



2022 New Pricing Structure FEES, REGULATIONS, AND POLICIES

ROOM RENTAL RATES

	Room Rate	Hour Usage	Deposit (Non-Refundable)	Daily Buy Out 16 hrs	Capacity	Damage Waiver (Refundable)
Auditorium	\$3,200	8hrs	\$1,600	\$6,200	5,000	\$500
Exhibition Hall	\$1,200	8hrs	\$600	\$2,300	1,000	\$250
Garden Walk	\$700	8hrs	\$350	\$1,300	350	\$100
Lobby	\$575	4hrs	\$250	\$1,050	150-200	\$100
Foyer	\$450	2hrs	\$225	\$800	125-175	\$100
Conference Room	\$300	2hrs	\$150	\$500	40	\$100

***In order to confirm your room rental, a damage waiver and deposit must be paid.**

The room rental rates are baseline fees to rent the venue space. Your estimated event needs will be assessed during your initial consultation and you will receive an invoice based on your event needs including staffing, equipment rentals, any additional event fees in addition to your room rental cost. Events held on City of Birmingham observed holidays are subject to a 25% increase on room rental rates and an increase in event labor fees.

EVENT FEES

- Additional Hours... \$100/hr (up to 4hrs/more than 4 additional hours needed requires a daily buy out)
- Rehearsal Dinner/ Day Before Set up..... \$1,250.00 Auditorium (*If space is Available/8hr Max)
\$500 Expo Hall (*If space is Available/4hr Max)
- Load in/Set up before 8am.....\$150
- Coat Check Service & Attendant.....\$250 (1 Attendant / 4 hrs Max/ Additional Attendant \$75)
- Valet Parking.....TBD Based on event needs
- Fire Permit.....\$100.00
- Special Power Usage \$100.00
- Special Water Usage Lessee must contact Birmingham Water Works and Birmingham Fire Department for permits and water meters.
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EVENT STAFFING (4hr. min.) Additional hours will incur chargers

- Security Guard..... \$180 ea (4 hrs Min /\$45.00 ea. Additional hr)
- Doormen..... \$18.00hr ea. (During events only)
- Head Doormen..... \$20.00hr ea.
- Ticket Takers \$18.00/hr ea.
- Police Officers..... \$200ea. Additional hours \$50.00/hr.
- EMS.....\$175ea. (4hrs Min/\$50/additional Hr)
- Ushers.....\$18/hr ea.

Please note, additional security may be required depending on your event needs.

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BOX OFFICE CHARGES

- Cashiers..... \$18.00hr ea
- Supervisor \$22.00hr
- ETix Ticket Set-up \$250.00
- Facility Fee..... \$2.00 per each ticket sold
- Ticket Vendor Fee other than ETix....\$300 plus 5% of each ticket sold.
 - Promoter must provide an accurate ticket sales report to the venue weekly and a final sales report after the event.

All tickets (except comp tickets) pulled from the Box Office MUST be paid for in advance.

Taxes will be collected on all tickets pulled from the Box Office. These tickets cannot be returned.

*** Promoter checks are mailed to the promoter or wired after the Finance department has completed an audit of the event.

MAINTENANCE & CLEANING FEES

- Cleaning Fee\$150 Expo Hall \$250 Auditorium
- Balloon Removal Fee.....\$250
- Confetti, Rice and other small décor' cleaning fee.....\$500
- Furniture Removal/Replacement.....\$200
- Setup Change Fee.....\$150
- Change over/Room Flip.....\$500
- Circus Clean-up Fee \$500.00
- Large Event Cleaning Fee \$350 (500 or more guest)

EQUIPMENT RENTAL FEES

Usage/Rental Fees:

- Tables.....First 20 Tables Included. \$15/additional table rental (Chairs Included)
- Risers/ Stage Decks..... \$50.00 /4 x 8 Deck (Amount depends on stage size requested)
- Runway..... Set up + Stage Deck Rental Exhibition Hall \$200.00 Auditorium \$350
- Barricade..... \$150.00 each
- Bicycle Rack..... \$40.00 each
- Stanchions..... \$45/set (Retractable) \$55/set (Leather Rope)
- Portable Bar.....\$150.00 each
- White Sofa..... \$75 each
- Coffee Tables..... \$40 each
- Spotlight \$75.00 each does not include operator)
- Upright Piano\$75.00 (does not include tuning)

- Grand Piano\$150.00 (does not include tuning)
- Podium w/ Mic..... \$150.00 Acrylic \$75 Wood (Specialty Logo Added \$75)
- Screen/Projector.....\$300.00

LICENSES & TAXES

- Concert /Special Event License \$200.00 City Of Birmingham (1st floor of City Hall)

License costs vary depending on the event type

10 % Sales Tax * Non-profit organizations whose ticket sales do not exceed \$25,000.00 are not required to pay sales taxes and purchase a business license. *

CONCESSIONS & ALCOHOLIC BEVERAGES NO OUTSIDE FOOD, ALCOHOL, BEVERAGES ARE ALLOWED INSIDE OF BOUTWELL AUDITORIUM

Boutwell Auditorium has the right to use and fully operate concession stands located inside of Boutwell Auditorium for any private or public event hosted. The food and bar concessions are at no cost or profit to rental stakeholders. The Senior Event Manager along with the Boutwell Auditorium concessionaire will take into full consideration any request, from the lessee stakeholder, to not operate a concession stand during a specific event or any suggested menu items for food and beverage that will accommodate the stakeholder’s event.

Coca-Cola Bottling Company United-Central, LLC, is the contracted beverage provider and has pouring rights to provide all non-alcoholic beverages at Boutwell Auditorium. Clients/Stakeholders/ Guest are not allowed to bring in alcoholic or non- alcoholic beverages on to the premises of Boutwell Auditorium. All beverages or water served on the premises of Boutwell Auditorium must be a Coca-Cola Bottling Company product.

Alcoholic Beverages: Clients/Stakeholders/ Guest/Event Attendees: are not allowed to bring in or take away any alcoholic beverages to or from the premises of Boutwell Auditorium. No alcohol beverages may be served without the consent of the Event Manager or an authorized designee. All alcoholic beverage request, must be directed to the Senior Event Manager. During the event at Boutwell Auditorium, no alcoholic beverages are to be issued to a minor (anyone under the age of 21). Any violation of this rule will be cause for immediate cancellation of the event. Boutwell Auditorium reserves the right to limit the amount of alcoholic beverages sold or given to any one person during an event.

Boutwell Auditorium, does not allow any outside food or beverage on the premises. If your event is requesting to serve food, we will provide a list of preferred caterers that are licensed to serve food inside on Boutwell Auditorium. If your event requires food and you are requesting prepackaged, boxed meals, your food can be delivered to the Boutwell Auditorium for our preferred caterer. If you are requesting hot meals with a buffet set up, from our preferred caterer, the food cannot be delivered and dropped off, it must be set up and served by an attendant provided by the catering company.

- Vendor/Merchandise Sales..... \$25/vendor \$50/Food Truck (Taxes to be collected after event)
***Vendors & Food Trucks must have a Birmingham Business Licenses in order to operate at Boutwell.. All events requesting Food Trucks must be approved by The Senior Event Manager and the Concessionaire.**

DELIVERY & POSTAGE

All events that require postage for mail outs will be charged the following:
 \$50.00 fee plus cost of postage.

All deliveries for an event need prior approval (from Auditorium Management) before they are shipped to our facility.

Large deliveries that require storage prior to an event is subject to a \$100 handling & storage fee.

FIRE DEPARTMENT REQUIREMENTS

All lessees using candles, fire, smoke machines, haze machines, pyro and any apparatus/machine fueled by gas, propane, etc. must obtain a fire permit from City Hall 3rd Floor, before these items can be brought into the facility.

DECORATION \ PROPS \ EQUIPMENT

All decorations and hanging of signs, lights etc, must have prior approval. Helium balloons are not allowed. Tape, staples, stick pins or Velcro of any kind is prohibited on the venue walls. The Auditorium cannot be responsible for items that are left from events. All items that are left must have prior approval.

SITE INSPECTIONS/WALKTHROUGH

Site inspections and walkthroughs are done by appointment only. All floor plans must be agreed upon and approved by the client and event manager 10 days prior to the scheduled event.

EVENT SET-UPS

All event set-ups/floor plans are due no later than 10 business days prior to your event. If not received within the time frame, you will have to accept the house set-up. Any changes to a set-up will be reviewed and contingent on the discretion of management. Approved set-up changes will incur a minimum fee of \$150.00 fee after house or agreed set up is completed including adding/removing tables & chairs.

All set-ups involving Auditorium Equipment must be handled by the Auditorium employees.

Venue laborers are assigned specific tasks to manage and maintain during event and normal business hours. If there is an immediate need, issue, request or concern that arises during your event, please find building security on the first floor of the venue, who will locate the supervisor on duty or the Senior Event Manager.

PAYMENTS/DEPOSITS/CONTRACTS

***In order to confirm your room rental, a damage waiver and deposit must be paid.**

In order to confirm your date and room rental desired, you or a representative must pay an initial nonrefundable deposit of 50% of the total room rental rate and a refundable damage waiver (waiver amount may vary based on room rented, see rates above). This payment serves to hold the specific room(s) requested for the specified date(s) of your event. Your total room fee and other fees (invoiced total) associated with your event, must be paid in full, two weeks (14 days) prior to your event in order to maintain your rental agreement with Boutwell Auditorium. **The reservation is subject to cancellation if the balance is not paid within the timeframe.** Event request made within two weeks of the scheduled event must be paid in full at the time of booking.

***All fees must be paid by either Debit or Credit Card, Money Order or Cashier's Check made payable to The City of Birmingham.**

VENUE INVOICE & CONTRACT

All clients who schedule and book an event at Boutwell Auditorium will receive an invoice and a contract. The contract must be agreed upon between Boutwell Auditorium and the client and signed two weeks prior to the scheduled event.

CANCELED EVENTS & REFUNDS

If your event is paid in full and you need to cancel for any reason, 50% of your fee will be refunded. If your event is canceled within two weeks of the scheduled event, none of your fee will be refunded. Following a post event inspection, if the venue is found free of any damages caused by the client or their guest, the damage waiver fee will be refunded and can be picked up from Boutwell Auditorium within 3-5 days following your event. You will receive notice when your damage waiver is ready for pickup. You will be notified immediately if any damages are accessed after your event.

INSURANCE

Special event liability insurance is required for all events at Boutwell Auditorium.

Boutwell Auditorium requires an event liability insurance policy for \$1,000,000.

Event insurance is an insurance policy that protects your investment in a specific event. It helps cover your costs if you are found liable for an injury to an attendee caused during your event or are responsible for property damage at the venue you are renting.

PARKING

Parking in front of Boutwell Auditorium in the fire lane is strictly prohibited. Stakeholder, decorator, lessee, vendor etc. will be granted 30 minutes to unload a vehicle in front of Boutwell Auditorium. Any vehicles parked in the fire lane after the 30 minute allotted time will be towed at the owner's expense.

Parking in the alley areas of Boutwell Auditorium are strictly prohibited unless granted permission from Senior Event Manager. Stakeholder, decorator, lessee, vendor etc. will be granted 1hr to unload a vehicle in the alley. Once the vehicle and or trucks have been unloaded, the vehicles need to be moved from the alley. Boutwell Auditorium does not own or operate the parking deck next to the building. There is a fee to park in the deck and it cannot be waived or validated by Boutwell Auditorium. Hourly parking is \$2 for the first hour and \$1 for every hour thereafter with a max of 9 hours. Special event deck parking fees are \$10-\$20 based on the type of event and are determined and set by the Birmingham Parking Authority. Parking deck prices and fees are not associated with Boutwell Auditorium and are subject to change. Unless previously authorized by the Senior Event Manager and confirmed by building security, parking in a designated/assigned parking space in the parking deck, parking in front of the building other than loading and unloading, parking in the alley or loading dock other than loading or unloading will result in having your vehicle towed at the owner's expense.

EVENT STAFFING NEEDS

Depending on the type event you are hosting, you may need event staffing. Event staffing includes but is not limited to

Cashiers

Security Guards

Doormen

Head Doormen

Ticket Takers

Police Officers

EMS

Ushers/Greeters

Staffing needs will be assessed during your initial consultation and you will receive an invoice including staffing needs, equipment rentals, additional event fees and your room rental cost. All events being held after 5pm or on the weekend, will include police, security and a maintenance fee. Number of police and security needed is based on the type event and the number of expected attendees. All events held inside of the Auditorium after 5pm or on the weekend, will need a minimum of 4 doorman and will increase, based on the number of attendees expected. All events that request to serve alcohol will need at least one police per bar set up.

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Riders, Liability Insurance, and Stage related needs are due no later than 2 weeks in advance of the event.