

# Lanark Rentals

## NaturePlex

TO SEE THE NATUREPLEX, FILL OUT THE ONLINE RENTAL REQUEST FORM

The NaturePlex is the 23,000 square foot structural facility that serves as the Welcome and Education Center for the Alabama Nature Center. The facility includes a 120-seat Theater equipped with up to date technology; Hands-on Discovery Hall with wild-life and nature-based displays; Educational Classrooms; Community Room available for meeting use and rental; and Gift Shop.



**Church, Civic & Non-Profits Receive a 20% Rate Discount**

### Main Hall with Community Room

For such events as corporate functions, civic meetings, and social events. Rentals can be made when they do not conflict with our primary educational activities.

#### Business Hours

Monday-Friday (8am – 5pm)  
■ \$1,250 Rental Charge  
■ \$350 Security Deposit

#### Weekdays After Hours

Monday-Thursday (5pm and after)  
■ \$1,600 Rental Charge  
■ \$500 Security Deposit

#### Weekend Events

Friday (3pm) - Sunday  
■ \$3,000 Rental Charge  
■ \$500 Security Deposit  
■ Fire Pit Area - \$1,000 Additional

#### Amenities

- Fully functional Audio/Visual System
- Fully equipped Catering Kitchen
- Use of tables and chairs
- Trail access

#### Main Hall Specifications

- Dimensions: 47'x39'
- Theater style: 200 seats
- Banquet style: 150 seats
- Meeting area: 1,833 square feet
- Reception style: 180 guests
- Classroom style: 80 seats

#### Community Room Specifications

- Dimensions: 39'x24'
- Theater style: 100 seats
- Banquet style: 72 seats
- Meeting area: 936 square feet
- Reception style: 90 guests
- Classroom style: 39 seats

### Community Room

#### Business Hours

Monday-Friday (8am – 4pm)  
■ \$400 Rental Charge up to 8 Hours  
■ \$50 Per Additional Hour

#### Weekdays After Hours

Monday-Thursday (5pm and after)  
■ \$1,250 Rental Charge up to 8 Hours  
■ \$350 Security Deposit

### Fire Pit Area

- Includes: Fire Pit, Lunch Cove, Classrooms
- \$1,500 Rental Charge
- \$500 Security Deposit
- Tables: 20 - 6ft rectangle
- Chairs: 150

#### Amenities

- Podium with fully functional Sound System
- Fully equipped Catering Kitchen
- Use of tables and chairs
- Trail access

### The Theater

For such events as corporate functions, business meetings, and other social gatherings. Rentals can be made when they do not conflict with our primary educational activities.

#### Business Hours

Monday-Friday (8am – 4pm)  
■ \$900 Rental Charge  
■ \$350 Security Deposit

#### Weekdays After Hours

Monday-Thursday (5pm and after)  
■ \$1,150 Rental Charge  
■ \$350 Security Deposit

#### Amenities

- State of the art, fully functional Audio/Visual system
- Theater capabilities with HD/Surround Sound
- Use of tables and chairs for head table/other setups when auditorium format is desired

#### Theater Specifications

- Theater: 120 seats

#### Special Note

- No food or drink is allowed in the Theater

### Main Hall with The Theater

Monday-Friday (8am – 4pm)  
■ \$1000 Rental Charge  
■ \$350 Security Deposit

### NaturePlex Upstairs Usage

- Tables: 20 - 5ft rounds / 22 - 6ft rectangle
- Chairs: 150

*Clean up of the premises is the responsibility of the Renter, and must be completed the same day, following the event. Arrangements for trash removal must be made in advance of the event. No items may be stored overnight without prior consent of the Lanark Rental Coordinator. Any non-approved items left after the event will be regarded as trash and removed.*

*Conservation Education is the primary focus of the Alabama Nature Center and our educational programs are our first priority. We enjoy making our NaturePlex and Lanark Pavilion facilities available for meeting and event rentals when it does not conflict with that mission and objective.*

# Lanark Rentals

## Main Hall Information

- The kitchen can be utilized during Main Hall rentals at no additional charge. Available for your use are:
  - Refrigerator
  - Stove (last minute prep only/ full cooking must be done prior to arrival)
  - Warming Unit
  - Ice Maker
  - Coffee Pot (renter is responsible for items used to prepare coffee)
  - Sink
- Renters/ caterers are responsible for bringing all items they will use during the course of the event. This includes all serving pieces, cloths/ towels, dishwashing liquid, knives, etc.
- The lights cannot be isolated or dimmed in the Main Hall. The hallways and breezeway can be isolated and left on if needed.
- Live music and DJ services are welcome. Lighting can be brought in, however, fog machines are not permitted in the NaturePlex.
- No tape or adhesive of any kind is allowed on the walls or columns. Elastic only may be used on the columns.
- Removal of trash is the responsibility of the renter.
- Non-rented areas should not be used during your event and will be closed off. The use of extra spaces will result in additional billing/reduction in damage deposit refunds.
- Renters are expected to leave the area free of décor and food when their function is over. Floors should be swept if large amounts of food litter the area.
- There are twenty (5 ft.) rounds and twenty (6 ft.) tables available. We will set up according to your instructions. Brown tablecloths can be used at a charge of \$20 per cloth.

### Measurements you may find useful:

- The Main Hall measures 39' x 47'6" (from the columns to the rear of the room).
- Two columns – 10' 10" tall
- Plugs are located at the following locations:
  - Right side wall: one at rear and one at front of room
  - Left side wall: one at front of room
  - Rear wall: One at each side of large window

It is understood there may be a time you will need to revisit the Main Hall in order to plan décor and set-up for your event. We will be glad to accommodate those needs when possible. The NaturePlex can be a very busy building; please call or e-mail at least one day ahead in order for us to check the calendar to confirm there are no conflicts before planning a visit. You will need to check in with the front desk upon arrival.



# Lamar Rentals

## Community Room Rental Information

- Your reservation should include enough time for set-up. Renters will be charged for time used outside of their specified rental times. This fee can be withheld from the damage deposit. Rentals must vacate the building by 12 a.m.
- The kitchen can be utilized during Community Room rentals at no additional charge. Available for your use are:
  - Refrigerator
  - Stove (last minute prep only/ full cooking must be done prior to arrival)
  - Warming Unit
  - Ice Maker
  - Coffee Pot (renter is responsible for items used to prepare coffee)
  - Sink
- Renters/ caterers are responsible for bringing all items they will use during the course of the event. This includes all serving pieces, cloths/ towels, dishwashing liquid, knives, etc.
- The lights cannot be dimmed in the Community Room. Lights can be partially turned off.
- Live music and DJ services are welcome. Lighting can be brought in, however, fog machines are not permitted in the NaturePlex.
- No tape or adhesive of any kind is allowed on the walls or columns. Elastic only may be used on the columns.
- Removal of trash is the responsibility of the renter.
- Non-rented areas should not be used during your event and will be closed off. The use of extra spaces will result in additional billing/ reduction in damage deposit refunds.
- Renters are expected to leave the area free of décor and food when their function is over. Floors should be cleaned if large amounts of food litter the area.
- There are five foot round tables, six foot tables and chairs available.

It is understood there may be a time you will need to revisit the Community Room in order to plan décor and set-up for your event. We will be glad to accommodate those needs when possible. The NaturePlex can be a very busy building; please call or e-mail at least one day ahead in order for us to check the calendar to confirm there are no conflicts before planning a visit. You will need to check in with the front desk upon arrival.



# Lanark Rentals

## Fire Pit Rental Information

- AWF does not furnish firewood. You must provide your own wood.
- You have access to the Lunch Cove and Class Room 2.
- You have access to 20- 6ft rectangle tables and 150 chairs in the Lunch Cove. The Lunch Cove must be put back into the format you found it. Failure can result in reduction of deposit returned.
- You have access to Class Room 2. The tables and chairs must be put back into the format you found it. Failure can result in reduction of deposit returned.
- You have access to the catering kitchen upstairs.
- Decorative Lighting can be brought in.
- Do not nail anything to the trees or stone pillars.
- Trash must be taken to the Dumpster at the end of your event. Directions will be provided.

## Theater Area Information

- No food or beverages allowed in the Theater.
- AWF Staff will assist with the audio visual setup for this area.

