

Approved _____
Disapproved _____
Mayor's Signature _____
Date _____

**APPLICATION FOR USE OF THE
JEANETTE BARRETT CIVIC ROOM**

Date of Function: _____

Applicant/Business or
Organization: _____

Function: _____

First Contact Name: _____ DOB: _____

Driver's License #: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail Address: _____

Second Contact Name: _____

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

Estimated No. of Attendees: Adults: _____ Minors: _____

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 10 day notice. There is a **\$50 CASH DEPOSIT** required for all rentals. The **deposit must be paid** when the key is picked up. The rental includes the use of (8) 8 ft. tables and 50 chairs.

\$50 CASH DEPOSIT REQUIRED FOR ALL RENTALS

RENTAL FEES:

School or Church: \$50.00

Individual/Family: \$75.00

Civic, Non-Profit: \$75.00

Business: \$100.00

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 by given by the Mayor of the City of Wetumpka, Alabama.

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

Applicant's Signature

Phone Number

Applicant's Name (Printed)

E-mail Address

Lease Agreement

Jeanette Barrett Civic Room

This lease agreement is made on this the ____ day of ____ 20__ by and between the City of Wetumpka, Alabama and _____, hereinafter collectively referred to as the Tenant.

1. The property that is the subject of this lease is the Jeanette Barrett Civic Room in Downtown Wetumpka.
2. The tenant shall pay the landlord \$ ____ to be paid in advance for the rental and use of the lease premises from 8:00a.m. the day of _____ 20__ until midnight on the ____ day of _____, 20__. The premises are to be used only during the above dates. If the tenant uses the premises at times other than those mentioned above, whether the use is for decorating, set-up, or clean-up, there shall be an extra charge of \$50.00 per day.
3. Prior to occupation of the premises, the tenant shall pay the landlord the cash sum or \$50.00 as security deposit for the tenant's performance of this lease and for any damages caused to premises by the tenant, his family, visitors, invitees, and/or guests. In the event that the tenant leaves the premises in as good a condition as it was when leased to them, then the security deposit shall be returned to the tenant within ten days. In order to receive the security deposit back, the following but not limited to specific thing, which are by way of example and not intended to limit the responsibilities of the tenant:
 - A. Clean all floors, bathroom and kitchen, Return all tables and chairs to the proper place. Turn off all lights, heating and/or air conditioning, Return all keys to City Hall Administrative Office by the next business day.
 - B. Be in full compliance with the provision of this lease.
 - C. The function must have remained peaceful and without the necessity of the intervention of law enforcement officers.
 - D. An investigation must reveal that there has been no charge for attendance at the event.
4. The tenant agrees that the landlord is not responsible, nor will the landlord be liable for damages to the person or property of the tenant, his family, visitor, invitees, or guests for any reason whatsoever. Further, the tenant shall indemnify and hold the landlord harmless from all damage to the person or property occurring on the premises during the lease period.
5. The tenant agrees not to use the premises for private fundraising and thus, no fees will be charged for attending function unless pre-approved by the Mayor of the City of Wetumpka, Alabama.
6. The premises shall not be used to serve alcoholic beverages, without first having obtained the express approval of the Mayor of the City of Wetumpka, Alabama. In the event

that the tenant wishes to serve alcoholic beverages, an additional nonrefundable cost of \$50 in rental will be charged.

7. The tenant agrees to keep the Premises in good order and left in a clean and proper condition.
8. The tenant represents to the City of Wetumpka that _____ is authorized to receive any security deposit back to tenant.

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

Applicant's Name (Printed)

Applicant's Signature