

ACTIVITIES CENTER RESERVATION AND RENTAL GUIDELINES

For reservations, please contact Special Events
251-948-7275 extension 2101
Email: gulfevents.statepark@dcnr.alabama.gov

RENTAL

Rental Fee is \$325.00

The Activities Center is not available for rent on major holidays.

Rental times are between 8:00 am and 10:00 pm. A late stay until 1:00AM may be arranged for an additional \$100.00.

RESERVATIONS

All signed paperwork must be received before a reservation is made. A **nonrefundable** deposit of \$100.00 is due at the time of the reservation. The remaining balance is due 60 days prior to the scheduled event.

If a reservation is cancelled 61 days before the scheduled event, any amount paid after the \$100 **nonrefundable** deposit will be returned. If the reservation is cancelled 60 days or less prior to the scheduled event, no refund will be granted.

GENERAL RULES

Equipment and supplies located in the building are the property of Gulf State Park. Please do not remove these items from the premises under any condition.

Following cleanup procedures, the renter is responsible for turning out the lights and securing all doors.

Parking at the Activities Center is included in the rental. A Guest Parking Pass will be provided once the reservation is paid in full.

Any outside vendor (i.e. caterers, entertainment) used for an event at the Activities Building must obtain a Special Event Vendors Permit. The cost is \$40.00 and must be obtained through the Special Events Office before the date of the event.

A wedding permit (if applicable) is included in the venue rental.



No smoking (including vaping), pets, or frying allowed in the building at any time.

No tape, tacks, pins, or nails should be used on the walls or ceiling.

The Activities Center should be swept and the kitchen cleaned after the event. All furniture should be returned to the way it was found. The trash should be removed from the building and taken to the dumpster located on the way out of the campground.

Dish Soap, dish towels, napkins, condiments and utensils are not provided.

A fee of up to \$300.00 will be charged for failure to comply the Activities Center Guidelines, including failure to clean or remove trash from the Activities Building.

SPACE AND EQUIPMENT

The meeting room is 25ft. x 100ft.	15-5ft round tables
150 chairs	1 microwave
1 commercial refrigerator	

