

APPLICATION FOR USE OF  
JEANETTE BARRETT CIVIC ROOM  
GOLD STAR PARK

DATE OF FUNCTION: \_\_\_\_\_

Name of person responsible for insuring all lease rules, ordinances, and laws are followed:

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Second Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Expected Attendance: Adults: \_\_\_\_\_ Minors: \_\_\_\_\_

APPLICATIONS WILL NOT BE APPROVED UNLESS ALL OF THE ABOVE INFORMATION IS FULLY AND ACCURATELY COMPLETED.

LEASE MUST BE SIGNED WHEN KEY IS PICKED UP AND DEPOSIT PAID. RENTAL FEE MAY BE FORFEITED IF EVENT IS CANCELLED WITHIN TEN (10) DAYS OF EVENT.

RENTAL FEE

Rental Fee required at time Reservations are made

School or Church \$25.00  
Civic, Non-Profit \$35.00  
Individual/Family \$40.00  
Business \$50.00

ALCOHOL AVAILABLE ---- ADDITIONAL \$50.00 FEE

Application requesting permission to serve alcoholic beverages must be completed thirty (30) days prior to event and must be approved by Mayor and Chief of Police

\$50 CASH DEPOSIT REQUIRED FOR ALL RENTALS

Failure to clean up after your function, or any disturbance or complaint which requires Law Enforcement personnel to respond on the premises, including the parking area, could result in forfeiture of deposit.

No admission charge is allowed without written consent of the Mayor of the City of Wetumpka. Failure to notify the City of admission charge will result in forfeiture of deposit.

The City of Wetumpka retains the right to deny future use of this facility, or any other City owned facility, to any applicant or attendee due to improper usage and failure to observe all rules and regulations.

By signing this application, I acknowledge that I have read and understand the Rules and Regulations for use of the Jeanette Barrett Civic Room. I certify that I am leasing this facility for a civic or social function and no commercial activity (that is the buying or selling of goods or services) shall be allowed. I further agree to be personally responsible for ensuring that all attendees abide by the rules, regulations, laws, and ordinances of the City of Wetumpka and the State of Alabama. I further agree that I will personally be present at all times during the event and failure to stay on the premises could result in a forfeiture of the deposit. I further certify that I will not allow anyone to charge for attendance of this event unless prior approval has been given by the Mayor of the City of Wetumpka, Alabama.

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Applicant

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Date

JEANETTE BARRETT CIVIC ROOM  
Gold Star Park

The public may rent the Jeanette Barrett Civic Room, located in Gold Star Park, for civic and social events. No commercial rentals are allowed. Rental fees are charged and the following regulations must be observed:

RESERVATIONS

1. Reservations must be made ten (10) days in advance for the use of the facility. If alcohol is available, applications must be made at least thirty (30) days in advance and will require the approval of the Mayor and Chief of Police.
2. Written applications must be completed and rental fees paid for reservations to be placed on the calendar.
3. Delivery and decorating times must be included in the reservation period.
4. Keys must be picked up on the day of the event. Rentals for Saturday or Sunday must be picked up on Friday. The cash deposit is due at time keys are picked up. Deposits will be returned within ten days after the event, provided there is no damage or breakage to the facility, or its contents, and all rules and regulations have been observed.
5. If an event is cancelled within ten (10) days of reservations, all rentals fees may be retained.
6. Minors cannot reserve the facility. Where minors will be present, adults must also be present.

DEPOSITS

\$50 Cash Deposit is required for all rentals

RENTAL FEE

School or Church \$25.00  
Civic, Non-Profit \$35.00  
Individual/Family \$40.00  
Business \$50.00

ADDITIONAL FEES

\$50 additional fee when alcohol is available

ROOM CAPACITY -- 50 PEOPLE

VIOLATION OF THE CITY'S NOISE ORDINANCE WILL RESULT IN FORFEITURE  
OF DEPOSIT.

Jeanette Barrett Civic Room  
Rules and Regulations

General Rules

1. Rental time is from 8:00 a.m. to 12:00 midnight. If the building is occupied prior to, or after these hours, the deposit will be forfeited for the extra day's use.
2. The facility is to remain SMOKE FREE. No smoking allowed.
3. No admission may be charged without written permission of the Mayor.
4. No tacks or nails shall be used to attach any decorations and care shall be taken to prevent damage to lighting fixtures or windows by decoration items.
5. Tables and chairs are provided. It is the renter's responsibility to put up tables and chairs for their function. At the end of the function, the tables and chairs must be taken down.
6. The room must be left clean. Floors swept . Mop all spills. Lights turned off. No water running. All trash must be placed in the dumpster in the parking lot.

The City of Wetumpka is not responsible for any equipment, food, decorations, or supplies left in the Civic Room. Not removing all such items shall result in the forfeit of the deposit.

Kitchenette

1. The kitchenette is not equipped to cook meals. All food items must be prepared at an off site location. A microwave oven and refrigerator are available for food storage and last minute preparation.
2. Do not pour grease or food items down the drain. Clean counters and sink after use. Place all garbage in outside dumpster.

Alcoholic Beverages

1. An application requesting permission to serve alcoholic beverages must be completed thirty (30) days prior to an event, and must be approved by the Mayor and Chief of Police.
2. No alcoholic beverage may be sold.
3. No alcoholic beverage may be served to minors.
4. When alcohol is present, the individual in charge of the function will be physically present during the entire time.
5. Alcoholic beverages must be kept in the building at all times.