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**January 1, 2022 version**

***Subject to change***

# Sizes, Capacities & Fee Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rental Unit** | **Size** |  | **Capacity**C |  | 8 hour rate |
| Square Feet | Dimensions | Banquet Seating | Theater Seating | Classroom Seating | Standing Reception | Security Deposit |
| Full BuildingA | 5,400 | 45’ X 120’ |  | 360 | 771 | 270 | 1,080 | $350 | $2,500 |
| Two RoomsB | 3,600 | 45’ X 80’ |  | 240 | 514 | 180 | 720 | $250 | $1,250 |
| One RoomB | 1,800 | 45’ X 40’ |  | 120 | 257 | 90 | 360 | $200 |  $600 |
| Conference RoomF | 480 | 24’ X 20’ |  |  |  |  |  $100 |  $250 |

### Notes:

1. Rental of the Full Building includes the Wetlands, Oyster & Wilson Bay meeting rooms, as well as the Conference Room and the entire pre-function area. It also provides that the use will not be shared with other non-SCEEC users.
2. Rental of any less than the Full Building will not guarantee exclusive use of the building. The pre-function area may be shared with other programs. Other programs may also be operating in the building.
3. Capacity assumes a standard setup without tables at the front of the room or changes in the descriptions below. Capacities will change with any other alteration:
	1. Banquet Seating – assumes the use of our 5’ round tables with 8 chairs around the table
	2. Theatre Seating – assumes the use of chairs only facing to the front of the room
	3. Classroom Seating – assumes the use of 8’ rectangle tables with 5 chairs facing the front of the room
	4. Standing Reception – assumes no seating only standing with occasional tables for food or conversing
4. Base rates for renting include tables, chairs, and initial set-up and tear down, table linens (one standard white, lap-length tablecloth for each table), one lectern with wireless microphone, internet usage, laser projector, screen and Event Manager.
5. Rentals are for a maximum of 8 hours ending by 11pm. Any decorating or client set-up must be accomplished within this 8 hour block of time. Additional charges of $100 per hour will be charged if the client requires access to the room for more than 8 hours.
6. The Interactive Touch Screen Monitor is included in the rental for the Conference Room.
7. Rooms reserved for move-in or move-out will be charged one-half of the full price daily rate.
8. Any changes to the original set-up as discussed with and approved by the client will be billed a $30 per hour fee for the time needed to make the changes.

**Floor Plan**



**Additional Services**

***All fees are per event unless otherwise noted***

|  |  |
| --- | --- |
| **In-House Pricing** | **Fee** |
| **Audio-Visual Items** |
| Wireless Microphone in addition to one provided with room | $65 each |
| Interactive Touch screen Monitor | $250 Rental |
| **Additional services** |
| Photocopies (B&W per page) | $0.10 Page |
| Photocopies (Color per page) | $0.20 Page |
| Extraordinary Cleaning Services | *Determined by Condition* |
| Bar Hourly Rate (dependent on number of rooms) | $30/$60/$90 Hour |
| Security Guard (number of guards dependent on type of event) | $30 per hour per guard |
| Portable Bar (if SC not providing alcohol) | $50 Each |
| Catering Kitchen Use by Approved Caterer (paid by renter) | $150 Per Event |
| Centerpiece | $4 Each |

# Booking Policy

Bookings are on a first come, first served basis. Reservation requests cannot conflict with or interfere with current SCEEC core programs, activities or scheduled administrative use.

A signed contract and security deposit are required for the booking to be considered as definite. **The security deposit is due no later than 14 calendar days of when renter books the event date.** The remaining rental balance is due 14 calendar days prior to the date of the event.

**Security deposits** are as follows:

|  |  |
| --- | --- |
| Conference Room | $100 |
| One Room | $200 |
| Two Rooms | $250 |
| Full Building | $350 |

The **security deposit** does not go toward the rental fees. These funds are held in case of damages or incidentals during the event and will be refunded once it is determined that the event has operated in compliance with all rules and policies.

**Full rental payment is due 14 calendar days prior to scheduled rental**. Cancellation must be given at least 14 calendar days prior to the scheduled rental to ensure a refund. The security deposit is non-refundable if renter cancels the event. If a cancellation notice is not given, SCEEC shall retain any fees paid. If a rental is cancelled by SCEEC because the renter has failed to provide all the necessary information as instructed, SCEEC will retain any fees paid.

SCEEC shall make every effort to open the facility when a rental is scheduled. However, if severe inclement weather or natural disasters, or state of emergency, or some other government imposed restriction prohibits or impairs opening of the facility, the renter will be notified as soon as possible. The renter will be provided the opportunity to reschedule to another available date or have the **security deposit** refunded in full.

Facility rental payment may be made by cash, check (personal, cashier or money order) or credit card. A $35 NSF service fee will be charged for returned checks.

If a third party or donor advised fund is being applied to the cost of the rental, SCEEC staff would need to be advised during the booking process.

**Space rentals are for a maximum of 8 hours ending by 11pm.**  Any decorating or client set-up must be accomplished within this 8 hour block of time. Additional charges of $100 per hour will be charged if the client requires access to the room for more than 8 hours.

Rooms reserved for move-in or move-out will be charged one-half of the full price daily rate. If SCEEC staff have to contact the renter to remove materials that are left behind following rental, move-out rates will apply.

Clients requiring guaranteed access to a space the day prior to their event, after hours, weekends must lease the space at the move-in rate. For a fee of $100 per hour, clients not leasing the space under the move-in rate may be granted access the day prior to their event **if the space is available**.

**Prices for renting include tables, chairs, initial set-up as well as tear down, table linens (one standard white, lap-length tablecloth for each table), one lectern with a wired microphone, internet usage, laser projector with screen and Event Manager.**

Any additional equipment requested will be billed at the prevailing rates. Any changes to the set-up diagram approved by the client will be billed at $30 per hour for the time needed to make the changes.

**Further Regulatory Review Might Be Needed.** Seating capacities listed in the fee schedule do not take into consideration such items as a head table, stage, dance floor, etc. Additionally, other governmental restrictions, such as a state of emergency could change previously allowed capacities. The City of Jacksonville Fire Marshal and other regulatory authorities as appropriate, must approve all set-ups involving 500 persons and over. Total persons include event staff.

**A designated point of contact** must be named, identified and on-site for the entire rental period that includes set-up and tear down. Renter is responsible for removal of all personal belongings.

If the rental goes beyond the designated contract time, additional fees will apply. The facility should be left in the same condition it was in at the start of the rental period.

**Any damage to SCEEC facilities or property** (i.e. light poles, parking lots, landscaping) caused by the renter or as a result of the renter’s event or participants of the renter’s event will be the financial responsibility of the renter.

**Disclaimer**

The Sturgeon City Environmental Education Center is proud to share our facilities with groups and organizations. The use of our facilities by others does not constitute an endorsement of the users’ members, philosophies, policies, beliefs, mission or purpose.

Renter shall not use the Sturgeon City Environmental Education Center, nor Sturgeon City name in any manner to suggest endorsement or sponsorship of the event or activity without prior written approval of Sturgeon City of Jacksonville Inc. Renter’s publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual, but may use the name of the facility as to where the event or activity is being held.

**Facility Rules and Regulations, and Violations**

**Our Goal: A Wonderful Experience**

We want you, your guests, and those who use the SCEEC Environmental Education Center (SCEEC) to have a wonderful experience. SCEEC stands to represent being a good steward of our River and our environment. We cannot allow activities that would potential harm our environment and set poor examples for our youth and impressionable students and participants. Additionally, safety is a prime concern along with proper care of our building.

We want to protect our environment, your guests and this building.

**Violations**

Should a violation of these rules and regulations be observed, staff will approach the person responsible for the event. They will be informed and given a chance to abate the issue. If the issue rises to such level as to violate safety, potentially harm our building, or violate our principles, we will ask the responsible person to have the violator leave, or if serious enough, shut down the event. In which case, no refunds will be given.

**ADA**

The SCEEC is a one-story building and complies with ADA guidelines to be fully accessible.

**Access**

All working SCEEC personnel shall have access to all areas of the building at any time. The SCEEC will determine who shall and shall not be permitted in all service areas.

Children under the age of 16 attending events shall have access to the event room only and may not be left unattended in the common areas, except to travel to rest room facilities. Any child whose conduct is objectionable, disorderly or disruptive, as determined by the event attendant on duty, or who is in violation of any law, upon notification of the parent, guardian or adult in charge of the child, will be required to leave the SCEEC. Lessee assumes full responsibility for the acts and conduct of its attendees, invitees, exhibitors, agents, employees and licensees of the event. Any damage or actions resulting in the need for excessive cleaning of any area of the SCEEC will be repaired or cleaned by SCEEC staff and the client will be billed for the cost.

## Advertising and Promotions

Any advertising and promotions must be approved by the Executive Committee no less than 30 days prior to event,.

## Alcohol Policy

No individual may bring alcoholic beverages on the premises.

The SCEEC reserves the right to check any packages brought into the SCEEC.

The SCEEC possesses all North Carolina Alcoholic Beverage Commission alcohol permits required to serve beer, wine and mixed beverages. All alcoholic beverages for events will be provided by and served by the SCEEC with the exception of fundraising events for non-profit organizations.

Non-profit organizations conducting fundraising events must provide proof of non-profit status (such as 501c3 paperwork) and obtain a special one-time permit from the North Carolina ABC

Commission in accordance with North Carolina state law if they wish to provide their own beer, wine and mixed beverages.

Non-profit organizations who obtain a one-time special event permit shall provide the SCEEC with a One Million and no/100 Dollars ($1,000,000) liquor liability certificate of insurance policy naming the Sturgeon City Environmental Education (SCEEC) and the City of Jacksonville as additional insured at least 10 days prior to the event, together with a copy of the one-time special event permit.

Events serving alcoholic beverages must comply with all North Carolina Alcoholic Beverage Commission and Alcoholic Law Enforcement laws and regulations.

All events including alcohol require at least one security guard 30 minutes prior to event start, during event and 30 minutes after event ends. Number of security guards will depend on type of event.

## Balloons

## To prevent escape to the ceilings, helium-filled balloons and similar objects must be secured. If the use of balloons is planned for your function, please advise the Event Manager. A $50 charge is required if balloons will be used for decorations.

## Decorations

Decorations are only permitted on tables. No decorations are permitted on the walls or ceilings. Do not attach anything, by any means, to walls or doors.

The use of scotch tape or decals on walls, floors, partitions, doors or windows is strictly prohibited. The use of nails, tacks, brads, screws or other driven fasteners is prohibited.

Adhesive backed decals and stickers may not be distributed in the SCEEC.

Any decorating causing damage to the SCEEC will be repaired by the SCEEC and the cost billed to the event.

Decorations cannot cover or block Fire Pull Stations, Aisles and Exit Doors.

Do not block any doors marked with an overhead exit sign.

All exits must be visible and accessible at all times. Adjustments to space and equipment may be required.

## Food and Beverage Events

All food or beverages served, offered or sold in any part of the SCEEC’s premises must be provided and served by a caterer who has met the requirements below. **The SCEEC maintains a list of authorized caterers for your convenience.**

The client makes any contracts for food and beverage provisions directly with the caterer.

All caterers are required to adhere to all state and local health department rules in order to provide services within the SCEEC. The caterer accepts and holds all responsibility for food safety and in the event of a food borne incident related to the event.

Caterers must have the following on file with the SCEEC:

* A copy of their health sanitation score dated within 1 year of event.
* A copy of their liability insurance recent within 1 year of the scheduled event. The caterer will follow all catering guidelines outlined in the NC Health Code.

The caterer must meet with the Event Manager upon arrival at the SCEEC. Caterers must also meet with the Event Manager or Attendant prior to leaving the SCEEC to conduct an inspection of the kitchen and all areas used for catering. The Event Manager or Attendant can be contacted on the Event cell phone (910) 750-5876. Any damages, unclean areas, or items left behind will be noted and addressed during the inspection. If any damages, unclean areas, or items are left behind without an inspection by the Event Manager, the client may be subject to cleaning fees or loss of their deposit. The caterer is responsible for the sanitation of the catering kitchen within the clean-up time allotted based on the event. Catering rules are posted in the catering kitchen.

The **Catering Kitchen at the SCEEC is a prep kitchen only**. Food may be stored, cooled, warmed in a warming oven, and prepared in the prep kitchen, but ABSOLUTELY NO COOKING MAY BE DONE INDOORS. The caterer is responsible to maintain the food in the proper temperature zone at all times, including transportation. If a caterer would like to cook on site outdoors, they should contact the Event Manager when they book the event.

All items brought into the SCEEC by the caterer must be removed immediately after the event, per the event contract. If an event client or caterer wishes to leave any items for later pick up, this must be arranged with the Event Manager **prior to the event** and is subject to space availability. The SCEEC is not responsible for items left behind after an event.

* **Additional heating sources are not permitted in the food warmer cabinets.**
* Approved vendors may provide box lunches.
* Renters are not permitted to bring food or beverages into the SCEEC.

## Fog Devices, Smoke Devices, Laser Lights

No fog or smoke effects shall be permitted in the SCEEC. Any specialized lighting plans must be approved by SCEEC.

## Freight, Mail or Package Delivery

Freight deliveries for an event must be pre-arranged with the Event Manager at least one week prior to the delivery.

The cost of SCEEC personnel on-site to receive a delivery will be charged to the company requesting the delivery.

Deliveries received on-site should be addressed to the appropriate show or event.

Freight deliveries for an event may not arrive more than two business days prior to the event. Freight arriving sooner than two days prior to the event will be refused.

Freight to be shipped must be picked up within two days after the event.

## Hours of Operation

The normal contractual hours of occupancy for events is a maximum of 8 hours ending by 11pm. Arrangements regarding activities beyond these hours must be made with the Event Manager and may be subject to overtime charges.

## Insurance

Non-profit organizations who obtain a one-time special event permit shall provide the SCEEC

Environmental Education SCEEC Event Manager with a One Million and no/100 Dollars ($1,000,000.00) liquor liability certificate of insurance policy naming the SCEEC Environmental Education SCEEC as additional insured at least 10 days prior to the event, together with a copy of the one-time special event permit.

For commercial events, the SCEEC requires the lessee to provide lessor proof of insurance as required below at least 10 days prior to the scheduled event. Such proof shall be in the form of a certificate of insurance evidencing the existence of commercial general liability insurance applicable to premises and operations hereunder with liability limits at least in the amount of$1,000,000 per occurrence; combined single limit bodily injury and/or property damage; liability insurance covering all owned, non-owned and hired automobiles; and workers compensation and occupational disease insurance, including employers’ liability, meeting the statutory requirement of the State of North Carolina.

The certificate shall show the lessee, the City of Jacksonville, SCEEC and its agents as an additional named insured under the policy and shall contain substantially the following statement: “The insurance described in this certificate will not be cancelled or materially altered unless ten (10) days written notice has been received by the lessee.”

Please present the above outline when obtaining event insurance.

For assistance, please contact the SCEEC Event Manager.

## Janitorial Services

Event areas are cleaned prior to each event at no charge. Additional pre –event-cleaning requirements may result in charges to the event.

When an area leased requires excessive cleaning following the event lessee will be charged an extraordinary cleaning fee based upon the condition of the facility and services required.

## Move-In, Move-Out, & Rehearsals

Loading and unloading is permitted only through the doors at the rear of the lobby area. No loading or unloading is permitted through the front of the building.

All move-in or move-out and rehearsal rates will be charged at half of the full-price room rental fee. If your move- in or move-out requires temperatures or staffing beyond minimum levels, 100% of the rental rate will apply.

## Abandoned Equipment and Lost or Misplaced Articles

Any article or equipment remaining at the SCEEC past the expiration of the rental period may be considered abandoned and may be disposed of by the SCEEC as SCEEC staff deems necessary at the group’s expense.

The SCEEC shall assume no responsibility for losses suffered by the group, its agents, servants, employees or guests.

The SCEEC shall have the sole right to collect and have custody of any articles left on the premises by the attendees and to provide for the disposition thereof.

Sturgeon City, the nonprofit, or the SCEEC assumes no liability for damage, loss, or responsibility for any items or equipment required for events that are left in the SCEEC, or which have been delivered or picked up prior to the scheduled time of the rental.

## Parking

All parking is under the exclusive control of the Event Manager and the following rules apply:

* + - No parking in unauthorized location. Unauthorized vehicles will be removed at owner’s expense.

## Outside Solicitors

Unauthorized soliciting is not permitted on the SCEEC property.

Unauthorized picketing is strictly prohibited by the SCEEC. The appropriate City of Jacksonville permit must be approved and on file.

## Prohibited Materials

The following items are hazardous and prohibited:

* + - LP gases (i.e., propane and butane)
		- Untreated Christmas trees, cut evergreens or similar trees
		- Fireplace logs and similar materials
		- Charcoal
		- Untreated mulch and Spanish moss
		- Hay and straw
		- Tabletop food fryers and steam tables
		- No open flames (SternoTM, or equivalent, is permitted in order to keep food warm)

## Safety

The goal of the SCEEC is to provide a safe, enjoyable atmosphere for every event and our guests. Any unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be taken immediately.

## Security

Any person whose conduct is objectionable, disorderly or disruptive to the Environmental Education SCEEC’s use, or is in violation of any law, shall be refused entrance or shall be immediately ejected from the premises. Lessee assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, invitees and attendees of the event.

Depending on the intended use of the facility, the SCEEC may require Jacksonville Public Safety Department or the Onslow County Sheriff’s Department to be present for the duration of the event, to include 30 minutes before and 30 minutes after the event ends. SCEEC will make arrangements for an off duty officer or officers to provide security at the scheduled event. Any fees associated will be the responsibility of the renter.

## Permits

Sturgeon City, the nonprofit and the SCEEC, along with Jacksonville Public Safety (Fire and Police) reserves the right to determine the need for permits needed for events held in the SCEEC and require permits to be provided by anyone using the SCEEC. The renter will be responsible for providing permits to SCEEC and covering any applicable fees.

## Smoking

* **Smoking and vaping, or similar activities, is not permitted** in the SCEEC or within 50 ft. of the SCEEC building.
* A smoking and vaping area is designated away from the building.

## Nondiscrimination Statement

We are committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity and do not discriminate against any individual with regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status or other protected status.

