

Rental

2018

Ballroom



Ballroom



Ballroom



Arena



Arena



Arena

Pictures from
Facebook



Begin taking reservations for January – March
August 1, 2017 at 8am
Phone calls only.

Begin taking reservations for April – December
October 2, 2017 at 8am.
Phone calls only: 912-355-2422 ext 4
No email requests or walk-ins

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

- Date requested
- Contract is typed
- A member of Alee Shriners approves and signs the contract
- Contracts are mailed
- Renter has ten days to bring a deposit (\$400 for Ballroom and \$250 for Arena), a signed contract and a notarized Hold Harmless/Decorator Form.
- Cash, Check or Charge
- 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 \$250 cash cleaning/damage deposit. This is separate from room rental. A layout for tables and chairs.
- A Certificate of Insurance on file.
- Alee reserves the right to cancel and refund deposit.
- The facility reserves the right to refuse the use of 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.

Rentals include:

- All 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 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.
- Access to the kitchen & an ice machine.
- The self-service bar in Ballroom is available to use to include coolers and ice scoops.
- Security is provided for four hours in the parking area and lock the building at midnight.
- 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 must be clear of all decorations, catering, Band/DJ and guests. No additional time.
- Catering services/renters are required to remove all trash, place in dumpster and clean kitchen (including hot bar area), to include mopping of floors.