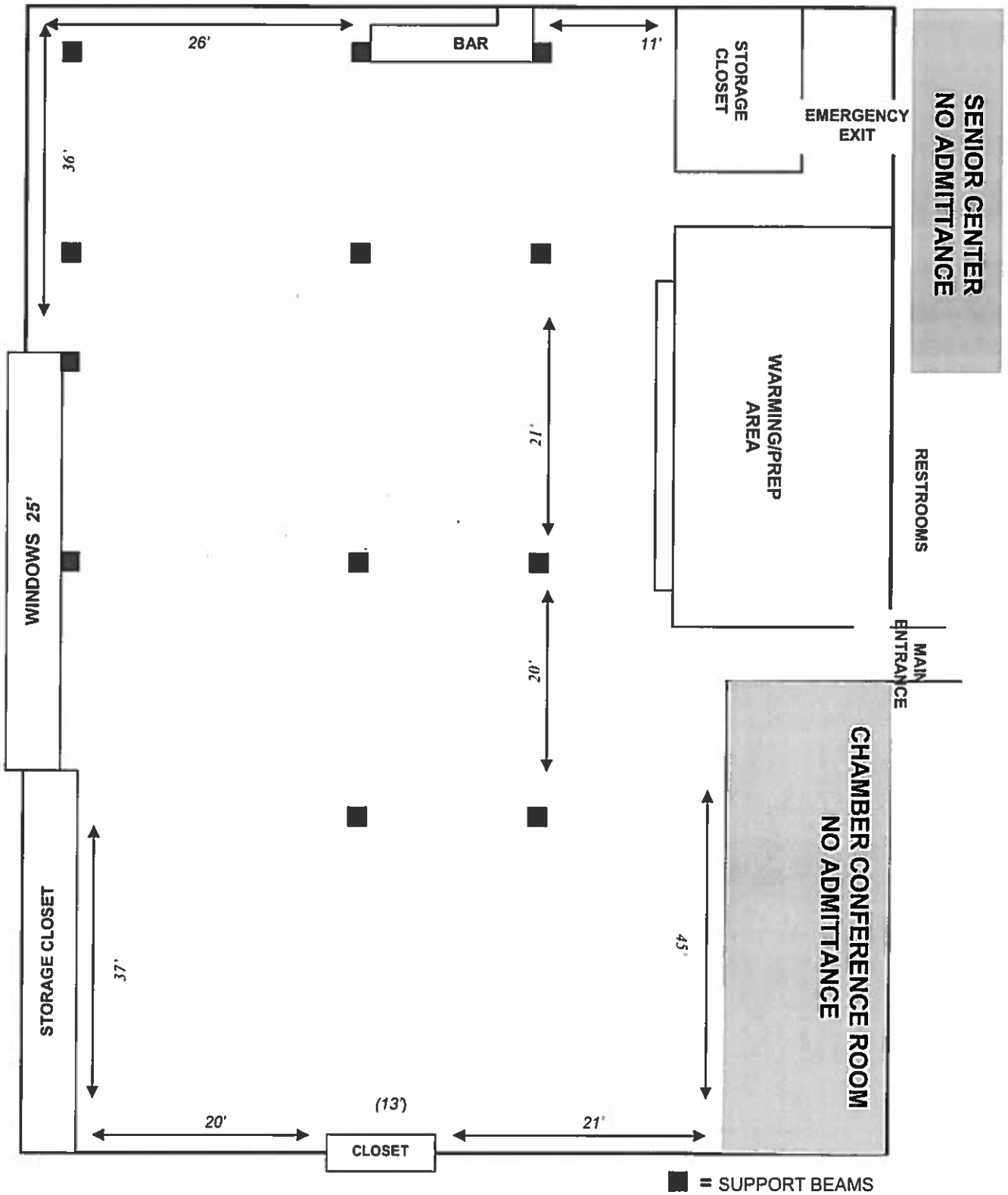
Visa, Master Card or Discover are accepted and are assessed a 3% processing fee.

****Residents must verify residency by showing a current state photo ID and a current utility bill.**

DOGWOOD ROOM

THE FOLLOWING EQUIPMENT IS AVAILABLE FOR USE:
 25 - 60" ROUND TABLES (seats 7 - 8) 3 - 8' TABLES (seats 8 - 10) 2 - 6' TABLES (seats 6 - 8)
 200 CHAIRS

WARMING AND PREPARATION AREA INCLUDES WARMING OVEN, COMMERCIAL REFRIGERATOR, ICE MAKER
 * THIS AREA FOR KEEPING FOODS WARM OR COLD ONLY NOT COOKING



DATE OF EVENT _____ DATE SETUP WAS RECEIVED _____ NUMBER OF GUESTS _____

RENTER'S NAME _____ HOME # _____

TIME OPEN TO DECORATE _____ TIME OPEN FOR EVENT _____ WORK OR CELL # _____

TIME OF RENTAL EQUIPMENT DELIVERY AND PICK-UP
 DELIVERY _____ PICK-UP _____ (MUST BE PICKED UP AFTER EVENT HAS ENDED)

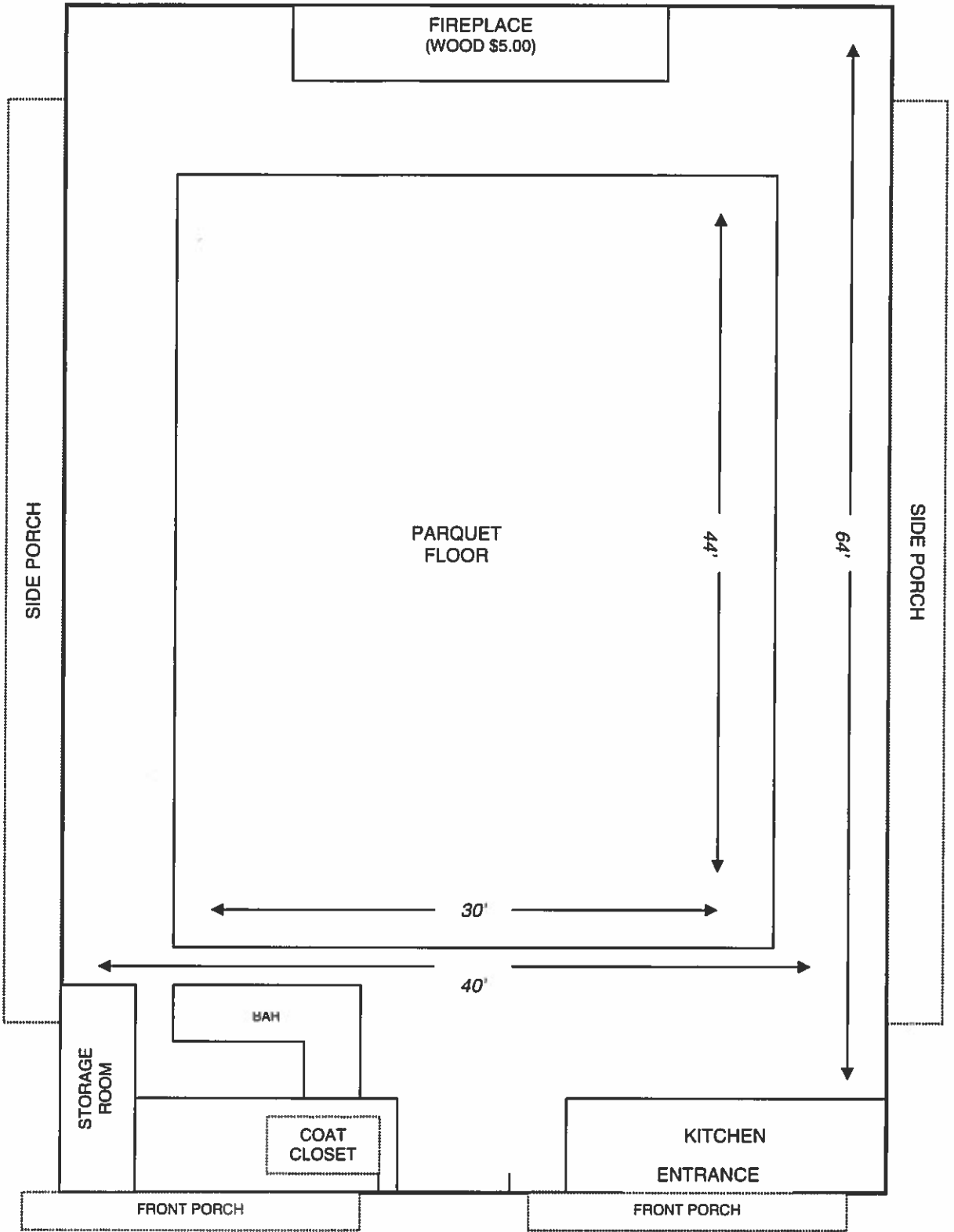
IF THIS FORM IS NOT RETURNED WITHIN 2 WEEKS PRIOR TO THE EVENT DATE THERE WILL BE A \$50.00 LATE FEE ASSESSED

STORAGE ROOM

LODGE

RESTROOMS

THE FOLLOWING EQUIPMENT IS AVAILABLE FOR USE: 200 CHAIRS
 21 - 8' TABLES (seats 8 to 10) 4 - 6' TABLES (seats 6 to 8) 4 - 60" ROUND TABLES (seats 6 to 7)
 6 - CARD TABLES Max Capacity - Seated 200 Guest w/ Tables and Chairs Standing 295
 Standing 295 Guest w/ Tables for Food Only & Chairs around the Walls
 Full Kitchen (Commercial Oven, Ice Maker, Refrigerator, Microwave Oven)
 Steam Table (Liner Pans Not Provided), Podium (\$25.00),



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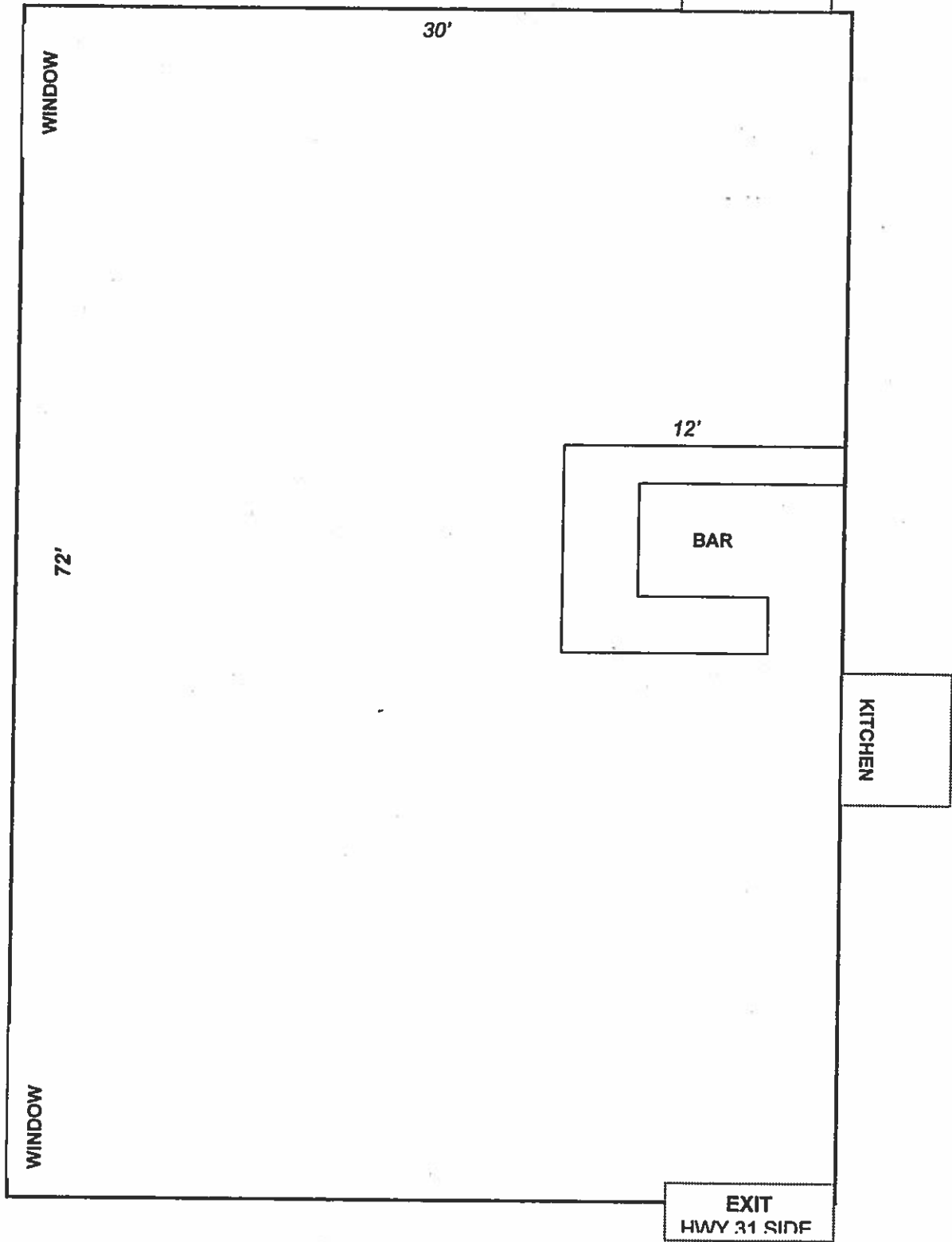
TIME OF RENTAL EQUIPMENT DELIVERY AND PICK-UP
 DELIVERY _____ PICK-UP _____ (MUST BE PICKED UP AFTER EVENT HAS ENDED)

IF THIS FORM IS NOT RETURNED WITHIN 2 WEEKS PRIOR TO THE EVENT DATE THERE WILL BE A \$50.00 LATE FEE ASSESSED

VESTAVIAN ROOM SETUP

FOYER
ENTRANCE

**THE FOLLOWING EQUIPMENT IS AVAILABLE FOR USE: 85 CHAIRS (70 MATCHING)
 12-8' TABLES (seats 8 to 10) 6-6' TABLES (seats 6 to 8) 8-60" ROUND TABLES (seats 7 to 8)
 FULL KITCHEN (ELECTRIC STOVE, STANDARD REFRIGERATOR, MICROWAVE OVEN)
 PODIUM (\$25.00)**



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