

# Rental

# 2025

**Reservations for rental space in 2025: August 1, 2024 at 9am – PHONE CALLS ONLY. No email requests or walk-ins**

Ballroom



Ballroom



Ballroom



Arena



Arena



Arena



Pictures from Facebook

Once the reservation has been made the following timeline is a guide:

Once Date is requested and blocked on calendar

- Contract is typed.
- A member of Alee Shriners approves and signs the contract.
- Prior to approval, a request for a copy of the flyer/invitation may be required. No tickets sold at door without prior permission.
- Contracts are mailed via USPS.
- Renter has ten days to bring a deposit (\$500 for Ballroom and \$250 for Arena), and the signed, notarized contract.
- Cash, Check, money order or Charge (3% convenience fee)
- Cancellation is 60 days prior to event with written request for deposit.

**ONE WEEK PRIOR TO THE EVENT:** The renter has up until one week prior to reserved date to make final payment to include additional monies for final guest count, if needed.

- Leave a cash cleaning/damage deposit of \$500-\$1000. This is separate from room rental. This deposit makes sure the kitchen is clean, the trash is dumped, and the room is completely vacated by midnight. If these three requirements are completed, you will get this deposit back.
- A layout for tables and chairs.
- A Certificate of Insurance\* on file to cover all dates renting, decorating days and rehearsal – if pre-approved.
- Alee reserves the right to cancel and refund the deposit.
- The facility reserves the right to refuse the use of it at any time, for any reason.
- The Facilities shall not be used for any activity that advances a particular religious doctrine or any partisan or political activity or agenda or promotes the election of any individual who has announced or has filed for elective office.

**CURRENT PRICING FOR 2024. ALL Rentals require event insurance\* and a separate cleaning/damage/midnight deposit.**

- Ballroom: \$2800 (first 200 ppl. \*\*) – Friday or Saturday  
\$2500 Sunday\*\*  
\$1550 Monday-Thursday\*\*
- ARENA: \$1000 (up to 130 Ppl) Friday or Saturday  
\$800 Sunday-Thursday

(\*Baseline Insurance price \$132+)

(\*\*Plus \$1.25/person over 200)

All COVID guidelines will be adhered to for rentals.

## Other Rentals: Call for Price

Tybee Lite Shrine Club

45 Meddin Dr, Tybee Island, GA 31328

Phone: (912) 681-9706/912-355-2422 ext 4

Brunswick Shrine Club

3955 Darien Hwy, Brunswick, GA 31525

Phone: (912) 264-5654

**Prices have been adjusted for 2024.**

## Rentals include:

- All tables and standard banquet chairs. 6' Rectangle tables will seat 6-8 people. If two rectangle tables are placed in a square, you may seat up to 10 people. 5' Round tables will sit up to 10 people; however, 8 is comfortable. Limited quantity.
- One week prior to rental, the renter or decorator will drop off a floor plan with details relating to the set-up. If using audiovisual equipment, this **must be tested** at least one week prior.
- Access to the kitchen & an ice machine. Just tell us in advance if using the ovens.
- The self-service bar in the Ballroom is available to use to include coolers and ice scoops.
- Security, if available, is provided for four hours in the parking area. Alee locks the building at midnight or at completion, whichever is the earliest.
- If you provide alcoholic beverages to your guests, it is your responsibility to adhere to all local and state regulations. Non-smoking facility
- The contract terminates at midnight and must be clear of all decorations, catering, Band/DJ, and guests. No additional time.
- Catering services/renters are required to remove all trash, place it in a dumpster and clean the kitchen (including bar area), including mopping of floors.
- We are still navigating the Covid rules as they are published.
- No inflatables and No FIRE features.