**THE NORTHPORT CIVIC CENTER'S**

# POLICIES AND PROCEDURES

## *General Scheduling Policies*

## Events at the Northport Civic Center will not be scheduled more than 12 months in advance.

In order to secure a rental date, a rental agreement must be signed and half of the total rental fee must be paid. The remainder of the rental fee must be paid 3 weeks prior to the event along with a layout for the event. (See *Fee Payment* section below for more information)

The Northport Civic Center is not available for rent on Sundays or City recognized holidays.

Food and beverages are not allowed in the Meeting Room or the lobby of the Northport Civic Center. Food and beverages are only allowed in the Auditorium rental area.

***Fee Schedule***

Auditorium & Kitchenette $150.00 per hour (3 hour minimum)

Meeting Room $ 75.00 per hour (3 hour minimum)

A 20 % discount is offered to certified non-profit agencies and city employees.

A 20% discount is offered to lessees that rent two or more consecutive days.

All City functions are exempt from the fee schedule.

## *Fee Payment*

A deposit of not less than half the total rental fee is due at the time your application is submitted. The balance is due **no less than three (3) weeks** prior to the event. If the balance is not paid three weeks prior, the event is subject to cancellation and a refund for prior payments shall be denied. If the function date is within three (3) weeks away at the signing of agreement, the entire amount is due in cash. A Damage Deposit may be required depending on the nature of the event. Fees may only be waived through a favorable recommendation of the Administrative Committee and a vote of the Northport City Council.

## *Opening and Closing*

The Civic Center will open at the **TIME INDICATED ON YOUR RENTAL AGREEMENT** for your event. Please allow necessary time for decorating. Your function **MUST END AND THE BUILDING BE CLEARED** at the closing time indicated on the rental agreement. You will be charged **$75.00 FOR EACH HALF HOUR** you occupy the building or rental areabeyond the time indicated on your rental agreement. Please allow time for caterer’s setup and cleanup time and entertainment setup/breakdown time when estimating time. **ALL FUNCTIONS MUST END BY 9PM.**

## *Setup*

Setupincludes the NCC setting tables and chairs to your specification when a floor plan is agreed upon at least 72 hours prior to your event. Efforts are made to comply with your wishes and our staff will assist in design that fits your needs and what will work in the rental area. **ONLY CIVIC CENTER PERSONNEL ARE ALLOWED TO SETUP FOR EVENTS.**

## *Rental Area*

The rental area is defined as a **FOUR-WALL AREA**, meaning that your guests and function are to be confined to the room that is designated on your rental agreement. The **MAIN LOBBY** is a "common" entrance to the auditorium, meeting room and other City Hall facilities. The lessee is only authorized to enter the areas designated on the rental agreement. Any unauthorized access to areas not specified in the contract without permission will be considered as trespassing and lessee will be billed for additional clean up or damages to entire facility. Use of the lobby for registration purposes is only allowed for those using the entire auditorium area. **PLEASE BE COURTEOUS** to others when in this area. **CHILDREN ARE TO BE UNDER THE SUPERVISION OF ADULTS/OR PARENTS AT ALL TIMES.** Use of lobby furniture is **PROHIBITED**. Lessee will **NOT** be allowed to bring in items for storage before the rental date. If items are stored without the permission of the NCC, the lessee will be charged for rental of the area for the days the items occupy the rental area.

## *Decorations*

 **NO** nails, tacks or staples in walls, ceilings, doors or tables.

 **NO** hot glue on walls, ceilings, doors or tables.

 **NO** double-faced tape, heat tape, cellophane or duct tapes - **ONLY MASKING TAPE.**

**NO** decorations attached to sprinkler system heads, exit signs or blocking of exit ways will be allowed.

 **NO** glitter will be allowed.

 Items left at the Civic Center longer than 30 days will become the property of the City of Northport.

## *Clean Up*

The lessee is responsible for removal of all decorations and insuring that all trash is disposed of in receptacles provided by the NCC staff.

## *Kitchen Usage*

Use of any part of the kitchenette is included with the rental of the auditorium. The lessee is responsible for removal of all food items upon completion of the rental. All trash must be disposed of in trash receptacles provided by the NCC staff.

***Safety***

The lessee shall comply with all laws, orders, rules, fire codes, and regulations of federal, state, county, and municipal authorities, including, without limitation, rules and policies of the City of Northport and its officials. The lessee will comply with all Policies and Procedures for the use of the Civic Center.

**Security Services**

All security services shall be provided by the Northport Police Department and shall be included in the rental fee. The cost of security is $45.00 per hour per officer.

All school functions shall be required to have at least one officer present during the event. Additional officers may be required depending on the size of the event.

 Civic Center staff shall determine the need for security/traffic control at all other events.

**Fire Safety**

The Lessee shall comply with all fire codes.

No open flames are allowed.

Access to fire exit doors and corridors must be maintained and clear at all times.

All exit and safety signage and building graphics must be visible at all times and may not be covered or blocked at any time.

Fire extinguishers, sprinklers, and fire alarms may not be covered or blocked at any time.

Smoking is prohibited in all indoor facilities.

***Cancellation***

Any cancellations must be made in writing three (3) weeks prior to the event. No refunds will be awarded if made less than three (3) weeks prior to the event without extenuating circumstances. Refund requests made less than three (3) weeks prior to the event will be reviewed by the Northport Claims Committee. In the event a function is cancelled, the cancellation policy would not apply if the event is rescheduled within three (3) months of the original date.

***Alcoholic Beverages***

**Lessee shall not allow beer, wine, or liquors of any kind to be sold, given away, or used in or about the facility. ALCOHOL IS PROHIBITED AT THE NORTHPORT CIVIC CENTER.**