



Environmental Education Center Information Packet

Physical address:

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Subject to change



Sizes, Capacities & Fee Schedule

Rental Unit	Size		Capacity ^c				Deposit	8 hour rate
	Square Feet	Dimension	Banquet Seating	Theater Seating	Classroom Seating	Standing Reception		
Full Room ^A	5,400	45' X 120'	320	375	168	500	\$350	\$3000
Two Rooms ^B	3,600	45' X 80'	200	250	112	400	\$250	\$1500
One Room ^B	1,800	45' X 40'	100	125	56	250	\$200	\$750

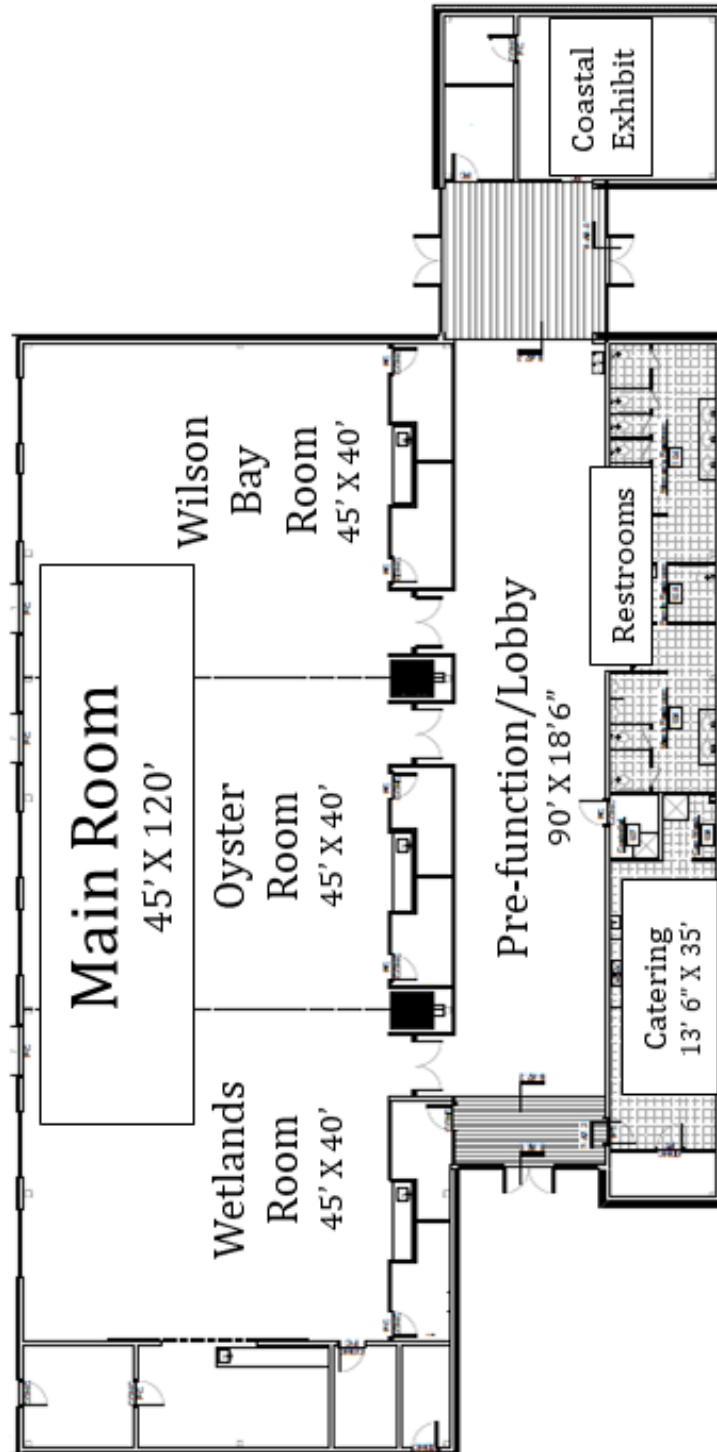
The venue/s described above has been reserved for you for the date and time stipulated. Please note that the hours assigned to your event include all set-up and all clean-up, including the set-up and clean-up of all subcontractors that you may utilize. It is understood you will adhere to and follow the terms of this Agreement, and you will be responsible for any damage to the premises and site, including the behavior of your guests, invitees, agents or sub-contractors resulting from your use of venue/s.

Notes:

- Rental of the "Full Room" includes the Wetlands, Oyster & Wilson Bay meeting rooms, as well as the pre-function area. It also provides that the use will not be shared with other events.
- Rental of any less than the "Full Room" will not guarantee exclusive use of the building. The pre-function area may be shared with other programs that may also be operating in the building.
- 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:
 - Banquet Seating - assumes the use of our 5' round tables with 8 chairs around the table
 - Theatre Seating - assumes the use of chairs only facing the front of the room
 - Classroom Seating - assumes the use of 8' rectangle tables with 5 chairs facing the front of the room
 - Standing Reception - assumes no seating only standing with occasional tables for food or conversing
- The listed room occupancy capacities are based solely on the inclusion of tables and chairs. If additional space is required for a dancing area, DJ, photo booth, or other activities, clients may need to book an additional room to accommodate these needs.
- Base rates for renting include tables, chairs, initial set-up and tear down, one lectern with wireless microphone, internet usage, laser projector with screen and Event Manager.
- Rentals are for 8 continuous hours ending by 11pm, with event ending at 10pm. Any decorating or client set-up must be accomplished within this 8 continuous 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.
- 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.
- In the event that the property is utilized for purposes beyond its intended or customary use, including events that require the property to be used outside the normal amount of use, the contracting party agrees to incur an additional fee. This fee will be determined by the extent to which the usage deviates from the property's normal use.
- If the event is intended for teenagers, the contracting party must adhere to additional rules specified in the terms of this agreement
- Special rates for non-profit organizations will be considered by Sturgeon City at 30% off on Tuesdays and Wednesdays only and cannot conflict with or interfere with current Sturgeon City core programs, activities or scheduled administrative use. Requests will be considered based on organization type, event type, and/or other factors as Sturgeon City sees fit.



Floor Plan





Additional Services

All fees are per event unless otherwise noted

In-House Pricing

Fee

Additional services

Linens - \$100 one room/\$200 two rooms/\$300 full room	\$100 per room
Extraordinary Cleaning Services	<i>Determined by Condition</i>
Bar HourlyRate (dependent on number of rooms)	\$50/\$100/\$150 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
Uplighting – 15 available	\$10 each
Additional Hours	\$100 Per Hour

Booking Policy

Reservations:

- Reservations are processed on a first-come, first-served basis and are confirmed upon receipt of the required deposit.
- Reservation requests must not conflict with or disrupt ongoing SCEEC core programs, activities, or scheduled administrative use.
- A signed contract and the non-refundable deposit are required to secure a booking.
- The remaining rental balance is due thirty (30) calendar days before the scheduled event.

Non-refundable Deposits:

- One Room: \$200
- Two Rooms: \$250
- Full Building: \$350

Additional Costs:

- Use of the pre-function area or outside spaces may incur additional costs. Please inquire for specific rates.

Right of Refusal:

- Sturgeon City reserves the right to refuse bookings for events deemed too large for the space, such as festivals.

Rescheduling and Cancellation:

- Rescheduling Fee: If an event date is rescheduled within sixty (60) days of the agreement's execution, a \$150.00 rebooking fee will apply.
- Final Payment: Full rental payment is due thirty (30) calendar days prior to the scheduled rental.
- Cancellations: To receive a refund, cancellation notice must be given at least thirty (30) calendar days prior to the scheduled rental. If no cancellation notice is provided, SCEEC will retain all fees paid.
- SCEEC Cancellation: In the event SCEEC cancels a rental due to the renter's failure to provide necessary information, all fees will be retained.
- Force Majeure: SCEEC will make every effort to open the facility for scheduled rentals. However, if severe inclement weather, natural disasters, a state of emergency, or other



government-imposed restrictions prevent or hinder facility opening, the renter will be promptly notified and will have the option to reschedule to another available date or receive a full refund of the deposit.

Payment:

- Payment for facility rentals may be made using cash, personal check, cashier's check, money order, or credit card.
- A \$35 Non-Sufficient Funds (NSF) service fee will be assessed for any returned check. In the event of a returned check, payment must be resubmitted in the form of a cashier's check or cash.
- If a third party or donor-advised fund is contributing to the rental cost, SCEEC staff must be informed during the booking process.

Sturgeon City Environmental Education Center Contract Policy on Meetings

Included Meetings

- Initial Meeting: This meeting is to discuss event details, review the contract, and secure the booking with a deposit.
- Finalization Meeting: This meeting is to finalize all event details, including the timeline, setup, and other logistics.

Additional Meetings

- Any meetings beyond the included initial and finalization meetings will incur a fee of \$30 per meeting.

Meeting Scheduling

- All meetings must be scheduled in advance and are subject to availability.

Payment for Additional Meetings

- Fees for additional meetings must be paid at the time of scheduling or added to the final invoice.

Space Rental Duration and Additional Time:

- Space rentals are allocated for 8 continuous hours, concluding by 11 pm.
- All decorating or client setup must be completed within this 8-hour timeframe.
- If the client requires access to the room beyond the 8 continuous hours, including for activities such as dropping off decorations, stage or equipment setup, food delivery, etc., additional charges of \$100 per hour will apply.
- Rooms reserved for move-in or move-out will be billed at half of the full daily rate.
- If SCEEC staff must contact the renter to address materials left behind after the rental, move-out rates will be applied.

Equipment and Setup:

- Any additional equipment requested will be invoiced at prevailing rates.
- Changes to the approved set-up diagram will incur a charge of \$30 per hour for the time required to implement the changes.

Capacity and Regulatory Review:

- Seating capacities listed in the fee schedule do not account for items such as a head table, stage, dance floor, etc.
- Other governmental restrictions, such as a state of emergency, could change previously allowed capacities.
- Setups involving 500 persons and over must be approved by the City of Jacksonville Fire



Marshal and other relevant regulatory authorities. Total number of people include event staff.

On-Site Contact and Responsibility:

- A designated point of contact must be named and present on-site throughout the entire rental period, covering setup and tear down.
- The renter is responsible for removing all personal belongings.
- If the rental extends beyond the contracted time, additional fees will apply, and the facility must be returned to its initial condition.

Damages:

- 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 will be the financial responsibility of the renter.

Disclaimer:

- The Sturgeon City Environmental Education Center (SCEEC) offers the use of its facilities to various groups and organizations. This usage does not imply an endorsement of the users' members, philosophies, policies, beliefs, mission, or purpose by Sturgeon City.
- Sturgeon City reserves the right to refuse events or activities that do not align with its mission or may pose harm to the environment, safety, or property.

Terms and Conditions:

- Renter agrees not to utilize the Sturgeon City Environmental Education Center (SCEEC) or the Sturgeon City name in any manner that could suggest endorsement or sponsorship of the event or activity without prior written consent from Sturgeon City of Jacksonville Inc.
- Publicity for the event must accurately identify the sponsoring organization or individual, with the facility's name used solely to denote the event's location.

Facility Rules and Regulations, and Violations:

Our Goal: A Wonderful Experience

The primary objective of SCEEC is to ensure a delightful experience for all guests and users. As stewards of the environment, we cannot permit activities that may endanger our surroundings or set negative examples for our youth and participants. Safety and proper maintenance of our building are paramount concerns, as we strive to protect both the environment and the well-being of our guests.

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 restroom 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 action 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 onto the premises.
- SCEEC reserves the right to check any packages brought into the facility.
- SCEEC possesses all required North Carolina Alcoholic Beverage Commission permits to serve beer, wine, and mixed beverages. All alcoholic beverages for events will be provided and served by SCEEC, except for fundraising events by non-profit organizations with a one-time NC ABC permit.
- Non-profit organizations conducting fundraising events must provide proof of non-profit status (e.g., 501c3 paperwork) and obtain a special one-time permit from the North Carolina ABC Commission if they wish to provide their own beer, wine, and mixed beverages.
- Non-profit organizations with a one-time special event permit must provide SCEEC with a \$1,000,000 liquor liability certificate of insurance, naming SCEEC and the City of Jacksonville as additional insured at least 10 days prior to the event, along with a copy of the permit.
- Events serving alcohol must comply with all North Carolina Alcoholic Beverage Commission and Alcoholic Law Enforcement laws and regulations.
- All events including alcohol may require at least one security guard 30 minutes prior to the event, during the event, and 30 minutes after. The number of security guards will depend on the type of event and attendee count.
- If the bar alcohol for the event is being paid for by an individual or third party, **an 18% non-negotiable gratuity will be added to the total sale.** By signing the contract, the party responsible agrees to this charge.

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 helium-filled balloons are 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, doors, and floors.

- Decorations on the floor that may pose a slipping hazard are strictly prohibited.
- No live creatures to be used as centerpieces or decorations.
- The use of all 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 Extinguishers, 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 on SCEEC premises must be provided and served by a caterer meeting the specified requirements.
- The client contracts directly with the caterer for food and beverage provisions.
- All caterers must adhere to all state and local health department rules. The caterer accepts full responsibility for food safety.
- Caterers must have the following on file with SCEEC:
 - A copy of their health sanitation score dated within 1 year of the 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 and prior to leaving for a kitchen and area inspection. Any damages, unclean areas, or items left behind will be noted and may result in cleaning fees or loss of deposit for the client if not inspected.
- The caterer is responsible for the sanitation of the catering kitchen within the allotted cleanup time. Catering rules are posted in the kitchen.
- **The Catering Kitchen at SCEEC is a prep kitchen only.** Food may be stored, cooled, warmed (in a warming oven), and prepared, but **ABSOLUTELY NO COOKING IS ALLOWED INDOORS.**
- The caterer is responsible for maintaining food in the proper temperature zone at all times, including transportation. Outdoor cooking by the caterer requires prior arrangement with the Event Manager during booking.
- All items brought into SCEEC by the caterer must be removed immediately after the event, as per the contract. Leaving items for later pickup must be arranged with the Event Manager prior to the event and is subject to space availability. SCEEC is not responsible for items left behind.
- Additional heating sources are not permitted in food warmer cabinets.
- Renters are not permitted to bring food or beverages into the SCEEC.
- A food waiver must be submitted to Sturgeon City no later than seven (7) days prior to the event.



- Sturgeon City does not provide chafing dishes, plates, napkins, utensils, or cups for events, with the exception of cups provided at the bar. Clients are responsible for providing these items or making arrangements with their caterer.

Fog Devices, Smoke Devices, Bubbles, Sparklers, Laser Lights

No fog, smoke effects, bubbles, and/or sparklers shall be permitted in the Sturgeon City Environmental Education Center. Any specialized lighting plans must be approved by SCEEC.

Freight, Mail, or Package Delivery:

- Freight deliveries must be pre-arranged with the Event Manager at least one week prior to delivery.
- The cost of SCEEC personnel on-site to receive a delivery will be charged to the requesting company.
- Deliveries should be addressed to the appropriate show or event.
- Freight deliveries may not arrive more than two business days prior to the event and must be picked up within two days after the event.

Hours of Operation:

- The normal contractual hours of occupancy for events are a maximum of 8 continuous hours, with events concluding by 10 pm and facility access ending by 11 pm.

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."

The Client is responsible for providing a Certificate of Insurance and endorsement for themselves (and separate certificates and endorsements for each sub-contractor being used). Sub-contractors to include, DJs, Stage, Lighting, Photo booths, etc.

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.

Abandoned Equipment and Lost or Misplaced Articles:

- Any article or equipment remaining past the rental period may be considered abandoned and disposed of at the group's expense.
- SCEEC assumes no responsibility for losses suffered by the group, its agents, employees, or guests.
- SCEEC has the sole right to collect and dispose of any articles left on the premises.
- Sturgeon City, the nonprofit, or SCEEC assumes no liability for damage, loss, or responsibility for items or equipment left in the SCEEC or delivered/picked up outside the scheduled rental time.

Parking

- All parking is under the exclusive control of the Event Manager, and parking in unauthorized locations is prohibited. Unauthorized vehicles will be removed at the owner's expense.

Outside Solicitors

- Unauthorized soliciting and picketing are not permitted on SCEEC property. Any picketing requires an approved City of Jacksonville permit 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 (Sterno™, 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.

Due to safety concerns, 360 photo booths are not permitted in the pre-function area. These booths must be set up inside a designated room with enough space to ensure guest safety.

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



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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.
- Smoking and vaping area are 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.



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