

# CITY OF ARAB, ALABAMA

## Senior Center Banquet Room Rental/Use Agreement

Name:

Driver's License:

Address:

Phone #:

Today's Date:

What event are you planning?

What organization do you represent?

Maximum number of people expected?

What date is the Senior Center Facility needed?

What time is the Senior Center Facility needed for the event? From:  
\_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

What time is needed for set up? From: \_\_\_\_\_ am/pm  
To: \_\_\_\_\_ am/pm

What time is needed for clean up? From: \_\_\_\_\_ am/pm  
To: \_\_\_\_\_ am/pm

PLEASE COMPLETE THE FOLLOWING: (\_\_\_\_\_maximum seating)

1. Number of tables required \_\_\_\_\_
2. Number of chairs required \_\_\_\_\_
3. Will you be using the kitchen? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Will you be preparing food on-site? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Will you need the audio/visual system? \*\* (\$50.00 additional fee) \_\_\_\_\_ Yes \_\_\_\_\_ No

*\*\* Audio/visual system can only be operated by a city employee, and at the expense of the user. Prior arrangement must be made.*

## TERMS OF AGREEMENT:

1. Rental fee is \$500.00 for the first three (3) hours, the 3 hour fee is for the actual event. Any time over the first 3 hours the fee will be 50.00 per hour. One-half of the rental fee and a \$500.00 damage deposit plus a 100.00 cleaning fee is due when the reservation is made. Payment of the balance is due one-week (7 days) prior to the reservation date. If the reservation is made less than one week (7 days), payment is required at the time the reservation is made. Reservations must be made no later than twenty-four (24) hours prior to the event.
2. Refund requests received within forty-eight (48) hours of the event will forfeit \$100.00 of the rental fee. Any cancellation request received less than forty-eight (48) hours of the event will forfeit the entire rental fee of \$500.00.
3. Rental for the Senior Center Facility is for three (3) hours. Additional hours needed for the event will be \$50.00 per hour and paid in advance.
4. An employee of the City of Arab will be responsible for opening and closing the Senior Center Facility, operating lights, heating and ventilating equipment, and supervising the Senior Center Facility while in use by a permit holder. A \$15.00 per hour fee, *in addition to other fees*, will be assessed to the user for the entire time the Senior Center Facility is used, from the beginning of set-up, throughout the event, and during clean up.
5. **Set up time will be limited to 4 hours before the event, if the event is on a Saturday or Sunday, two hours may be available for set up on Friday afternoon if the Senior Center is not booked. If circumstances arise that more time is needed for set up, please discuss with management.**

**A cleaning fee of \$100 will cover all clean up. This is to be paid when the reservation is made.**

### **Summary of Fees:**

**Damage Fee 500.00 – will be refunded after all fees are paid and no damage has incurred (Please write one check for damage deposit)**

**Rental Fee - 500.00 for 3 hours**

**Extra hours - 50.00 per hour**

**Employee fee – 15.00 per hour**

**Cleaning Fee – 100.00**

**Audio/visual – 50.00**

**Payment due at time of reservation- 500.00 damage deposit, ½ rental fee (250.00), 100.00 cleaning fee, 50.00 for audio/visual if used, and 50.00 per hour for each hour that exceeds over the first 3 hours.**

6. In the event of damage or loss of property, the City of Arab will assess the amount of damage to be paid by the Renter (person or entity who signs this agreement). This will also include any extra clean up beyond normal.
7. The Renter will save and hold harmless and indemnify the City of Arab, its successors and assigns, from any and all damage, injury, claim of injury or any other loss or liability suffered or allegedly suffered on the subject premises or in an way connected with subject premises including any and all damage, injury, claim of injury, attorney's fee or any other loss or liability suffered or allegedly suffered by any guest, agent, patron, employee, or other person going to or leaving the subject premises.
8. The Renter is responsible for the preservation of order and observance of all rules and regulations including the following:
  - a. **DO NOT MOVE THE PIANO'S WITHOUT CENTER APPROVAL.**
  - b. Do not use tape on walls, windows, drapes, woodwork or floors.
  - c. There shall be **no installation of equipment or alterations** to the Senior Center Facility without prior approval by city officials.
  - d. Must use drip less candles.
  - e. If kitchen is used, it must be left clean.
  - f. All garbage must be taken out at the end of the event.

- g. 12:00 midnight curfew.
  - h. Equipment or props must be removed at the close of the activity.
  - i. Reservation is for the day of the event only. Extra days must be reserved at the same rental rate.
9. Reservations cannot be made more than one (1) year in advance.
10. The City will negotiate ONLY with the person whose name appears on this agreement, which person by signing below certifies that they are vested with the authority to legally bind the named Renter.
11. The City specifically prohibits the use of the Senior Center Facility for the following purposes:
- a. Promulgating any theory or doctrine contrary to the laws of the United States or any political subdivision thereof.
  - b. Any activity that violates the standards of good morals, manners, or customs subscribed to by the citizens of this community.
  - c. Conducting gambling or lotteries.
  - d. Private gain, except with the prior approval of the City of Arab.
12. Any group or individual using the Senior Center Facility shall be responsible for the conduct of participants and agree to assume **all responsibility** for damages or liability of any kind.
13. The use of alcoholic beverages, illegal drugs, or restricted substances is prohibited in the Senior Center Facility. Smoking and the use of smokeless tobacco are also prohibited.
14. The user will assume responsibility for securing police protection when deemed necessary.
15. Any person, persons, or organization who fails to respond to damages to the property, ordinary wear and tear expected, shall be denied all further use of the Senior Center Facility, and appropriate legal action will be taken to recover damages. If the event any legal action is required, Renter shall also be responsible for any and all legal fees.
16. Rental fees shall be waived for the City of Arab School System and the Arab Chamber of Commerce, however, an employee of the City of Arab will be responsible for opening and closing the Senior Center Facility, operating lights, audio/visual system, heating and ventilating equipment, and supervising the

Senior Center Facility while in use by a permit holder. The Superintendent, or a designated representative, of the Arab School System must make reservations for use of the Senior Center Facility. Banquets for athletic or academic groups of the Arab School System shall be limited to four (4) per calendar year.

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Renter

