



FIVE RIVERS

ALABAMA'S DELTA RESOURCE CENTER

SPECIAL EVENTS PACKET



Also available online at www.Alabama5Rivers.com

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, some 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 and Sunday, 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: \$1500
- Saturday: \$2100
- Sunday: \$1500
- Wedding Ceremony (includes Tensaw Theater, earlier setup): Add \$400

Midday Luncheon (10am-1:30pm)

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: 104 seated at 60” rounds
- Longleaf Room: 72 seated at 60” rounds
- Screened Porch: 40 seated at 60” rounds
- Maximum Indoor Capacity: 300 total (195 seated)

**Prices subject to change without notice.*

FREQUENTLY ASKED QUESTIONS

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. 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.
5. Reservations are not accepted more than 14 months in advance.
6. 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.
7. Smoking is allowed outside the buildings only.

Catering, Decorating, Rentals, Security and Music:

8. The renter makes arrangements for all decorations, table linens, specialty tables or seats. Renter also subcontracts directly with any entertainment and licensed catering vendors.
9. If the number of guests expected exceeds 200, the renter is responsible for providing licensed and insured security personnel, both for the safety of their guests and the safety of the facility.
10. 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.
11. Alcohol may be served to your guests, provided that it is served by a hired bartender or 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.

For a complete list of Building Usage Rules, please see our website at www.alabama5rivers.com under Delta Hall Reservations or contact us at 251-625-0814.

OUR WAREHOUSE

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

- 20 60" rounds in stock, seat 8 people per table
- 8 48" rounds, seat 6-7 people per table
- 195 Cloth stacking chairs (green)
- 8 6' buffet tables
- 4 5' buffet tables
- 2 8' buffet table

Thank you for your interest. If you'd like to speak with a 5 Rivers staff representative about hosting your event, please give us a call at 625-0814. Information and photographs of Delta Hall and 5 Rivers can also be found at www.alabama5rivers.com, and on the 5 Rivers Delta Resource Center [Facebook](#) page.