



Rental Contract
Civic Center
Bay Minette, Alabama
251-580-1610

0 This contract is made this _____ day of _____ 201__ 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 express written consent of the CITY for the term of:

Day one _____ Time: _____ to _____

Lease Category:

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

ATTEST

FACILITIES COORDINATOR

WITNESS

LESSEE

WITNESS

CITY OF BAY MINETTE POLICE OFFICER

Rent \$600.00 for one (1) day up to 8 hours	\$ _____
Kitchen Usage Fee \$50.00	\$ _____
Police Officer Fee: 2 Officers @ \$30.00/hour each	\$ _____
Damage & Reservation Deposit	\$ _____
TOTAL Minimum Rental and Deposit	\$ _____



Rules and Regulations

CITY assumes no responsibility whatsoever for any property places in the premises and LESSEE hereby releases and discharges CITY from any and all liability for any loss, injury or damage to person 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 of any agent of the parties unless the same be in writing and mutually signed by the duly authorized agent who executed this Rental Contract.

DEPOSIT

Deposit due upon the execution and delivery of this agreement

Remainder due two (2) weeks prior to event

CANCELLATION

Within 14 days prior – CITY keeps Damage & Reservation Deposit

More than 14 days prior – 75% of Damage & Reservation Deposit will be returned

CLEAN – UP

Remove all equipment & materials

Remove all decorations

Clean up all napkins, cups and other loose debris

Clean all restrooms

If using Kitchen, clean stoves, ovens, sinks, etc.

Contract signer is responsible for clean – up and CITY will charge the extra ordinary cleanup against the LESSEE'S Damage and Reservation Deposits.

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 no exceed 350 persons

Passageways or aisles will be kept clear at all times

DECORATIONS

No holes may 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 two (2) Bay Minette Police Officers to be present during any event where alcoholic beverages are present
- 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 any and 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 collecting or attempting to collect any rental or service charge past due

FOR CITY RECORDS

Total Rental Charges Due _____

Total Rental Payments Received _____

Damage & Reservation Deposit Paid _____

Charges for Damages and Extra Clean – up _____

Deposit Refunded to LESSEE _____