



# RAILROAD PARK RESERVATION PACKAGES

**A Piece of Green package** is the perfect choice for those wanting a nice outdoor park experience. Guests may choose any part of the lawn to host their event. A Piece of Green package comes with one pop-up tent, one serving table and one garbage can. Guests may bring in a fun rental such as a moon bounce, train, etc. to entertain guests. Guests are asked to request a generator to power their fun rental of choice. Guests may also bring in their own tent. Note: No user-friendly electricity is available with this rental and certain lawn areas may be restricted due to special events and reservations. **The price of this package is \$200.00. The reservation is for four hours**, which includes your set-up and breakdown time.

**The Caboose Package** gives you a reserved portion of the 17th Street Plaza Section A, which is conveniently located underneath the Park's pavilion. This package includes one

servicing table and tables and chairs to accommodate **20** guests. With the Caboose package guests of Railroad Park may bring in a fun rental such as a moon bounce, train, etc. to entertain guests. Guests are asked to request a generator to power their fun rental of choice. The Caboose package is conveniently located near the Park's restroom facilities and comes with user-friendly electricity. **The price of this package is \$200.00. Reservations are for four hours**, which includes your set-up and breakdown time.

**The Railway Package** gives you a reserved portion of the 17th Street Plaza Section B, which is conveniently located underneath the Park's pavilion. This package includes two serving tables, and tables and chairs to accommodate **40** guests. With the Railway package guests of Railroad Park may bring in a fun rental such as a moon bounce, train, etc. to entertain guests. Guests are asked to request a generator



to power their fun rental of choice. The Railway package is conveniently located near the Park's restroom facilities and comes with user-friendly electricity. **The price of this package is \$400.00. Reservations are for four hours,** which includes your set-up and breakdown time.

**The Conductor Package** gives you a reserved portion of the 17th Street Plaza Section B, which is conveniently located underneath the Park's pavilion. This package includes four serving tables, and tables and chairs to accommodate **60** guests. With the Conductor package guests of Railroad Park may bring in a fun rental such as a moon bounce, train, etc. to entertain guests. Guests are asked to request a generator to power their fun rental of choice. The Conductor package is conveniently located near the Park's restroom facilities and comes with user-friendly electricity. **The price of this package is \$600.00. Reservations are for four hours,** plus one hour for set-up and breakdown time.

**The Lakefronts at Railroad Park Package** Each of four separate lakefront spots with beautiful views of Vulcan and the rolling landscape are perfect for an intimate picnic. Each Lakefront at Railroad Park can accommodate **10** guests comfortably. When reserving this space guests will enjoy one serving table and a garbage can for their usage. Guests may also set-up a small tent. **Each area is \$50.00. Reservations are for four hours,** which includes your set-up and breakdown time.

**Notes:**

1. Railroad Park Packages are offered at an extremely large discount. Due to this no additional chairs, tables and/or equipment may be added to your package space. If by chance none of the Railroad Park reservation packages accommodates your event needs, please consider reserving one of the Park's facility usage areas.
2. The discounts that can be applied to a Railroad Park Reservation package are the Summer Tracks Discount, (July 1 through August 31) and The Winter Rail (November 1 through February 29). During these select months guests of Railroad Park will enjoy 20% off their reservation package.



## Railroad Park Reservations: 3. Discounts

### 1. How to reserve space

- Reservations are on a first come, first served basis.
- Clients must submit an events request form before an event can be tentatively placed on the Park's events calendar.

### 2. Payments

- Reservations are confirmed once full payment has been received.
- Railroad Park accepts cash, checks and money orders. Please make checks and/or money orders payable to Railroad Park Foundation. Unfortunately Railroad Park does not accept credit cards. We apologize for the inconvenience.
- All payments are final and may not be refunded. In the event of inclement weather or a client's schedule change, your event may be rescheduled around the Park's existing reservations and activity schedule.

- **Non-Profit Discount:** Non-profit organizations will receive a 20% discount off of facility usage. A copy of the organization's 501c3 must accompany the events request form. The non-profit discount does not apply to any of the Railroad Park packages. Railroad Park Foundation is a non-profit entity and therefore cannot donate to other charitable organizations other than through the Non-Profit Discount.
- **Summer Tracks Discount:** July 1 through August 31 all facility usage fees and packages are 20% off.
- **The Winter Rail Discount:** November 1 through February 29 all facility usage fees and packages are 20% off.
- **RXR Discount:** Reserve two or more facility usage areas and receive a 10% discount off of your total facility usage fee. **The RXR Discount does not apply to packages.**



#### 4. Additional Charges

- Events where attendance is expected to be 200 or more, or events deemed large-scale by the Special Events Coordinator may be assessed an additional charge per hour to provide additional security and janitorial services for your event. This service charge depends on the number of people expected to attend the event and your reservation area.
- In instances, which the Special Events Coordinator deems necessary for the overall betterment of the Park and event, clients will be required to provide portable toilets at their event through one of the Park's approved vendors.

#### 5. Event Logistics

- **Check-In:** On the day of your event, clients must report to the Railroad Park office and check-in with a representative of Railroad Park prior to reporting to your reserved section.
- **Event Time Frame:** Reservations are for four hours. **If your event requires more than the standard there will be an additional \$100.00 to \$500.00 per hour charge depending upon the scope of your reservation.** This fee does not include the

additional charge per hour to provide additional security and janitorial service.

- **Event Set-Up:** You will receive two hours to set-up for your event. Large-scale events will receive four hours to set-up. An event can only be deemed large-scale by the Special Events Coordinator. **If your event requires more than the standard set-up time, it will be an additional \$100.00 per hour.** Additional charges per hour may apply to provide additional security and janitorial services.
- **24-Hour Advance Event Set-Up:** Clients may set up at least 24-hours in advance of their event if and only if their set-up does not interfere with other previously planned reservations and activities at Railroad Park. The early set-up fee is \$1,000 and the fee includes special security for the 24-hour period.
- **Event Breakdown:** You will receive two hours to breakdown your event. Large-scale events will receive four hours to breakdown. An event can only be deemed large-scale by the Special Events Coordinator. **If your event requires more than the standard breakdown time, it will be an additional \$300.00 per hour. However, if you request additional breakdown time in advance and not the**

**day of or after your event, the breakdown fee is only \$100.00 per hour.** Additional charges per hour may apply to provide additional security and janitorial services.

- **24-Hour Post Event Breakdown:** Clients may breakdown 24-hours after the completion of an event if and only if their breakdown time does not interfere with other previously planned reservations and activities at Railroad Park. The late breakdown fee is \$1,000, and the fee includes special security for the 24-hour period.
- **Check out:** Immediately following your event, clients must report to the Railroad Park office and submit the Railroad Park Event Checklist form to a representative of Railroad Park. This is to ensure no event items are left on-site after your event and the Park is returned to its natural state. **If any Park property (i.e. landscaping, tables, chairs or equipment) is permanently damaged as a direct result of your event, you will be assessed a minimum of \$500.00 in order to cover the total cost of the repair.**

#### 6. Railroad Park Reservation Rules

- **Vendors:** All scheduled reservations and activities must use Railroad Park's preferred vendors and caterers. This includes but is not limited to food, portable restrooms, tents, chairs, audio/visual needs, staging etc. Event Coordinators must also adhere to this rule. **Special provision may be granted based on the nature of the event. In this case the client will be responsible for paying an additional assessment of \$500.00.**
- **Motor Vehicles:** In an effort to maintain the lawns at Railroad Park we ask that all clients and vendors of the Park refrain from driving any commercial motor vehicle (trucks, vans, semi-trucks) or regular motor vehicles on the grass. The specific areas include: The Meadow, West Lawn, The Hillside, Lawn Terraces, West Gate and the Amphitheater. Failure to adhere to this request may result in a monetary penalty for the client and release of contract for the Park approved vendor or caterer. We understand this policy may affect your set-up and breakdown procedure. We apologize for the inconvenience and thank you for your assistance in keeping Railroad Park



beautiful and well maintained for generations to come. **Exceptions may be made by the Special Events Coordinator in emergency situations.**

• **Alcohol:** All alcoholic beverages must be supplied and served by Railroad Park's licensed vendor. The client incurs all responsibility and liability for serving alcohol. All state and federal laws concerning the serving and consumption of alcohol will be strictly enforced. No one under the age of 21 will be served alcohol under any circumstance. Due to ABC regulations, groups or individuals are not allowed to bring in or serve alcohol, donated or otherwise, on-site. All alcohol must be purchased and served by the Park's licensed vendor.

• **Decorations:**

1. All decorations must be pre-approved by the Special Events Coordinator. Decorations may not be affixed to any surface of Railroad Park, its grounds or facilities, with nails, staples, tacks or other fasteners that may cause damage.

2. Because of the problems with and costs associated with clean up, no rice, confetti, glitter, birdseed, etc. may be thrown on the grounds.
3. The Special Events Coordinator must pre-approve any use of candles, lanterns or torches. No open flame candles, sparklers or fireworks are allowed on the grounds due to Fire Marshall Regulations.
4. Nothing may be placed in any of the water elements of the park.
5. Please refrain from the use of sidewalk chalk or water-colored paint.
6. If any Park property (i.e. landscaping, tables, chairs or equipment) is permanently damaged as a direct result of your event, you will be assessed a minimum of \$500.00 in order to cover the total cost of the repair.

• **Event Coordinators:** Railroad Park provides the space for special events. Railroad Park recommends the use of a professional wedding or event coordinator for arrangement



and direction of your event. The staff of Railroad Park is present to ensure your event is a success, but cannot coordinate or direct events.

- **Office Space:** No office space or supplies will be provided to you or your organization during a scheduled event.
- **Storage:** Railroad Park accepts no responsibility for the delivery of any items or for the storage or safekeeping of any personal items left on the grounds or in any building or structure.
- **Marketing:** The use of, or any reference to Railroad Park's name, logo, or image to promote, advertise, or sell tickets to an event is allowed after full payment is received for the event in question. If full payment has not been received Railroad Park reserves the right to deny you or your organization the right to use the facility for your event.

- **Event Information:** Railroad Park is not responsible for providing event information or directions to event attendees. A telephone number for your organization/corporation should be included on all of your event literature and promotional materials.
- **Parking:** Free parking is available along the outer perimeters of the Park along First Avenue South. Please refrain from parking in the spaces allotted for various local businesses that operate along First Avenue South unless you are attending those venues. Violators may be subject to tickets or towing. Park patrons are free to use Parking Lot D located on 18th Street and First Avenue South at a cost of \$2.00. For more information concerning Parking Lot D, please contact the Birmingham Parking Authority at 205-254-2330.

# Park Rules

- PETS WELCOME; UNDER CONTROL OF OWNER. PETS MUST BE ON A LEASH AT ALL TIMES.
- PLEASE CLEAN UP AFTER YOUR PETS
- PLEASE DO NOT PICK THE FLOWERS
- NO LITTERING, GRAFFITI, STICKERS OR SIDEWALK CHALK
- NO SMOKING
- NO WADING, JUMPING, SWIMMING OR FISHING IN THE LAKES AND PONDS
- NO ROCK THROWING
- NO VEHICLES
- NO LYING ON BENCHES
- NO PLACEMENT OF STAKES, POSTS OR SIGNS
- NO PANHANDLING
- NO ILLEGAL DRUGS
- NO FIREARMS OR WEAPONS
- NO FEEDING THE PIGEONS
- NO BARBECUE GRILLS
- ALCOHOL IS ALLOWED IN DESIGNATED AREAS ONLY, WHEN PURCHASED FROM PARK VENDORS OR AS PROVIDED FOR SPECIAL EVENTS
- SKATEBOARDING ALLOWED IN DESIGNATED AREAS ONLY
- CHILDREN UNDER THE AGE OF 16 SHOULD BE SUPERVISED AT ALL TIMES ON THE PROPERTY
- RAILROAD PARK IS MONITORED 24-HOURS A DAY, 7-DAYS A WEEK

