



## General Information:

The rental will include: Tables and standard banquet chairs.

- ◆ 6' Rectangle tables will seat 6-8 people. If two tables are placed into a square, you may seat up to 10 people.
- ◆ 5' Round tables will seat up to 8 people for dinner; however, 10 is comfortable for appetizers. Limited quantity.
- All rentals are approved by a member of the Board of Directors.
- One week prior to rental, the renter or decorator will drop off a floor plan with details relating to the set-up, pay balance, cleaning/damage deposit and event Certificate of Insurance.
- Access to the kitchen & an ice machine.
- The self-service bar in Ballroom is available to use to include coolers and an ice scoop. The Arena has a portable Bar—no coolers.
- Security is provided for four hours in the parking area.
- \$30 returned check fee.

Absolutely NO advertising through the media or selling. No vendors unless all have been approved. There are no tickets sold at door or charging admission, unless pre-approved. Approval may be granted upon written proposal from renter. A copy of the flyer/invitation must accompany request. The facility reserves the right to refuse the use of at any time, for any reason.

## Rates

Rental rates are based on room size and number of guests. Includes tables and chairs. No decorations.

### Ballroom:

**Price is based on the first 200 people and \$1.25 for each person after 200. (\$400 deposit to hold room—due ten days after renter receives the contract)**

<b>Friday or Saturday:</b>	<b>\$2600</b>
<b>Sunday:</b>	<b>\$2350</b>
<b>Monday—Thursday:</b>	<b>\$1550</b>

### Arena:

**Price based on 130 people and \$1.25 for each person after 130. (\$250 deposit to hold room—due ten days after renter receives the contract)**

<b>Friday or Saturday:</b>	<b>\$ 1000</b>
<b>Sunday:</b>	<b>\$ 850</b>
<b>Monday—Thursday</b>	<b>\$ 800</b>

**Gazebo: \$100 with room rental (25 chairs provided—additional chairs \$1.25 each)**

If you provide alcoholic beverages to your guests, it is your responsibility to adhere to all local and state regulations. The rooms are decorated during the holidays and trees cannot be removed or moved.

## Kitchen:

Our kitchen is the ideal place for food staging, storage and heating. The caterer must know how to operate the equipment. We have no supplies—you must bring your own.

Cleaning/Rules infractions/Damage Deposit: The only requirement is a \$500-\$1000 cash deposit that is additional and covers the cleaning of the kitchen, dumping all trash and damage. This is collected one week prior to rental. If the kitchen is clean, there are no rules infractions (i.e. not out by midnight), all trash is emptied and there is no damage upon check-out, you will receive the deposit back within 10 days.

## Other Amenities:

We have a Gazebo located behind the Ballroom. This picturesque Gazebo is ideal for weddings. Your guests may share the moment under the patio. There is an additional charge to use the Gazebo and must include a room rental.

## Event Insurance:

Insurance is required by all rentals. If needing to decorate a day early or rehearse, you must include the additional date(s). One source via internet: GatherGuard. Alee code: 2769-026. (<https://app.gatherguard.com>). *The renter should get a Certificate of Insurance for their band or DJ.*

NOTE: 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.

## Decorating Rules:

1. This contract is terminated at Midnight. There are no additional hours. All must be vacated including decorators, guests, caterers, lighting/audio visual and DJ/Band. DJ/Band should provide you a certificate of insurance.
2. Nothing can be hung from the chandeliers or affixed to the floor or walls.
3. No confetti, glitter, powder or sand can be used.
4. Use tie wraps if placing banners etc. on stage. **DO NOT LEAN OR SIT ON STAGE RAILS.**
5. No tape, staples or tacks on stage, tables, mirrors or walls. No inflatables of any kind.
6. Using kitchen: Fans must be turned on. There should nothing placed on stoves except pots/pans and should not be left unattended, and caterer must know how to properly use equipment. Departure: turn fan off, kitchen must be clean and Nothing left in/on stove.
7. No fixture or appendage shall be removed from the building. At Christmas, all trees will remain and NOT be moved for any reason Thanksgiving to New Years.
8. No bubble machines, smoke/fog machines are permitted- they damage carpets and make the tile floor unsafe to walk on. No inflatables.
9. No smoking/ or fires in any part of the building. Also, No vaping is allowed inside the building.
10. No sparklers or sparkler machines allowed. No smoke machines.
11. No cake tables placed on carpeted stage. Do not lean or sit on stage rails.
12. All beverages will be left on tables while dancing.
13. Buildings may be occupied as early as 8:00 AM for setting up and decorating. Anytime earlier is \$50 an hour extra.
14. All personal property of the User and caterer will be removed and the building vacated not later than 12:00 AM. If not, an additional \$250 for every half hour.
15. No gum will be placed on carpet or floors or under tables and chairs.
16. Unless specified on rental contract: Use of any other buildings, gazebo or playground is NOT permitted.
17. Catering services are required to remove all trash, place in dumpster and clean kitchen to include mopping of floors and emptying/cleaning the fryer if used. **If no caterer is used, the user will be responsible for those cleaning activities. (Failure to clean accordingly will result in forfeiture of \$500 deposit).**
18. Alee Shriners does not provide, loan or furnish tools or ladders.
19. Remove all trash to the dumpster located outside of the kitchen exterior door. Do not pour liquids in trash can
20. There will be an additional monetary charge for "Set-up" time that is other than the day of the event, based on availability. In addition, if an additional day is reserved for set up, the Certificate of Insurance MUST include the additional day. **Violations of any of the above rules will result in the forfeiture of the Damage/Cleaning deposit.** If in doubt, please ask the office or facility representative.

## Technology— Ballroom

Our facility is equipped with state of the art VGA/HDMI projectors, projection screen (three total) and sound system. There is a fee of \$75 to rent the projector and screens.



Podium and microphone are additional costs. Use of the technology must be requested upon final payment.

The renter must make arrangements to "test" their equipment with Alee Shriners to ensure that your presentation looks and sounds its best. Many systems require additional steps to connect to our system. The day of your event is not the recommended time to find this out.

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### *Alee Shriners History:*

Founded in 1896, Alee Shriners is a fraternity based on fun, fellowship and the Masonic principles of brotherly love, relief and truth.

Shriners International established Shriners Children's as its official philanthropy in 1922 and continues to govern it today while striving to make the world a happier, better place. Children up to age 18. We are committed to providing the best care for children in our specialty areas of **Orthopaedics, Burn Care, Spinal Cord Injury, and Cleft Lip and Palate**, regardless of a family's ability to pay.

**Rentals for 2024 begin on August 1 at 9am. Phone calls only—912-355-2422 ext 4**

# ALEE SHRINERS



## RENTAL INFORMATION

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