



Bay Minette Civic Center
Rental Contract
251-580-1619

This contract is made this _____ day of _____ year _____ between the City of Bay Minette hereinafter called the CITY, and responsible person hereinafter called the LESSEE.

Lessee Name _____
Organization _____
Address _____
Phone _____
Email _____

Based on this agreement and the LESSEE'S commitment to faithfully perform all its terms, the CITY hereby leases to the LESSEE the Civic Center be used for the purpose of:

And for No other purpose whatsoever without the expressed written consent of the CITY for the term of:

Day one _____ Time _____ to _____
Day two _____ Time _____ to _____

Lease Category:

- Private/For Profit Organization
- Non-Profit/Community Organization
 - Charitable Organization
 - City Sponsored Event

LESSEE

FACILITY COORDINATOR

ATTEST

Rules and Regulations

The City of Bay Minette assumes no responsibility whatsoever for any property placed in the facility and the LESSEE hereby releases and discharges the CITY from any and all liability for any loss, injury or damage to persons or property including death that may be sustained by reason of occupancy of the facility under this Rental Contract.

All terms and conditions of this written Rental Contract shall be binding upon the parties and cannot be varied or waived by any oral representations or any agent unless the same be in writing and mutually signed by authorized parties.

DEPOSIT

Deposit is due upon the execution and delivery of this agreement and the remainder will be due two (2) weeks prior to the event.

CANCELLATION

Within 14 days prior – CITY keeps Damage & Reservation Deposit

CLEAN – UP

Remove all equipment & materials, all decorations, all trash must be picked up, placed in garbage bags, and taken to the dumpster in the back of the facility. Please make sure the kitchen is wiped down and items are not left behind.

PROHIBITED ACTIVITIES

No smoking

No sale of alcoholic beverages

No engine machinery, oils or open flame unless approved by CITY in writing

No show bills or advertising on buildings unless approved by CITY in writing

Occupied by LESSEE no later than 1:00 am

Occupancy shall not exceed 350 persons

Passageways or aisles will always be kept clear

DECORATIONS

No holes may be drilled in the walls, floors, or other parts of the building. No nails, hooks, screws, or tacks. No tape or other adhesive shall be affixed to walls or floors.

LESSEE Agrees to:

- Employee one (1) Bay Minette Police Officer to be present during any event where alcoholic beverages are present. To be determined by City
- Comply with all laws of the United States and of the State of Alabama, all ordinances of the City of Bay Minette and all rules and regulations of the Police and Fire Departments and other City authorities
- Not assign this lease nor suffer any use of this facility other than as neither herein specified nor sublet the facility or any part thereof without the express written consent of the CITY
- The facility will not be used for lodging rooms or for any improper immoral or objectionable purpose

Objectionable Performances and/or Persons

- In the event of a disaster or occurrence of any emergency of any kind, CITY has the right to terminate any event to vacate the premises
- No performance, exhibition or activity shall be given, displayed or permitted to continue, which shall be objected to by the CITY
- CITY has the right to cause such performances, exhibition, or activity to be immediately terminated without liability to CITY
- CITY reserves the right to eject from the premises any person or persons deemed by it to be objectionable
- Waive all claims for damages against CITY
- Performances involve the personal appearance of any specific personality, group or attraction, NO substitution shall be made without prior written consent of the CITY

Damage and Attorney Fees

- If any portion of the facility shall be damaged by the act, default or negligence of any persons admitted by the LESSEE, LESSEE shall pay to CITY upon demand such sum to restore premises to their present condition
- Pay all costs and expenses including attorney's fee incurred by CITY in acting or attempting to collect any rental or service charge past due

RATES:

Rental rate is \$1,000 for one (1) day up to 8 hours. Includes set-up and kitchen usage. This is for events other than weddings. (see wedding rates below). Set-up hours the day of the event require additional rental fees.

Wedding rate is \$1,500 and the facility will be opened at 10am. If access to the facility is needed after 3pm on the preceding business day to the event, an additional day of rental is due. There is no guarantee of the availability on the preceding business day for set-up unless an additional day is secured.

\$ _____

Police Officer Fee: One (1) Officer @ \$30/hour .

\$ _____

Damage & Reservation Deposit \$250.00

\$ _____

Total for the Rental

\$ _____

Payment Date	Taken By	Amount	Balance
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____