

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: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(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 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  
Civic, Non-Profit: \$100.00

Individual/Family: \$100.00  
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 and/or any other City owned facility, to any applicant or attendee due to improper usage and/or failure to observe all rules and regulations.

By signing this application, I acknowledge 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. I understand this agreement may be terminated by the City of Wetumpka at any time if the City requires the building for official use. While we understand this may be an inconvenience to the renter, the City will do all it can to help arrange another venue or date for your event.

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 the subject of this lease is the Martin Luther King, Jr. Center located at 297 Wharf Street, Wetumpka, AL 36092.

2. The tenant shall pay the landlord \$\_\_\_\_\_ to be paid in advance for the rental and the use of the leased premises from 10:00 am on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ until midnight. The premises are to be used only during the above date. If the tenant uses the premises at times other than those mentioned above, whether the use is for decorating, setup 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 of \$50.00 as the security deposit for the tenant's performance of this lease and for any damages caused to the premises by the tenant, his family, visitors, invitees, and/or guests. In order to receive the security deposit back, the following but not limited to specific things, which are by the way of example and not intended to limit the responsibilities of the tenant:

- Return all tables and chairs to the proper place. Replace and/or repair any damaged property. Return all keys to City Hall by the next business day.
- The function must have remained peaceful and without the necessity of the intervention of law enforcement officers.
- Leave all trash tied and store in kitchen area; we will dispose of all trash.
- An investigation must reveal that there has not been no charge for attendance at the event.
- Be in full compliance with the provision of this lease.

4. The tenant agrees that the landlord is not responsible, nor will the landlord be liable for damages 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 fund raising and thus, no fees will be charged for attending the function unless pre-approved by the Mayor of Wetumpka, Alabama. A thirty (30) day notification must be made.

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 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