

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 **\$100 CASH DEPOSIT** required for all rentals when key is picked up prior to the event.

RENTAL FEES: (Must be paid at the time the application is made and the event is placed on the calendar)

Rental fee: \$250.00

Deposit fee: \$100.00

\$100 CASH DEPOSIT REQUIRED FOR ALL RENTALS when key is picked up.

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 and patio area, shall 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 contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

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 shall 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____.
(Today's) date month year

Applicant's Signature

Phone Number

Applicant's Name (Printed)

E-mail Address

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.
Your name

1. The property that the subject of this lease is the Jeanette Barrett Civic Room located at 297 Wharf Street, Wetumpka, AL 36092.

2. The tenant shall pay the landlord **\$250** 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.
event date event month year

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 **\$100.00** 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:

- Furniture is **NOT** to be moved out of its original place. Everything needs to be left as you found it. Loss of deposit amount or more will be charged for any damaged property.
- Return all keys to City Hall by the next business day **after 10:00 am**.
- **Nothing can be hung on walls, beams, window frames or doors** (No nails, tacks, staples or any adhesive tape used on them). No permanent signs on or adjacent to the building.
- The function must have remained peaceful and without the necessity of the intervention of law enforcement officers.
- Clean and wipe down kitchen area. Sweep floors. Leave all trash tied and store in kitchen area; we will dispose of all trash.
- No smoking inside or outside the Civic Room area.
- Any investigation must reveal that there has not been any charge for attendance at the event.
- Anything less than full and strict compliance with every provision of this lease shall constitute a default.

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. Furthermore, the tenant shall and does hereby indemnify and hold the landlord harmless from all damage to the person of 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 \$100 in rental will be charged, if approved.

7. The tenant agrees to at all times keep the premises in good order and shall deliver over the premises in clean and orderly condition at the expiration of the term of this agreement

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____.

(Today's date) (month) (year)

Applicant's Name (Printed)

Applicant's Signature