FACILITY USAGE HANDBOOK

VULCAN PARK
POLICIES AND PROCEDURES

We are delighted that you are considering Vulcan Park for your special event. We hope that the information we have provided below will be useful. Please contact us if you have any questions.

Phone: 205.933.1409 x22

GENERAL GUIDELINES:

- Vulcan Park provides only the space for special events. Vulcan Park Foundation recommends the use of a professional wedding or event coordinator for arrangements and direction of your event. The staff of Vulcan Park Foundation is present to ensure your event is a success, but cannot coordinate or direct events.
- Vulcan Center may not be used for events where the primary purpose is of a political nature or for fundraising events.
- Vulcan Park Foundation is a non-profit entity and therefore cannot donate to other charitable organizations. All organizations and groups must conform to the "Schedule of Fees" for facility usage.
- City, state and federal codes, including safety/fire regulations, will be strictly enforced by the staff of Vulcan Park and must be adhered to by the Client.
- There is no smoking allowed at any time on the grounds or in the facilities of Vulcan Park.
- Children under the age of 16 should be supervised at all times on the property of Vulcan Park.
- Vulcan Park reserves the right to refuse usage to any individual, organization or event. The usage of Vulcan Park will not be denied based on reasons of race, sex, national origin or other illegal basis.

HOURS OF OPERATION:

- Vulcan Park is open Monday – Saturday from 10 a.m. to 10 p.m., and Sundays from 1 p.m. to 10 p.m. Vulcan Center is open Monday – Saturday from 10 a.m. to 6 p.m., and Sundays from 1 p.m. to 6 p.m. Vulcan Park is available for use before, during and after normal operating hours. After-hours usage fees apply to all events that take place either entirely or partially when the facility is closed to the public.
- All events are to end by 10 p.m. Sunday through Thursday and by midnight on Fridays and Saturdays. Everyone, including caterers, musicians, and guests, must be out of the park no later than one hour after the end time specified on the agreement. Should the event go beyond the scheduled time, the Client will be required to pay a late departure fee of $250 per hour. No portion of an hour will be prorated.
- Vulcan Park will be closed on Christmas Eve and Day. Vulcan Park reserves the right to decline events on holidays and holiday weekends at its own discretion.

RESERVATIONS AND PAYMENT:

- A Usage Reservation is considered confirmed and binding on the Client after the Events Coordinator receives both the signed Facility Usage Agreement and a non-refundable deposit of one-half (50%) of the total usage fee.
- The balance will be due thirty (30) days prior to the event date and is non-refundable. If full payment is not received as specified, the event may be considered canceled. Payments to Vulcan Park may be made in the form of a money order, cashiers' or company check, or by credit card (American Express, Visa and MasterCard are accepted.)

- In addition to the Base Usage Fee, Vulcan Park is to be reimbursed for any other expenses or taxes incurred, including but not limited to, equipment rentals, security and valet parking.

- If beyond normal and reasonable cleaning is required following the event, a special cleaning fee may be charged. Fee will be determined by the Events Coordinator.

- Nonprofit organizations that provide proof of IRS determination will receive a discount on Vulcan Center's Base Usage Fee ONLY. This discount will not be applicable for events held during select seasonal months, holidays, and select Friday and Saturday evenings.

- Vulcan Park reserves the right to require a damage deposit for any special event. Should a damage deposit be required, a full refund will be issued within thirty (30) days of the event unless needed for repairs and/or replacements. The Client is responsible for any repair or replacement costs involving the equipment or property of Vulcan Park above and beyond the cost of the damage deposit.

CANCELLATIONS:

- Should a special event be canceled six (6) months prior to your event date, your deposit will be forfeited, or may be applied to a rescheduled function within six (6) months of the original date. Should your special event be canceled between six (6) months and ninety (90) days, your deposit will be forfeited. Events canceled less than ninety (90) days prior to the event will not be eligible for a refund.

- Events booked within ninety (90) days of the event date are not eligible for any refund upon cancellation.

- **For wedding ceremonies and wedding receptions, no refunds will be issued except where Vulcan Park is responsible for cancellation due to circumstances beyond our control.**

SECURITY:

- The service of one off-duty Birmingham police officer will be required at the Client's expense for events where alcohol is served.

- For groups larger than 200 and/or children's events, a minimum of 1 additional security personnel is required at the expense of the Client. Security costs will be incorporated into the total costs of the event. Refer to the "Schedule of Fees" for security costs.

- The grounds and facilities of Vulcan Park are open to the public for its use and enjoyment. Vulcan Park Foundation cannot ensure the safety of any property left unattended on park grounds. Vulcan Park Foundation may not be held liable for any injury or loss of property due to theft, accident and fire, or through any other act or circumstance prior to, during or after an event.

CATERING:

- All catering, beverage and alcoholic beverage service must be provided by a Vulcan Park approved caterer. With the exception of celebratory cakes, no food or beverage may be brought into the park by the Client or any of the Client's guests utilizing the space.

- All beverage sold and/or served on the premises of Vulcan Park (except for fresh brewed coffee, fresh brewed tea and fresh squeezed juices) must be a product of Birmingham Coca-Cola Bottling Company. "Beverages" shall be defined as: All carbonated and non-carbonated, non-alcoholic beverages including drinks, sports drinks, water, ready to drink teas, juices, and frozen beverages in any package or container in which such products are sold and served.

- All alcoholic beverages must be supplied and served by a Vulcan Park approved caterer. **All responsibility and liability for serving alcohol is incurred by the Client**. All state and federal laws concerning the serving and consumption of alcohol will be strictly enforced. No one under the age of 21 will be served alcohol under any circumstance.

- To encourage responsible drinking, all bar service is required to end thirty (30) minutes prior to the end time specified on the contract.

DECORATIONS:

- All decorations must be approved by the Events Coordinator. Decorations may not be affixed to any surface of Vulcan Park, its grounds or facilities, with nails, staples, tacks, tape or other fasteners that may cause damage.

- Decorations may be brought in by the Client's floral designer of choice, who must abide by Vulcan Park's policies and procedures.

- Because of clean-up issues, decorating with, and throwing of rice, birdseed, glitter, confetti, red rose petals, etc., are not allowed.

- Any use of candles, lanterns or torches must be approved by the Events Coordinator. No open flame candles or fireworks are allowed on park grounds due to Fire Marshall Regulations.

- Arrangements may be made with the Events Coordinator to display banners or signs.

WALK THROUGH, DELIVERIES AND SET-UP:

- A walk-through with all involved parties is highly recommended at least three (3) weeks before the event. Any proposed changes to setup, location or times for the event must be communicated to the Events Coordinator no less than forty-eight (48) hours prior to the time of the event.

- All arrangements for deliveries, set-up and breakdown must be communicated in advance with the Events Coordinator. All deliveries must be made through the side entrance of Vulcan Center only.

- Set-up and dismantling of decorations, etc., is not to disrupt public use of Vulcan Park. Set-up in public areas of Vulcan Park will be allowed after 3 p.m. the day of the event unless previously arranged with the Events Coordinator.

- Set-up for an event should not be planned the night before an event unless previously arranged with the Events Coordinator.

- Tents, decorations or other equipment must be installed and removed the day of the activity or no later than 10 a.m. the next day. After this time, a charge of $250.00 will be assessed to the Client until the tent and/or other equipment is removed. Vulcan Park will not be responsible for any decorations, signs or other items left after an event.

- All Clients and vendors must check in with the Events Coordinator or a Vulcan Park staff member prior to set-up for an event.

- Client must provide the Events Coordinator with all vendor names and telephone numbers forty-eight (48) hours prior to the event date before the vendor arrives to Vulcan Park. This is necessary to protect all Clients, as well as Vulcan Park's property.

REHEARSALS: (WEDDING CEREMONIES)

- A rehearsal may be scheduled at no additional cost the day before or prior to the wedding or event date during normal operating hours of Vulcan Center IF TIME AND SPACE ARE AVAILABLE. Rehearsal time activities will not include any food service or table and chair set-up. The Client may make a Usage Reservation for rehearsal time if desired in the same manner as the wedding or event. Refer to the "Schedule of Fees" for costs.

CLEAN-UP

- The Client is responsible for the removal of decorations, "drop off" food and "drop off" drink trash at the close of the event.

MUSIC/ENTERTAINMENT:

- Bands, DJ's and other entertainment must obtain a permit (15) fifteen days prior to event from the Department of Traffic Engineering in order to operate any device that produces or reproduces amplified sound outside of Vulcan Center.

- Exceptionally loud music is not permitted. It is the responsibility of the Client to maintain a noise level respectful of other Vulcan Park visitors and its surrounding neighbors. At its discretion, Vulcan Park reserves the right to alter the sound level of music.

- Bands, DJ's and other entertainment required for your event are the sole responsibility of the Client. Vulcan Park will not be responsible for providing equipment or any setup of equipment for bands or DJ's, such as additional lights for indoor or outdoor, microphones, electrical tape, and stages.

AUDIOVISUAL EQUIPMENT:

- A selection of audiovisual equipment including a 100" screen, LCD projector, DVD/VCR/CD player, one wireless lavalier mic and one wireless handheld mic, is available and may be reserved through the Events Coordinator.

PARKING/ VALET:

- Vulcan Park's parking lot consists of 186 parking spaces. Parking spaces may not be reserved at any time without the use of valet parking**. Valet parking is strongly recommended with 100 or more guests in attendance.**

- Arrangements for valet parking can be made through the Events Coordinator. Refer to "Schedule of Fees" for valet costs.

- Vulcan Park assumes no responsibility for guests' automobiles or personal property.

- Parking is not allowed in Vulcan Center's drop off area. Delivery vehicles for caterers, florist, entertainers, etc., may park in this area only while loading and/or unloading deliveries. All other vehicles must park in the main parking lot of Vulcan Park. Violators' vehicles are subject to towing.

EVENT INFORMATION:

- Any invitation or promotional material for non-Vulcan Park sponsored events may not use the name or logo of Vulcan Park except as the designated location of the event. The use of the Vulcan Park name, logo or image to promote, advertise, or sell tickets to an event is prohibited unless the event is sponsored by Vulcan Park. Vulcan Park reserves the right to view any invitation or promotional material before its release. Media coverage of an event must be approved by Vulcan Park in advance.

- Vulcan Park is not responsible for providing event information or directions to your attendees. The telephone number for your organization should be included on all of your event literature and promotional materials.

CONDUCT:

- There will be no illegal drugs of any kind allowed on Vulcan Park property. No alcoholic beverages may be brought onto the property unless arranged through a Vulcan Park approved caterer.

- Firearms, knives or weapons of any kind are not allowed on Vulcan Park property at any time.