

CIVIC CENTER RENTAL AGREEMENT

revised: 12/3/2019

\*\*For Alcohol Related Events\*\*

HANCEVILLE CIVIC CENTER
902 COMMERCIAL ST NE
HANCEVILLE, AL 35077

DATE PAID \_\_\_\_\_
METHOD OF PAYMENT \_\_\_\_\_
Deposit paid \_\_\_\_\_
Rent paid \_\_\_\_\_

Casey Marcum , Park Director (256) 735-6549

No rentals after 12:00 on Friday

ALL RENTAL SUBJECT TO AVAILABILITY

\*\*KEY CAN BE PICKED UP AND RETURNED TO DISPATCH DESK IN POLICE STATION\*\*

Name \_\_\_\_\_ Date of Event \_\_\_\_\_
Address \_\_\_\_\_
Phone \_\_\_\_\_ Time \_\_\_\_\_ (4 HOUR LIMIT on rooms)
Type of Event \_\_\_\_\_
(Name as you want it to appear on Card)

Table with 2 columns: ROOM TO BE RESERVED: and RATE:
( ) Civitian Community Room 1 (No kitchen, 25-30 guests) \$150.00
( ) Civitian Community Room 1 & 2 (without kitchen 50 guests) \$175.00
( ) Civitian Community Rooms 1 & 2 (with kitchen, 50 guests) \$200.00
( ) Main Auditorium (350 guests) \$500.00
( ) 1/2 day starting at 1:00 p.m. with Main Auditorium rental \$200.00

\$500 Cleaning/Security Deposit Required on Main Auditorium (NO EXCEPTIONS)

The renter must sign below and by doing so agrees to adhere to the following requirements:

READ CAREFULLY BEFORE SIGNING.

- Your reservation is not secured until the deposit has been paid.
Rent must be paid in full 30 days prior to event. The rent is non-refundable.
Civic Center Hours: The Civic Center is closed to the public except for rental and special events. You can pick the key up at the Police Dept any time after 6:00 a.m. the day of the event.
Civic Center activities must be over by 12 Midnight and key returned to Police Dept by 5 am .
Renter is responsible for the conduct of all guests. Noise nuisance violation will be subject to ejection from premises. 1st offense is a warning, 2nd offense event will be shut down.
The light switches are located at the NE end of bldg. by the breaker box. Please turn off the lights before you leave.
Park only in the parking lot. Do not park on the grass and no overnight parking.
Make sure all areas are clean and free of garbage including parking lot before you leave.
Renters are responsible for cleaning & picking up their trash. Please do not leave trash on the floor, tables, or outside on the ground. If the trash can is full there are extra bags located at the bottom of the can. Please place garbage bags in the dumpster at the rear of building. No deposit refunds will be given if the Civic Center is not left in the same condition it was when rented.
Please do not hang decorations from ceiling or heaters.
No doors to the outside are to be left open.

Please read the following paragraph carefully about alcoholic beverages at this event. If at anytime the rules are not followed the event will be shut down and there will be no refunds of any monies paid including deposits or rental fees.

Before alcoholic beverages are brought on to the premises you are required to hire a City of Hanceville Law Enforcement Officer to be present at this event at a rate of \$30 per hour. You may contact Chief Bob Long 256-338-8830 for more information.

By signing this document, you understand you are responsible for any and all damages to any property belonging to the City of Hanceville and that you will be required to pay for the damages.

Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness \_\_\_\_\_

\*\*PLEASE ATTACH COPY OF AL DRIVERS LICENSE\*\*