

**CIVIC CENTER RENTAL AGREEMENT**

**HANCEVILLE CIVIC CENTER  
902 COMMERCIAL ST NE  
HANCEVILLE, AL 35077**

DATE PAID \_\_\_\_\_  
METHOD OF PAYMENT \_\_\_\_\_  
**Deposit paid** \_\_\_\_\_

**Ashley Dye, Park Director (256) 735-6549**

**No rentals after 12:00 on Friday**

**ALL RENTAL SUBJECT TO AVAILABILITY**

**\*\*KEY CAN BE PICKED UP AND RETURNED TO DISPATCH DESK IN POLICE STATION\*\***

Name \_\_\_\_\_ Date of Event \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Time \_\_\_\_\_ (4 HOUR LIMIT on rooms)

Type of Event \_\_\_\_\_  
(Name as you want it to appear on Card)

ROOM TO BE RESERVED:	RATE:
( ) Civitian Community Room 1 (No kitchen, 25-30 guests)	\$50.00
( ) Civitian Community Room 1 & 2 (without kitchen 75 guests)	\$75.00
( ) Civitian Community Rooms 1 & 2 (with kitchen, 75 guests)	\$100.00
( ) Main Auditorium (350 guests)	\$350.00

**\$300 Cleaning/Security Deposit Required on Main Auditorium (NO EXCEPTIONS)**

The renter must sign below and by doing so agrees to adhere to the following requirements:

**READ CAREFULLY BEFORE SIGNING.**

- Your reservation is not secured until the deposit has been paid.
- Cancellations are only accepted up to 48 hours in advance.
- Civic Center Hours: The Civic Center is closed to the public except for rental and special events. **Civic Center activities must be over by 12 Midnight.** The key can be picked up after 6:00 A.M. the day of the event and must be returned to Police Dept by 6:00 A.M. the following morning.
- Renter is responsible for the conduct of all guests. Noise nuisance or violation of park rules will be subject to ejection from premises. **ABSOLUTELY NO ALCOHOL** in or on City property without special written permission.
- Please follow the posted instructions for turning lights on or off. Turn off only the lights that are marked to be turned off.
- Park only in the parking lot. Do not park on the grass and no overnight parking.
- Make sure floors, tables, and kitchen are cleaned before you leave.
- Renters are responsible for picking up their trash. Please do not leave trash on the floor, tables, or outside on the ground. If the trash can is full there are extra bags located at the bottom of the can. Please place garbage bags in the trash cans outside kitchen door.

Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_