

Details about our facility, policies, and conditions

Accommodation: Maximum of 280 people.

Parking: 66 marked parking spaces; 40 additional unmarked spaces under the bridge at the Eastern end.

Front entry: Awning over our entrance that serves as porte-cochère, which allows the occupants of cars to alight under cover, protected from the weather.

Lobby: Coat-check area and checking system; Box office window. The lobby is comfortably furnished for those waiting on companions to arrive.

Stage: 10' x 24' - Accommodates a 16 piece band. Double doors with awnings next to the stage for unloading stage equipment and instruments and keeping them dry. Stage is wired with electrical outlets and Microphone hookups to in-house sound system. Any independent sound system may be plugged into the power outlets. At the rear of the stage there is a very large projection area flanked on each side by a 4' x 6' white dry erase board. (Please bring your own dry erase markers if you plan to use these.)

Ballroom: 75' x 60'(Wall to Wall). All of its flooring is hardwood.
Open dance floor: 59' x 42'. The dance floor area is **2478 SqFt**.

We can set the room up with tables and chairs to your specifications.

Tables: 29 tables along the wall; **6 more tables** near the kitchen pass through. We have more tables and chairs and can accommodate whatever layout you need in most cases. Tables are **30" x 96"** and seat eight people in most locations around the room. If you wish (most renters do) to use our tablecloths we have a complete set each of white, red, or blue. We charge \$4.00 per tablecloth for their use.

Amenities:

Large Ice Machine in our bar (no additional charge). It holds about **500 pounds** of lozenge shaped ice.

Kitchen: residential-style stove in the kitchen; triple stainless deep sink, refrigerator/freezer; four stainless steel restaurant work tables. Two are **18" x 96"** and two are **24" x 96"**. Kitchen has a **60" x 92"** commercial stainless vent hood with Ansul fire extinguisher system.

Safety: Fire extinguishers in plain sight throughout; **defibrillator** in the ballroom.

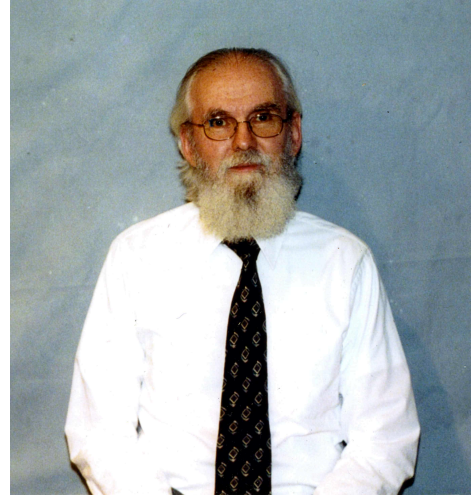
Security: Our policy requires a **security guard** for all evening rentals. We ask the guard to be on duty 45 minutes prior to the function start and remain until 45 minutes after. We charge \$30.00 per hour for a Birmingham uniformed Policeman and pay him for 1.5 hours longer than the duration of the event. You may contract with your own security guard service, but must still adhere to the extra time before and after.

We charge a **refundable damage deposit of \$200.00**. When you contract with us your damage deposit will act to hold your reservation and is sent to us when you sign the contract. The rental fee is due two weeks prior to your event. If no damage is done to our facility beyond normal wear and tear, your full deposit will be returned within two weeks

after your event.

Many of our renters like to decorate the room(s) for their event. We are flexible on opening up our building on the day of your event to allow you some time to decorate if you wish. Please let us know how best to help you in this area. Decorations always add to a party.

Mr. Steve Holt (See photo) is our building superintendant and event host. He will be at the facility while you are there and set up the building for your function.



Thank you for your interest in Concordia.
We look forward to working with you to make your event the best it can be.