

**PROCEDURES FOR RESERVING ROOMS
AT THE BIRMINGHAM BOTANICAL GARDENS (BBG)
FOR THE ALABAMA COOPERATIVE EXTENSION SYSTEM STAFF
April 3, 2009**

OFFSITE EXTENSION STAFF:

1. Contact an onsite Extension Agent serving Jefferson County with related subject area assignments to seek his/her assistance in making room reservations or complete the necessary procedures required for reserving facilities.
2. Offsite Extension Agents who serve Jefferson County will complete all the necessary procedures required for reserving facilities and make their own arrangements.
3. Call Laura Massengill, Administrative Assistant I, or Alicia Andrews, BBG Activities Coordinator, at 205-414-3908 to inquire on room availability. For facility descriptions and room capacity, go to: <http://www.bbgardens.org/facility-rentals.php> (See Attachment #1).
4. Coordinate facility details with the onsite Extension Agent serving Jefferson County who will complete and sign the original Garden Center Use Contract, (See Attachment # 2) a legally binding contract with the City of Birmingham or complete and sign the original contract and deliver to Alicia Andrews. (Fax copy cannot be accepted). All contract rules and regulations must be adhered to.
5. Confirm with the onsite Extension Agent serving Jefferson County or Alicia Andrews that the Garden Center Use Contract has been signed and approved. Be sure to get a copy.
6. Complete room set up diagrams (See Attachment #3A - 3G) two weeks in advance and present or fax to Alicia Andrews at 205-414-3906.
7. If the need arises to cancel the use of any rooms, contact Alicia Andrews immediately.
8. Make room requests as far in advance as possible, preferably several months.
9. Complete all room request needs on the Garden Center Use Contract.

ONSITE EXTENSION AGENTS SERVING JEFFERSON COUNTY;

1. Assist offsite Extension staff with related subject area assignments regarding procedures for making room reservations.
2. Working with the offsite Extension staff, complete and sign the Garden Center Use Contract and present to Alicia Andrews for approval.
3. Keep a copy of the signed Garden Center Use Contract on file.
4. Be present on the day of the scheduled event or make sure someone from the onsite Extension staff will attend.
5. Provide assistance as needed for offsite Extension staff.

ALL EXTENSION STAFF:

1. If no onsite Extension Agent serving Jefferson County, with related subject area assignments is available to assist with room reservations, the offsite Extension Staff will need to complete all necessary procedures for reserving rooms at the BBG or seek another agent to assist.
2. When working with outside agencies, organizations, or associations at the BBG and a registration or conference fee is charged for participants to attend, the agency will be expected to work directly with Alicia Andrews on the Garden Center Use Contract and room set up. An educational facility charge may be imposed.
3. On the Garden Center Use Contract under "Purpose of Facility Used", be sure to state the specific type of educational program being conducted. Include all equipment and other items needed including tables, chairs, microphones, podiums, easels, LCD projectors (Lecture Hall and Auditorium), and screens (built in for Auditorium, Lecture Hall, Hodges and East Rooms). Bring own lap top computers or needed equipment.
4. Follow Birmingham Botanical Gardens Caterer's Kitchen Rules (See Attachment #4) and make sure items 2, 3, and 4 are completed in advance to comply with the Jefferson County Department of Health guidelines. Use licensed caterers of your choice or the list attached (See Attachment #5A - 5C). Box lunches can be provided by source of choice.
5. Reserving rooms for video conferencing will be coordinated through Annette Drummonds, Administrative Support Associate at 205-879-6964 ext. 10.
6. Birmingham Botanical Gardens regular hours of operation are 8:00 a.m. – 5:00 p.m. Plan events and meetings accordingly and follow recommended procedures. Meetings after 5:00 p.m. require a labor fee at a rate of \$12.00 per hour (four hour minimum).
7. Be advised that procedures for making room reservations at the Birmingham Botanical Gardens are subject to change and Extension Staff will be informed of any necessary changes which may arise.

❖ Room capacity information:

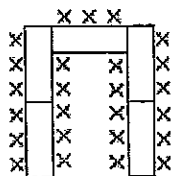
<u>Room Name</u>	<u>Banquet Style</u>	<u>Theater Style</u>	<u>Classroom Style</u>
Auditorium	250	300	150
Lecture Hall	N/A	250	N/A
East Room	54	70	35
Hodges Room	72	80	36
Ireland Room	90	115	36
Conference Room	40	50	27

❖ Seating Styles:

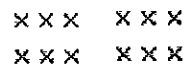
Classroom



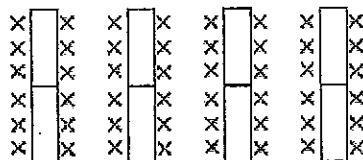
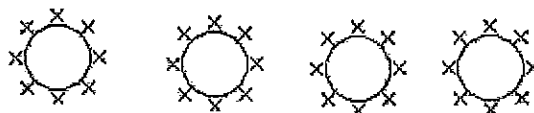
U-Shaped



Theater



Banquet



2

BIRMINGHAM BOTANICAL GARDENS
2612 Lane Park Road
Birmingham, AL 35223

BIRMINGHAM PARK AND RECREATION BOARD

GARDEN CENTER USE CONTRACT

DATE

FACILITY REQUESTED

ORGANIZATION

ADDRESS

NAME OF PERSON MAKING APPLICATION

ADDRESS AND TELEPHONE NUMBER

Date requested: _____

Set-up Time: From _____ A.M. To _____ A.M.
P.M. To _____ P.M.

Expected Attendance: _____

Activity Hours: From _____ A.M. To _____ A.M.
P.M. To _____ P.M.

Purpose of facility used: _____

Will an admission charge be made? Yes No
Music Yes No
Alcoholic Beverages Yes No
One Birmingham Police Officer will be required for every 100 guests or if alcohol is served.

Equipment and other items needed: _____
_____ Policeman required _____
No. Hours

PA System _____ Number of tables _____ Number of chairs _____

Amount Charged: Rental Fee _____ Deposit \$ _____

Kitchen Fee _____ Balance \$ _____

Labor _____

TOTAL \$ _____ AMOUNT PAID \$ _____

Police Officer(s) fee is the responsibility of the renter and should be paid directly to the officer at the party.

In making this application, I fully understand the rules and regulations of the Birmingham Park and Recreation Board and will abide by all rules and assume the financial responsibility for any damage to facilities and equipment.

"Licensee agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-552) and all requirements imposed by or pursuant to the Department of the Interior Regulation (43 CFR 17) issued pursuant to that Title, to the end that, in accordance with Title VI of that act and the regulation, no person in the United States shall, on the ground of race, color, or national origin shall be excluded from participation nor be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Licensee within the facilities heretofore mentioned in this agreement.

Licensee also agrees to abide by the Americans with Disabilities Act (ADA) in its use of, and activities carried out in, the reserved facilities, and to indemnify and hold the City, the Birmingham Park and Recreation Board, and their agents, officers, directors and employees harmless from and against all claims, damages, or losses, arising out of its violation of the ADA and amendments thereto.

"As a recipient of Federal funds, the Birmingham Parks and Recreation Board's programs and activities are open to all persons regardless of race, color, national origin, age, or handicap."

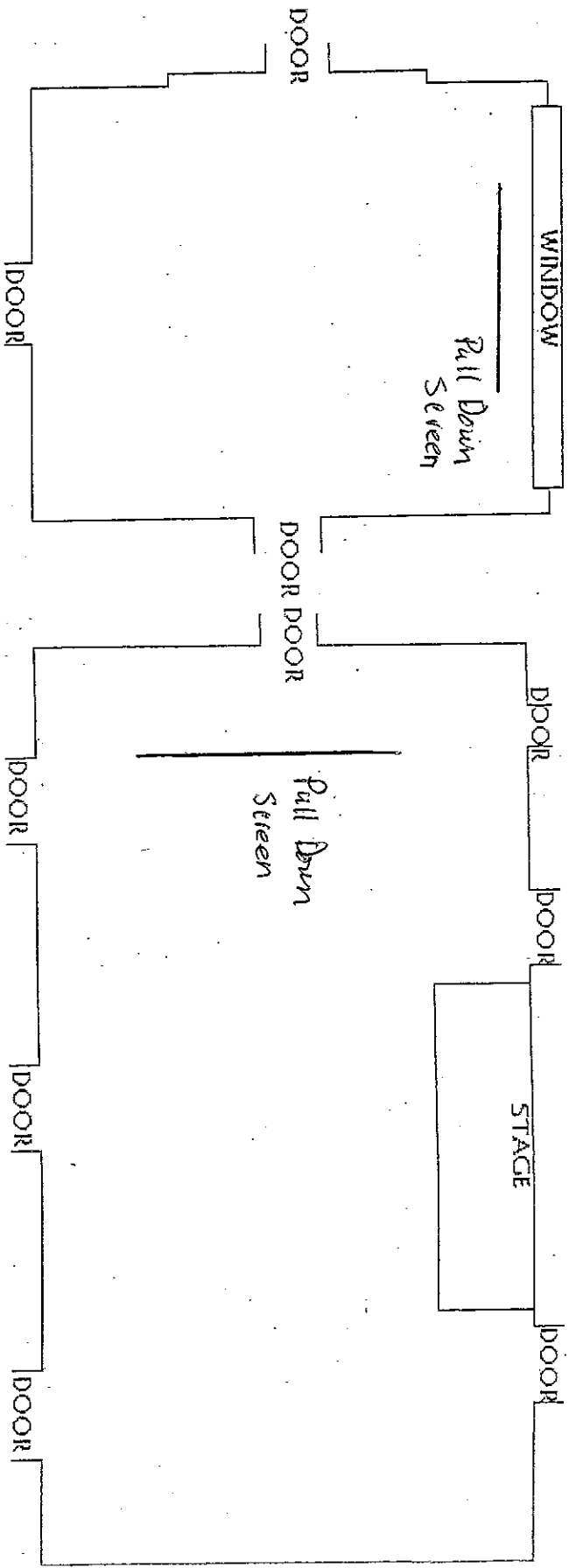
"If anyone believes he or she has been subjected to discrimination on the basis of race, color, national origin, age, or handicap, he or she may file a complaint alleging discrimination with either the Birmingham Parks and Recreation Board or the Office for Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240."

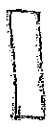



Signed _____

Director's Approval _____

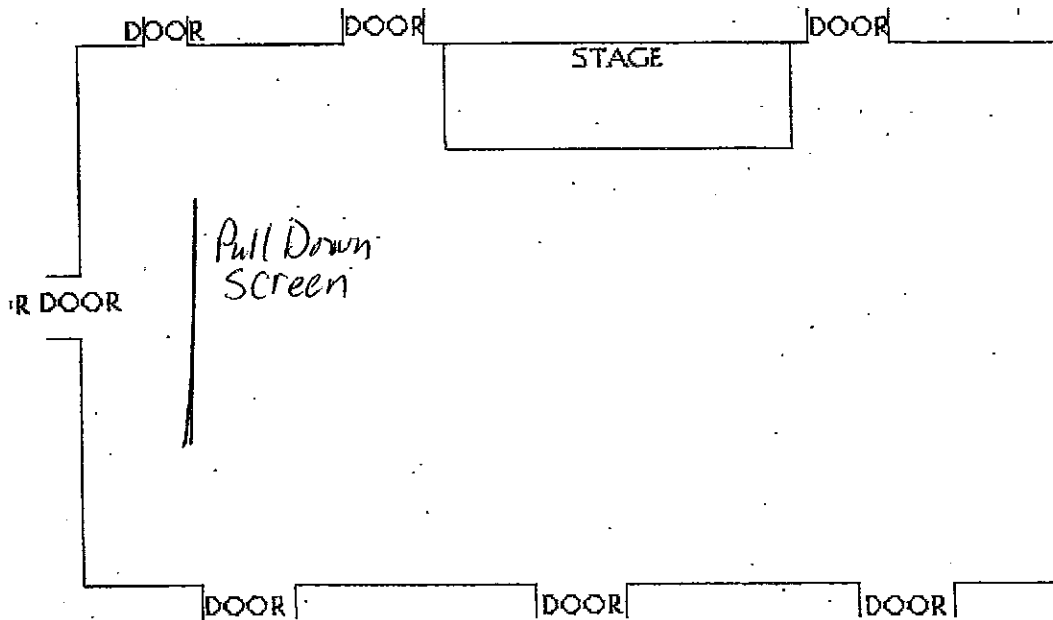
HODGIES AUDITORIUM

PLEASE FILL OUT YOUR ROOM DIAGRAM AND SEND BACK TO ALICIA ANDREWS AT LEAST 2 WEEKS PRIOR TO YOUR EVENT/FAX #414.3906







-  = 6' Tables
-  = chairs
-  = 60" Round Tables
-  = Podium

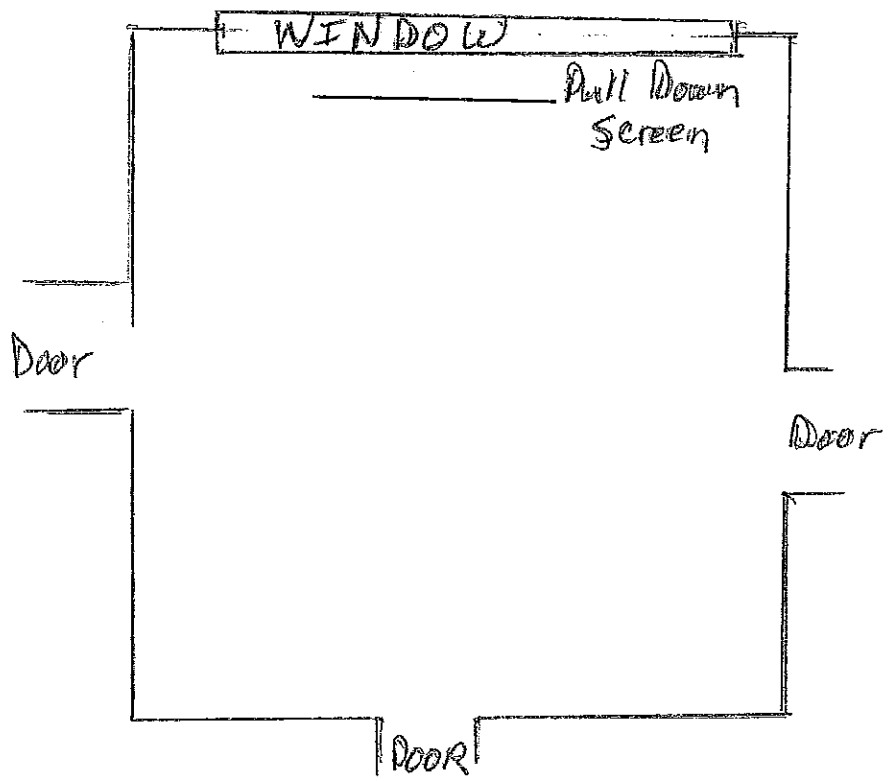
AUDITORIUM

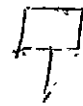
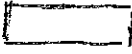



PLEASE FILL OUT YOUR ROOM
 DIAGRAM AND SEND BACK TO ALICIA ANDREWS
 AT LEAST 2 WEEKS PRIOR
 TO YOUR EVENT/FAX #414.3906

-  = Podium
-  = Rectangular 6' Tables
-  = CHAIRS
-  = 60" Round Tables

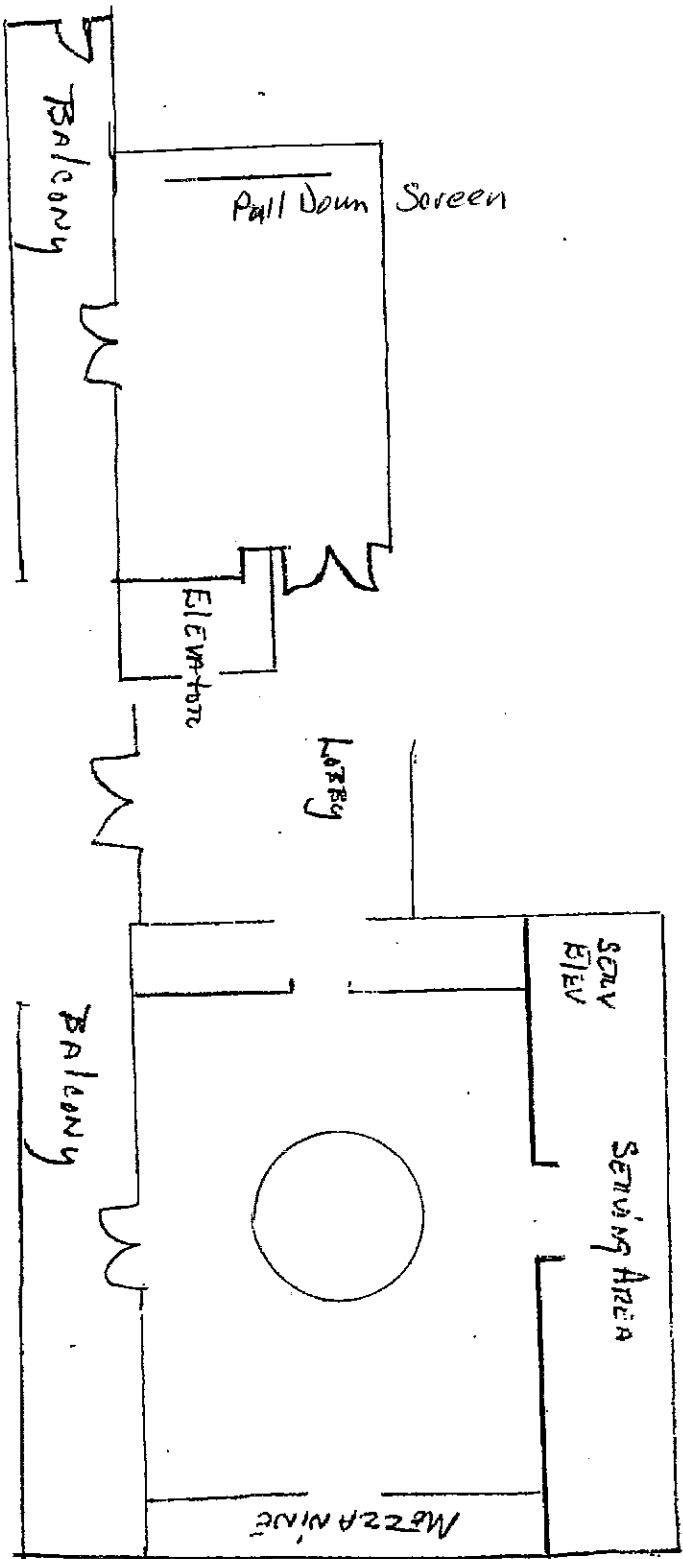
HODGES ROOM



-  = Podium
-  = 6' Tables
- X = chairs
-  = 60" Round Tables

EAST ROOM

IRELAND ROOM



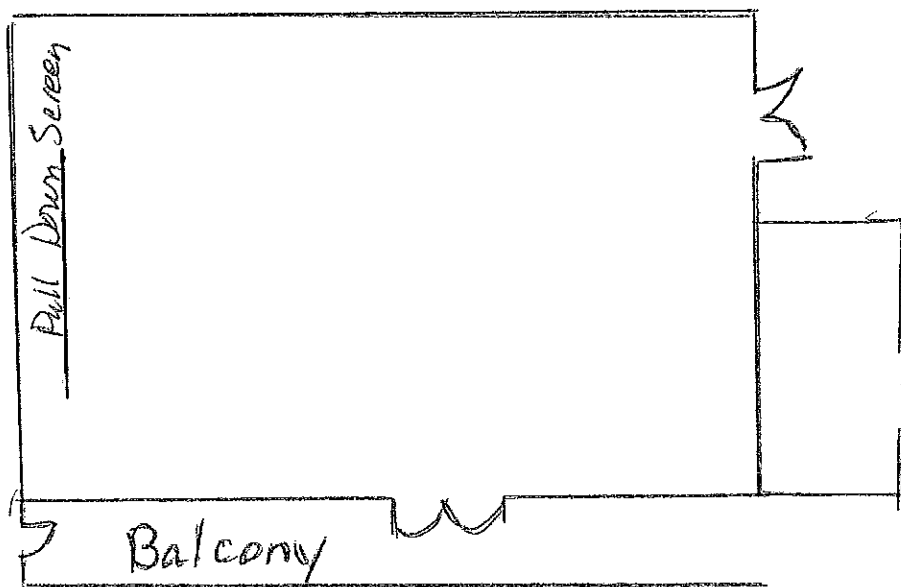
[Symbol] = Podium

[Symbol] = Rectangular 6' Tables

X = Chairs

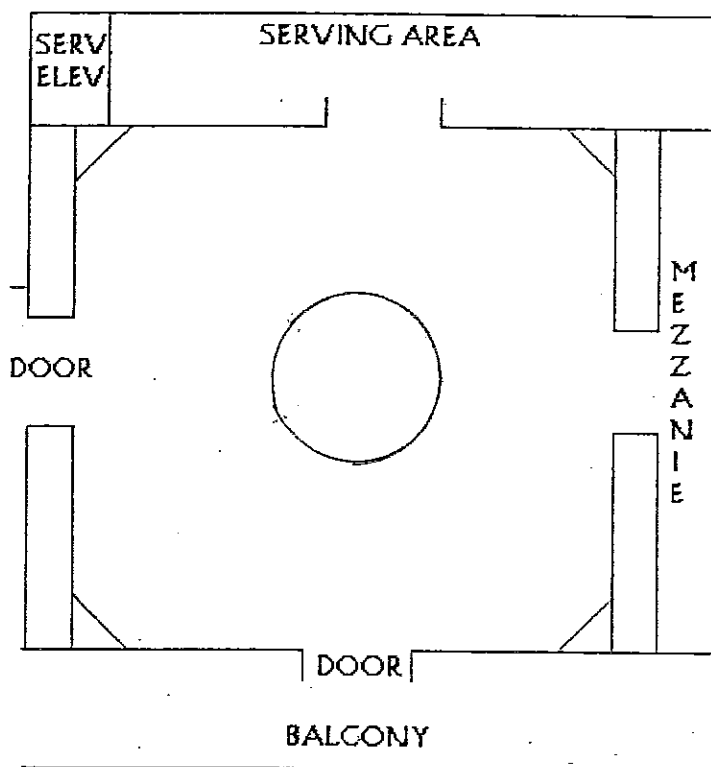
[Symbol] = 60" Round Tables

EAST ROOM



- = Podium
- = 60" Round Table
- ▭ = 6' Rectangle Table
- x = chairs

IRELAND ROOM



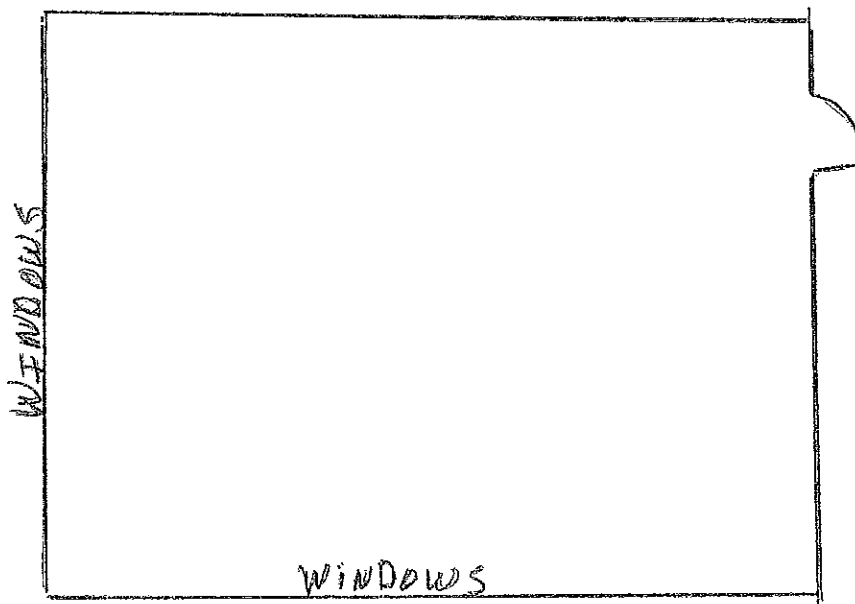
□ = Podium


▭ = Rectangular
6' Tables

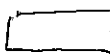
x = chairs

○ = 60" Round Tables

CONFERENCE ROOM



 = Podium

 = Rectangular 6' Tables

X = CHAIRS

 = 60" Round Tables

BIRMINGHAM BOTANICAL GARDENS CATERER'S KITCHEN RULES

Use of the BBG Caterer's Kitchen requires ALL caterers to abide by the following rules:

1. All Jefferson County Health Department Rules (JCHD) must be adhered to.
2. All caterers must provide a valid copy of their Food Permit issued by the JCHD four weeks before their event.
3. All caterers must provide a copy of their most recent Kitchen Food Inspection Report conducted by the JCHD four weeks before their event.
4. All caterers must provide a copy of Food Handler Cards (issued by the JCHD) for ALL food handlers working their event four weeks before their event.
5. The BBG Caterer's Kitchen is just that - a Caterer's Kitchen. Therefore most food should be will be cooked off-site and only kept warm/cold for serving.
6. All food will be kept at the proper temperatures approved by the JCHD.
7. No food or food equipment allowed on the floor per the JCHD.
8. Personal food or drinks cannot be carried, consumed or placed anywhere in the kitchen.
9. Food, drink or personal equipment cannot be stored at the BBG before or after your event. Food will be disposed of if found unattended or stored in the BBG kitchen including the refrigerator.
10. The BBG is not responsible for items (tables, chairs, decorations, utensils, cookware, etc.) delivered before or stored following your event.
11. Kitchen doors as well as doors leading outside will be kept closed at all times. Do not prop these doors open. This is in violation of JCHD rules. Likewise keep the dumpster doors closed for the same reason.
12. All trash will be removed from the BBG kitchen and facilities by the caterers before they leave the premises.
13. The kitchen appliances, countertops, sinks and floor must be cleaned after each event by caterers using the facilities. Caterers/renters will be charged a cleaning fee if city staff must clean behind those using any BBG Facilities. The charge will be an overtime rate (\$20.00 minimum).
14. Caterers/renters will be responsible for all damages to City property and should notify city staff at once.
15. Caterers not abiding by these rules will not be allowed to cater future events at the BBG.

ISSUED BY DIRECTOR – JAMES E. HORTON, JR.
JUNE 1, 2007

CATERERS

Gardens Café

by Kathy G

Botanical Gardens

2612 Lane Park Road

Birmingham, AL 35223

205-871-1000

Carolyn Counts

981 Morris Majestic Road

Morris, AL 35116

205-647-0707 Office

205-647-8420 Home

Catering by LeRose

Rose Anthony

P.O. Box 144

Birmingham, AL 35201

205-595-5227 Office

205-676-7673 Pager

Creative Catering By Ambrosia

Michael Glenn

669-3800 Office/587-9407

125 Forrest Ridge Road

Maylene, AL 35114

Eva's Bakery

3813 AL St Hwy 160

Hayden, AL 35179

205-647-2662

Browdy's Restaurant

2713 Culver Road

Mountain Brook, AL 35223

205-879-8585

Catering 2 U

Catering & Event Planning

Tim Wright

206-276-1689 Office & Cell

205-874-6650 Fax

www.catering2uonline.com

Chef Clayton's

Food Systems, Inc.

P.O. Box 599 J19-A

Fairfield, AL 35064

205-783-2011 Office

205-236-8496

Elegant Catering Services

176 Moonridge Avenue, #131

Homewood, AL 35209

205-941-1246

Affairs to Remember Caterers

680 Ponce de Leon Avenue

Atlanta, GA 30308

404-872-7859 Office

404-876-6314 Fax

James Montgomery
205-328-3030

Dreamland Bar-B-Que
1427 14th Avenue South
Birmingham, AL 35205
205-329-9322 Office
205-933-9770 Fax

People's Choice
860 Minor Parkway
Birmingham, AL 35224
205-206-8025 Office
205-206-8027 Office

D & D Catering
David & Deloris Eason
781-6246/785-4518
531-2510

Imperial Catering, Inc.
Sela Madonia
205-328-7697 Office
205-322-7698 Office

JAZ Catering Creations
Jane't Sharpe
205-601-5116

Creative Catering By Shirlee
1001 Stuart Street
Homewood, AL 35209
205-870-1390 Office
205-870-0290 Fax
205-206-8028 Fax

Kathy G's
11 Wet Park Circle
Birmingham, AL 35211
205-942-4210

Dielan's Gourmet Pantry
Philip Stewart
1433-A Montgomery Hwy.
Vestavia Hills, AL 35216
205-822-9477 Office
205-822-9485 Fax
www.gourmetpantry.us

Char-House Foods
2520 4th Avenue South
Birmingham, AL 35233
205-328-6072
charhousefoods@aol.com

Majestic Catering
2420 Morgan Road
Suite 100
Bessemer, AL 35022
205-426-6500 Office
205-426-6575
www.majesticcatering.com

Sherry's Floral & Catering
1603 Center Point Pkwy
Birmingham, AL 35215
205-853-0029 Office
205-853-0647 Fax

Barb's Cakes
205-664-8767
www.barbscakes.com

Johnson Catering
Donnell Johnson
6305 Walnut Drive
Pinson, AL 35126
205-592-1000
www.chefdonnell.com

Catering by Lanetta
2268 9th Avenue North
Birmingham, AL 35203
205-458-8558 Office
205-458-8559 Fax

Humphrey's
Home Style Buffet
Karl & Karen Humphrey
205-942-5359
205-942-5374

Candy's Fantasy Weddings
1902 Springdale Lane
Jasper, AL 35503
1-866-384-3389
www.candaysfantasyweddings.com

Wesley Williams
335-9900