



FIVE RIVERS

ALABAMA'S DELTA RESOURCE CENTER

SPECIAL EVENTS PACKET



Also available online at www.Alabama5Rivers.com and Facebook

We are happy that you're considering having your special event here at 5 Rivers. We are open seven days a week, and the facility is available for rental for wedding ceremonies, receptions and rehearsal dinners, for birthday parties and company receptions, for class and family reunions, and for many other groups looking for a place to hold an event.

Inside this packet you will find information on rental of the facilities, such as pricing and payment, catering and decorating rules, and the answers to some commonly asked questions.

If after talking with our staff and reading over this information you decide you'd like to make a reservation, please contact us for an application packet at 251-625-0814.

Thank you.

5 Rivers Staff

5 Rivers – Alabama's Delta Resource Center
30945 Five Rivers Blvd.
Spanish Fort, AL 36527
Phone: 251-625-0814
Fax: 251-625-0864



Five Rivers

Alabama's Delta Resource Center

The Gateway to Outdoor Recreation, Conservation Education, and Land Stewardship

www.alabama5rivers.com



Delta Hall Reservation Information

The heart of the Five Rivers Delta Resource Center is the Delta Hall. This architectural masterpiece is a premiere meeting and reception space for the Gulf Coast and overlooks the beautiful Mobile-Tensaw River Delta – the United State's second largest river delta. The Longleaf Room is available for short breakfast or luncheon meetings and the entire building and surrounding deck provides an unparalleled evening reception space. To plan your special event, please contact our staff.

PRICING

Evening (Setup begins at 2pm M-F, 12pm for Sat.; Guests may arrive after 5pm; Close by 11pm (additional late fees apply if guests are still present after 11pm.)

Monday-Thursday: \$900

Friday/Sunday: \$1500

Saturday: \$2100

Wedding Ceremony: Add \$400

Midday Luncheon (10am-2pm)

Longleaf Room/Screened Porch Only

Monday-Thursday (not available Friday, Saturday or Sunday) \$400

PAYMENT INFORMATION

- Deposit of 50% reserves the facility
- Deposit is refundable up to 30 days before the event minus a \$35 processing fee
- Balance is due 10 days prior to the event
- Payments can be cash, check, or credit card

CAPACITY

Delta Hall Lobby: 120 seated at 60" rounds

Longleaf Room: 72 seated at 60" rounds

Screened Porch: 40 seated at 60" rounds

Maximum Indoor Capacity: 275 total (200 seated)

BUILDING USAGE POLICIES – Please read carefully.

Five Rivers Delta Resource Center is owned and operated by the Alabama Department of Conservation and Natural Resources, State Lands Division. The facility is designed to be used by the community for education and enjoyment of the public. Its buildings are beautiful and unique, and their protection is the responsibility of 5 Rivers Staff. The use of the facility is made available under specific conditions outlined below, and these conditions are subject to change without notice.

General:

1. **Events may be held from 5:00 p.m. until 11:00 p.m.**, with the exception of the Long Leaf Room which is available for daytime rental Monday-Thursday. Events are subject to availability, booked on a first-come basis at the discretion of the 5 Rivers Events Staff.
2. All events are subject to approval by the Manager of 5 Rivers Delta Resource Center.
3. **The reservation is confirmed when** the event description, date, time, location and number of guests are agreed to, and a 50% deposit has been received.
4. **Overtime charges** will be applied if the event extends beyond 11pm for evening events at the rate of \$350/hour, and 5pm for daytime events at the rate of \$150/hour.
5. Five Rivers provides chairs, tables, a beautiful, clean facility and an accommodating staff. We will set up the tables and chairs per your instructions and will remove them and clean the building after the event.
6. Reservations are not accepted more than 14 months in advance.
7. **Tensaw Theater** may be added to rental of the Delta Hall for an additional \$100, or rented alone for \$400 without Delta Hall. The Tensaw is a 90-seat high definition, surround sound projection theater.
8. The renter may use the 40" plasma screen television in the Delta Hall at no extra charge. The monitor accepts DVD and computer presentations with or without sound.
9. **Smoking is allowed outside the buildings only**, please dispose of cigarette filters in the ashtray receptacles and not on the decking or grass. Eating and drinking are restricted to Delta Hall and/or the Tensaw Theater Lobby depending on which areas have been rented. **Eating and drinking is NOT permitted in the Apalachee Exhibit Hall or the Tensaw Theater itself.**
10. **Five Rivers will not be responsible for any items or properties** belonging to guests that are lost, stolen, damaged or destroyed while on or around the premises.
11. **Five Rivers is closed with a secure gate after hours. If any vehicle is left overnight**, it will be subject to towing at the owner's expense unless the staff is made aware of the need for it to remain in the parking lot. If staff approves a vehicle remaining overnight on property, the vehicle must be picked up during business hours the next day, and the owner's contact information left with staff.

Catering, Decorating, Rentals, Security and Music:

12. The **renter makes arrangements for all decorations, table linens, specialty tables or seats**. Renter also subcontracts directly with any entertainment and catering vendors and bartenders.
13. **Renter may use the licensed caterer of his choice.** Any caterer that has not signed the 5 Rivers Catering Policies must do so prior to the event.
14. **Crawfish Boils are expressly prohibited.**
15. **Caterer must be licensed as a business in the State of Alabama.** Caterer may use the kitchen facility in the Delta Hall for staging and food preparation. There are no kitchen facilities onsite. Caterer is responsible for leaving the kitchen clean and orderly, busing all tables during the event, and for removing all food waste.
16. **Rental items must be removed by the next morning.** If event is held on a Saturday, pickup must be scheduled for early Sunday morning. If stored overnight, glassware and silverware must be returned to their containers and stored outside until pickup.

17. **Security: Renter is required to provide security personnel if any of the following conditions are met:**
- Alcohol is served**
 - Attendance is expected to exceed 200 people; and/or**
 - Live or Silent Auction(s) are held.**
- This provision is intended to provide for both the safety of guests and the safety of the facility. Security personnel must be uniformed and may be an active police officer hired from a licensed and insured security company. Renter must provide security documentation to 5 Rivers for review and approval no later than 10 days prior to the event. Security personnel are under direct supervision of 5 Rivers Staff and subject to all staff instructions. Security is expected to arrive no later than 30 minutes prior to the scheduled arrival of guests and must stay until the last guest departs.
18. **No decorations or signs may be adhered to the walls or windows by any means.**
19. **Open flame of any kind is not permitted for safety reasons.** All candle/flame receptacles must be pre-approved by 5 Rivers Staff. All candles MUST be set inside glass containers where the flame is lower than the glass.
20. All rentals, floral arrangements, decorations, music and contracted services must be approved by 5 Rivers Staff no later than 10 days prior to the event. This is especially true of anything that needs to be attached to the decking, docks, glass, pilings, etc. including but not limited to floral arrangements, wires, lights, dance floors, etc. **A schedule of all deliveries** (rental items, floral, décor, catering) must be submitted one week prior to the event. Items cannot be affixed in any way to the fireplace wall on either side.
21. **Please do not use rice, bird seed, glitter, confetti, toilet paper, shaving cream, silly string, or sparklers, etc.** Things that work well in their place are fresh flower petals, a bubble machine, bells, or shakers (pom-poms).
22. **Alcohol may be served to your guests beginning only after 5:00pm,** provided that it is served by a **third party bartender or may be provided by the caterer.** **A cash bar is not allowed under Alcohol Beverage Control Board** without first obtaining a special events license. The 5 Rivers alcohol clause must be read and signed no later than 10 days prior to the event by an authorized party.
23. Exhibit installations will not be moved or broken for events. Plush furniture around Delta Hall Lobby may be used and moved within Delta Hall at the renter's request. If the renter requests that the furniture be moved out of the Delta Hall altogether, the staff can do that as well. The plush furniture may not be set up outside.
24. **The Sinker Table** in Delta Hall may be moved within the Lobby, but may not be moved to another room or out of the building. If using the Sinker Table for any reason during your event (such as a guest sign-in table, a gift table, etc), this must be approved by 5 Rivers Staff prior to the event. The table is **NOT** available for use as a bar, hot foods or any function that may be damaging to the wood.
25. **Please call for an appointment with our staff to bring in caterers, decorators, planners, etc.**

OUR WAREHOUSE

(Subject to availability, for use in Delta Hall, decking around Delta Hall, and Tensaw Theater)

19	60" rounds, seats 8 people per table	8	6' buffet tables
8	48" rounds, seat 6-7 people per table	4	5' buffet tables
190	Cloth stacking chairs (greenish)	2	8' buffet table

If you have any questions, feel free contact The 5 Rivers staff at (251) 625-0814.