

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Mayor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPLICATION FOR RENTAL OF  
WETUMPKA CIVIC CENTER**

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

ROOM TO BE RENTED: \_\_\_\_\_

Applicant/Business or  
Organization: \_\_\_\_\_

Function: \_\_\_\_\_

Contact Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
(This person is responsible for insuring that all laws, ordinances, and lease rules are followed.)

Contact's Driver's License #: \_\_\_\_\_ 2<sup>nd</sup> form of Identification: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Time of Function: \_\_\_\_\_ Access Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_ Number under 21 years of age: \_\_\_\_\_

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

*Should the function be cancelled by the Applicant, the City requires a 90-day notice and a \$50 administrative fee will be charged. If notice is less than seven (14) days the deposit will be forfeited.*

**DEPOSIT IS REQUIRED**

The deposit must be paid to hold the date desired. The deposit must be paid at the time the application is made as follows:

\$250 deposit for Monday-Thursday rentals  
\$500 deposit for Friday-Sunday rentals  
\$200 deposit for Board Room

### RENTAL FEES

RENTAL FEE MUST BE PAID IN FULL FOURTEEN (14) DAYS PRIOR TO EVENT OR DEPOSIT WILL BE FORFEITED AND RENTAL CANCELLED.

**THERE WILL BE A \$125 CLEANING FEE IN ADDITION TO THE STATED RENTAL FEE FOR ALL RENTALS TO COVER THE COST OF CLEANING, UTILITIES, ETC.**

Monday-Thursday 8 a.m.-2 p.m. or 3 p.m.-12 midnight		
	Large Room w/ Kitchen	Board Room
School, Church, Civic/Non-Profit	\$175	\$50
Individual, Business and Associations	\$250	\$75
Monday-Thursday 8 a.m.-12 midnight		
	Large Room w/ kitchen	Board Room
School, Church, Civic/Non-Profit	\$250	\$100
Individual, Business and Associations	\$350	\$150
Friday, Saturday, Sunday & Holidays		
All Groups	10am-12am \$950	Board Room \$200

### 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  
If yes, how much? \_\_\_\_\_

### REQUIRED SECURITY

THE WETUMPKA POLICE DEPARTMENT WILL PROVIDE SECURITY WHEN ALCOHOL IS AVAILABLE. THE COST FOR SECURITY FROM THE WETUMPKA POLICE DEPARTMENT WILL BE \$20 PER HOUR WITH A MINIMUM OF FOUR (4) HOURS. THE WETUMPKA POLICE DEPARTMENT AND CHIEF OF POLICE WILL DETERMINE HOW MANY POLICE PERSONNEL ARE REQUIRED FOR ANY EVENT. THE APPLICANT MUST USE THE NUMBER OF POLICE PERSONNEL REQUIRED BY THE POLICE DEPARTMENT. SECURITY MUST BE PAID FOR PRIOR TO USAGE OF FACILITY. ANY OVERAGE WILL BE DEDUCTED FROM THE DEPOSIT.

Use of Alcohol?      ( )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.

Does your event require you to have a special events license from the Alabama Beverage Control Board?  
( )Yes ( )No

Do you have the required Liability Insurance to cover the Sale/Service of Alcohol.

( )Yes ( )No

*Such proof of 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 or Representative

***ALCOHOL***

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 the Civic Center building, and 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 that attendees and other people will vacate the building. Chairs and tables will be set up and broken down by building management.

***CLEAN-UP***

All clean-up, other than removing items from tables and decorations from the building is also the responsibility of the building management, except for the Kitchen. The Kitchen is to be thoroughly cleaned

by the Applicant and left the way it was found upon arrival. **The applicant must vacate the premises by 12 midnight. Should the applicant go over its allotted time by at least (30) thirty minutes, the lessee will forfeit its 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 agents 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

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Applicant’s Name (printed)

\_\_\_\_\_  
Date