

# Albany Civic Center Complex

Post Office Box 3189

Albany, Georgia 31702-2300

229-430-1801

Fax: 229-430-5163

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## Meeting Room Reservation Information

### Rental Fees

Entire Room: \$900 + Labor Cost

Individual Section: \$600 + Labor Cost

Each Additional Hour after Midnight: \$100

### Capacity

The Entire Meeting Room can accommodate 400 attendees without a dance floor and approximately 250 attendees with a dance floor. Theatre style capacity is 600. Individual Section capacity is determined on an event by event basis.

### Securing Your Event

The full amount of the deposit must be paid to secure the date for your event. The deposit amount includes the room rental fee and the minimum labor cost of \$300. Deposit amount for the Entire Meeting Room is \$1200.00. The deposit amount for an Individual Section is \$900.00.

### Payment of Fees

The full rental rate must be paid five (5) business days prior to the scheduled date of the event. Full rental rate includes room fee, any additional charges, cleaning deposit, and estimated labor costs.

### Minimum Labor Costs

Venue will determine labor needs on an event by event basis. Minimum labor call is based on a 4 hour minimum and runs \$300. It includes production crew, custodian, and security; applicant will be responsible for any related cost.

### Cleaning Deposit

A cleaning deposit of \$250.00 will be required prior to the date of the event. The deposit will be refunded within five (5) business days after the event and/or cancellation, provided there is no damage and venue is left in a clean condition.

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### Additional Charges

Additional charges will be added based upon the needs of your event. Our venue supplies staging (\$125), a dance floor (\$125), microphones (\$50/each), and other equipment at a standard published rental rate.

### Food Policy

Food may be brought into the Meeting Room personally or by a licensed caterer. Please do not serve red or brightly colored drinks/liquids at your event as spills may cause severe staining to the carpet. Ice, warmers, and refrigeration are available on hand in our kitchen facility.

### Decorations

Decorating is the responsibility of the lessee. All decorations must be free standing. Please do not attach to the walls, ceilings, or any fixed location. No open flames are allowed.

### Ticketed Events

We are a Ticket Master location. All of our ticketing is handled through the box office via Ticket Master. If you would like to sell tickets to your event through a different outlet, you must pay the Box Office Shutdown Fee of \$350.00.

### Arena Events

The Civic Center Meeting Room is attached to the Civic Center Arena. Booking of the Meeting Room does not guarantee that there will not be an event in the Arena on the same date. If the Arena is available on the date of your event, you will not have access to that portion of the facility.

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## Meeting Room Reservation Information

### CONTACT INFORMATION

Applicant Name: \_\_\_\_\_  
*(Name of Company, Corporation, Organization or Individual)*

Address: \_\_\_\_\_  
*Street City State Zip Code*

Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

### EVENT INFORMATION

Event Name/Brief Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Day/Date of Event: \_\_\_\_\_ Number of Attendees Expected: \_\_\_\_\_

Access Time for Setup: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Ticketed Event:** Yes \_\_\_\_\_ No \_\_\_\_\_  
Box Office Shutdown Fee: \$350.00

**Alcohol Served:** Yes \_\_\_\_\_ No \_\_\_\_\_  
The City retains all alcoholic sales and distribution rights. An insurance certificate in the amount of \$1,000,000 is required.

**Food Served:** Yes \_\_\_\_\_ No \_\_\_\_\_

**I have read and fully understand the contents of this document.**

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_