



Conference Center Registration

Please complete the following forms to reserve the Conference Center for your event and return as soon as possible to secure the date.

Please return to Mara Hernandez (marah@alagc.org)

Office: 205-451-1422 Cell: 659-273-0472

Thank you for choosing to use the Alabama AGC Conference Center.

We look forward to having you here!

As of January 1, 2025 an increase in rental pricing went into effect.

Conference Center Agreement

Operating Rules and Policies

- Advance reservations must be made for any use of any part of the facility, regardless of amount charged.
- Use includes access to the ground floor, main corridors, and restrooms.
- Conference Center charges must be paid in full at the time the reservation is made.
- Conference Center is not available for personal functions, parties or non-business receptions.
- Use of the Conference Center is limited to firms, businesses and/or business-related associations.
- Alabama AGC and its related entities will not be responsible for lost or stolen property from the Building or Premises.
- Host Representative must provide general liability Insurance covering the event held at Conference Center, with a limit no less than \$1,000,000 per occurrence. Host Representative shall provide evidence of such coverage at the time of reservation of the Conference Center. AGC reserves the right to specify higher limits of Insurance and additional coverages for any event in its sole discretion.
- Please remain in designated areas. No wandering into other rooms/suites of the building.
- Smoking of any type (including vape products) is strictly prohibited inside the building at all times. Designated areas have been provided outside the East end of the Conference Center corridor and outside the two stairwell exits at the ends of the building. Violation of the smoking policy may result in *additional charges* to the Host Representative for deodorizing, cleaning and litter cleanup.
- Meetings after 5:00 PM or before 8:00 AM may require obtaining building keys prior to the meeting.
- Leaders of meetings ending after 5:00 PM are required to check that all exterior doors of the building are locked before leaving the facility.
- Keys may NOT be transferred to anyone not authorized to have them by AGC.
- All lights , projection equipment and sound systems must be turned off prior to departure.
- NO TAPING OR TACKING ANYTHING TO WALLS, CEILINGS OR DOORS.
- Host Representative is responsible for cleaning and leaving the facility as it was prior to the event.
- Outside doors may not be propped open. Propping causes damage to doors and hardware.
- No pets/animals in or about the Building or Premises with the exception of service animals as governed under the Americans with Disabilities Act.
- Movable partitions are not to be operated except by those already instructed in proper operation.
- Host Representative is responsible for providing its own auxiliary items needed for conducting the meeting, such as extension cords, plug strips, computer connection cables, etc. If requested herein, AGC is providing only the Conference Center projection and audio equipment and the floor and wall outlets for data and power.
- Host Representative is responsible for examining the space prior to its event , and is solely responsible for determining its needs for auxiliary items and the adequacy of the facility for the event. This includes instruction and testing the compatibility and operation of your equipment with the Conference Center equipment. Conference Center equipment may NOT be modified.
- A/V equipment usage is to be approved prior to the event by AGC. It is the responsibility of the Host Representative to operate the A/V equipment as AGC is not responsible for the operation & conferencing of A/V equipment. It is recommended that you solicit the services of an IT professional to assist with its operation.
- AGC does not provide ZOOM, Go To Webinar, nor Microsoft Team Accounts for web conferencing.
- No cooking is allowed at any time on the premises, including in the Serving Kitchen. Functions involving food and/or meals must be catered.
- All Caterer's MUST be **licensed and insured**.

- AGC will NOT be responsible for providing any refreshments, meals or provisions thereof, including coffee.
- You or your caterer must include everything you will need, including linens. You will need to make your arrangements directly with the catering company and you will be responsible for paying for the services directly. Host and/or Caterer are responsible for cleanup and for placement of waste in large lined receptacles provided.
- A limited amount of coffee MAY be available in the Serving Kitchen IF RESERVED prior to your meeting. You will be responsible for operating the coffeemaker and returning the carafes to the Serving Kitchen.
- Host Representative is responsible for ensuring that all meeting participants abide by all Rules and Policies. Host Representative agrees to inform the person leading the meeting of the full content of this agreement if the leader is not the representative signing below.

I/we have read this document and hereby acknowledge and accept the terms herein:

Host Representative

Date

Conference Center

	Approximate Capacity	Members	Non-Members & Groups
Board Room	up to 28	No Charge	\$125
Training Room	up to 35	\$150	\$300
Conference Room 1	up to 28	\$100	\$250
Conference Room 2	25-75	\$290	\$450
Conference Room 3	50-100	\$315	\$495
Entire Center	up to 250	\$645	\$995

Conference Center Rooms

A/V

Select all that apply

Number of Attendees

HDMI Connection

Wireless Connection

Layout

Ceiling Projector

Ceiling Screen

Web Camera

Dynamic Microphone

Lavalier Microphone

Laptop & connection cables must be provided by Host

- Capacity varies according to setup, such as chairs only, seminar, conference, round dining tables.
- Conference Room 1 is available for Conference & U-Shape setup only. (No classroom or seminar setup)
- Prices do not include setup, meals or refreshments, or cleanup beyond normal janitorial services. Host may be subject to additional charges in the event of damage to facilities, furniture and equipment, or due to excessive cleanup after the event.

Event Registration

Member

Tenant

Non-Member

Company/Group:

Address:

Contact Name:

Email:

Phone:

Date(s):

Beginning & Ending Time:

Description/Type of Event:

*e.g., Board Meeting, Annual
Kickoff, Team-Building,
Seminars, Awards Night etc.*

If Billing information is different from above, please provide billing contact below

Contact Name:

Address:

Email:

Phone:

For Personnel Use Only

Member ID:

Description:

Amount:

Submitted By:

**Alabama AGC Conference Center
EVENT INDEMNITY AGREEMENT**

This Event Indemnity Agreement ("Agreement") made and entered into by and between Alabama Associated General Contractors Trust Fund Real Estate, LLC, an Alabama limited liability company ("Owner"), Alabama Associated General Contractors, Inc., an Alabama corporation ("Manager"), and _____, its agents, representatives, and employees, heirs, next of kin, legatees, distributees, personal representatives, successors and assigns, in whatever form (collectively, "Invitee").

(1) In consideration of Invitee's payment of the rental rates set forth on the attached Registration and Reservation Documents, Owner and Manager shall allow Invitee to use the conference facilities owned by Owner and managed by Manager and located at 5000 Grantswood Road, Irondale, Alabama, (the "Conference Facilities"), for the limited period of time and upon the other terms and conditions described in Exhibit "A".

(2) **RELEASE AND INDEMNITY:** Invitee, its personal representatives, officers, directors, heirs, next-of-kin, legatees, distributees, successors, and assigns (collectively, the "Indemnifying Parties") hereby forever and fully release, remise, acquit, and discharge and shall indemnify, defend and hold harmless Owner and Manager, their officers, directors, employees, affiliates, successors, and assigns (collectively, the "Indemnified Parties") generally of and from any and all claims, liens, demands, causes of action, lawsuits, costs, including but not limited to, attorney's fees, incurred by the Indemnified Parties in defending same, and liabilities of every kind, nature, or character, contingent, liquidated, or otherwise, that may at any time hereafter arise from, result from, or be in any manner incident to Invitee's use of the Conference Facilities or any actions of Invitee while present on the Conference Facilities, whether negligent, intentional, or criminal, including, but not limited to, theft of property belonging to or in the possession of Owner or Manager.

(3) The person or persons executing this Agreement on behalf of Invitee have been specifically authorized to do so.

Agreed upon and accepted this the ____ day of _____, 20____.

ALABAMA ASSOCIATED GENERAL CONTRACTORS TRUST FUND REAL ESTATE LLC

By: _____
Its _____

ALABAMA ASSOCIATED GENERAL CONTRACTORS, INC.

By: _____
Its _____

INVITEE: _____

By: _____ (SIGNATURE)

_____ (Print name)