

Approved _____
Disapproved _____
Mayor's Signature _____
Date _____

APPLICATION FOR RENTAL OF WETUMPKA CIVIC CENTER

Date of Function: _____

Room to be Rented: _____

Applicant/Business or Organization: _____

Type of Entity: _____ For Profit _____ Non-Profit* _____ Other: _____

Function: _____

First Contact Name: _____ DOB: _____

Second Contact Name: _____ DOB: _____

(These person are responsible for insuring that all laws, ordinances, and lease rules are followed.)

1st Contact Driver's License #: _____ 2nd Form of Identification: _____

2nd Contact Driver's License#: _____ 2nd Form of Identification: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail Address: _____

Time of Function: _____ Access Time: _____ Departure Time: _____

Estimated No. of Attendees: _____ Number under 21 years of Age: _____

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

Should the function be cancelled by the Applicant, the City requires a 90 day-day notice and a \$50 Administrative fee will be charged. If notice of cancellation is received less than 90 days from the date of the event the deposit and any pre-paid rental fees will be forfeited.

*If Applicant is a non-profit entity then Applicant must provide the City with a copy of the IRS Certification of §501 (c) (3) exempt status.

The deposit must be paid to hold the date desired. The **deposit must be paid** at the time the application is made and the event is placed on the calendar as follows:

- \$250.00 deposit for Monday-Thursday rentals
- \$500.00 deposit for Friday-Sunday & Holiday rentals
- \$200.00 deposit for Board Room

Any bookings made more than 6 months prior to event shall also require that one-half of rental fee to be paid six (6) months prior to event. **Failure to confirm reservation and pay half (1/2) of by said rental fee 6 months prior to event will result in cancellation of event.** Rental fee must be **paid in full thirty (30) days prior** to event or deposit will be forfeited and rental cancelled.

***There will be a \$125.00 daily inspection and break-down fee in addition to the stated rental fee for all rentals to cover the cost of inspection and break-down of tables, etc by Management.

RENTAL FEES:

<u>Monday-Thursday 8 A.M. - 2 P.M.</u>	<u>Large Room w/Kitchen</u>	<u>Board Room</u>
School, Church, Civic/Non-Profit	\$175.00	\$50.00
Individual, Business, and Associations	\$250.00	\$75.00

<u>Monday-Thursday 8 A.M.-12 Midnight</u>	<u>Large Room w/Kitchen</u>	<u>Board Room</u>
School, Church, Civic/Non-Profit	\$250.00	\$100.00
Individual, Business, and Associations	\$350.00	\$150.00

Friday, Saturday, Sunday, and Holidays

All Groups	10 AM-12 AM (Midnight)*	Board Room
	\$950.00	\$200.00

***If the event is expected to extend beyond midnight it will have to be approved forty-five (45) days in advance by the City and require an additional payment of \$200.00 per hour until 2:00 A.M. when the facility will be closed and locked.**

The rental fee for the **banquet style setup** includes the use of 20 round tables with 8 chairs per table; and six (6) 8 ft. tables.

The rental fee for **auditorium style** setup includes the use of 250 chairs.

The following prices will be charged if **extra tables and/or chairs** are required.

Round Table with 8 chairs	\$15.00/per day
Chairs	\$1.00/per chair
8 ft. Table	\$6.00/per day
Use of Projector	\$50.00/per day

****** (NO OUTSIDE TABLES OR CHAIRS MAY BE UTILIZED WITHOUT THE WRITTEN CONSENT OF FACULTY MANAGER)**

THE CHARGING OF ADMISSION

No admission charge is allowed without written consent by the mayor of the City of Wetumpka, Alabama. A thirty (30) day minimum notification is needed prior to the scheduled event. Failure to notify the City of admission charge will result in forfeiture of deposit and denial of future use of City-Owned facilities.

Are you charging Admission fee to this function? Yes No

SALE OF PRODUCTS OR MERCHANDISE DURING EVENT

If Applicant intends to sell any items during the event then Applicant must apply for and obtain a City Business License and otherwise comply with all other applicable laws and regulations for same.

REQUIRED SECURITY

Security is required at all events where alcohol is served.

The City will contact the Wetumpka Police Department will contact the City to determine the security needed when alcohol is available during event. The cost for security, which shall be provided by off duty police officers from the Wetumpka Police Department will be \$20.00 per hour/per officer, with a minimum of Four (4) hours. The applicant must use the number of off duty police personnel required by the Police Department. Lessee shall pay such officer(s) directly on the day of the event.

Are any Alcoholic beverages being served or allowed at the event? Yes No

Does your event require you to have a special events license from the Alabama Beverage Control Board?(See sheet for Special License Application) Yes No

According to Alabama Law Section 28-3A-20, a special events license must be acquired to sell alcohol or sell tickets to an event where alcohol is served or sold. A limited liability insurance policy in the amount of \$100,000.00 is also required.

Do you have the required Liability Insurance to cover the Sale/Service of alcohol?

Yes No

Such proof of liability coverage must be provided within seven (7) days of the function or the deposit will be forfeited and the rental cancelled.

THIS SECTION TO BE COMPLETED BY CHIEF OF POLICE OR DESIGNATED REPRESENTATIVE:

Hours Security Required: _____

Number of Guards Required: _____

Approved: Disapproved: Signature: _____

Police Chief/Representative

ALCOHOL PROHIBITED OUTSIDE

No alcohol may be consumed outside of the Civic Center building. If such occurs, the function will be immediately shut down, and the deposit will be forfeited.

SMOKING

There is **no smoking inside** of the Civic Center. Smoking is allowed OUTSIDE of the Civic Center but no cigarettes are to be dumped and/or thrown in the Civic Center fountain. If such occurs, the function will be immediately shut down, and the deposit will be forfeited.

DISTURBANCE OR COMPLAINT

Any disturbance or complaint which requires law enforcement personnel to respond on the premises, including the parking area, could result in forfeiture of deposit and the immediate shutdown of the event. Any audio, music, or announcing system, shall be used at a volume level that will not interfere with other users in the building.

FUNCTION ACTIVITIES

Applicant shall restrict all activities to the area(s) so designated and to the restrooms.

DECORATIONS

Applicant shall remove all items from tables and all decorations from buildings. City employees will wipe off tables, sweep and mop floors, including restrooms, hallways, and outside areas. Caterers or applicants will clean the kitchen area and leave it the way they found it. ***No nails, tacks, staples, or any adhesive tape shall be used on walls, floors, beams, window frames, or doors.***

KITCHEN

The kitchen is solely a warming kitchen, and no full meal preparation should occur in the kitchen. If any of the above violations in this paragraph occur, the function will be immediately shut down, and the deposit will be forfeited.

RENTAL ACCESS TIME

Rental access time begins the minute the preparation/set-up time starts, whether by the applicant or by applicant's agent, such as a caterer, disc jockey, musician, decorator, delivery, etc. Rental departure time is the agreed upon time the attendees and other people will vacate the building. Chairs and tables will be set up and broken down by building management.

CLEAN UP

Lessee is responsible for removing items from tables and decorations from the building. Lessee is also responsible for thoroughly cleaning the kitchen if used by Lessee and emptying all garbage cans into dumpsters at rear of building. Vacant cans shall be returned to area designated by faculty personnel. The applicant must clean and vacate the premises by 12:00 midnight unless other arrangements are made in advance. Should the applicant go over its allotted time by Thirty (30) minutes or more, the Lessee will forfeit the deposit. Every effort should be made to vacate the facility by 12 midnight.

EXTERIOR SIGNAGE

Applicant shall exhibit no permanent signs on or adjacent to the building. Temporary portable signs may be exhibited during rental period, only if authorized as an addendum to this rental agreement.

CIVIC CENTER FURNISHINGS

Tables, chairs, podiums, and any other building equipment shall be moved only by City employees, unless the Civic Center Manager/Staff permit the applicant or applicant's agent to do so.

CATERING

All caterers receiving compensation for their services in the Civic Center must have a valid City of Wetumpka business license. A current list of caterers with City valid business licenses is available from the City Revenue Officer during normal business hours.

STATUTES/ORDINANCES/REQUIREMENTS

Applicant shall comply with all statutes, ordinances, and requirements of all Municipal, state, and Federal authorities now in force pertaining to the premises, occasioned by or affecting the use thereof by applicant.

AGREEMENT TERMINATION

If the parties do execute a Rental Agreement, such Agreement can be terminated by the City if changes in the law require such termination or if an election or necessary meeting required by law requires the use of the Civic Center by a governmental entity. If such occurs, the entire deposit will be refunded to the applicant.

By signing this application, the applicant acknowledges that he/she has read and understands the rules and regulations for the Wetumpka Civic Center. The applicant further agrees to be personally responsible for ensuring that all attendees abide by the rules, regulations, and lease and by the ordinances and laws of the City of Wetumpka and the State of Alabama. The applicant further agrees that he/she will personally be present at all times during the function and failure to stay on the premises during the function will result in the forfeiture of the deposit. The applicant further certifies that he/she will not allow anyone to charge for attendance at the function at the Civic Center unless prior approval has been given by the Mayor of the City of Wetumpka, Alabama.

The undersigned represents that he/she has the authority to execute this agreement on behalf of applicant and acknowledges that he/she has read and understands the requirements contained herein.

Executed on this the ____ day of _____, 20____.

Applicant's Signature

Phone Number

Applicant's Name (Printed)

E-mail Address

Drivers' License Number