



CITY OF HANCEVILLE CIVIC CENTER RENTAL APPLICATION & AGREEMENT

Park Director - 256-735-6549

Hours of operation are from 6 a.m. until 11:59 p.m. Facility must be vacated by 5 a.m. the following day.
If renter exceeds the allotted time, there will be an additional charge of \$50 dollars per half hour.

APPLICANT INFO

Responsible Party: _____ Phone _____

Mailing Address: _____

Physical Address (if different): _____

Alabama Photo ID # _____ (must be 21+. Please provide a copy for our records.)

Rental Rates (Circle all that apply)

Room Rentals	Private	Resident	Public, Alcohol, or Commercial
Room 1 with kitchen (seats 30) 4 hour limit	\$75	\$65	\$175
Room 1, 2, & kitchen (seats 60) 4 hour limit	\$100	\$90	\$200
Access to oven	\$25	\$25	\$25

Main Auditorium	Private	Resident	Public, Alcohol, or Commercial
Rent	\$450	\$440	\$600
Deposit	\$500	\$500	\$1200
Table/chair set up/take down	\$100		
1/2 day additional rental	\$200		
Each additional full day	Full price		

If alcohol is served or there are over 100 attendees, you must hire a Hanceville Police Officer at the rate of \$30 per officer, per hour (paid on event night).
1 officer for up to 400 attendees. 1 additional officer for every 200 attendees.

RENTAL INFO

Dates Requested _____ Start Time _____ End Time _____ * Include set up and clean up

Expected Attendance _____ Open to the Public? Yes No Intended Use or Purpose of Rental _____

ALCOHOL Will beer or wine be served? Yes* No # of officers required** _____

Absolutely NO alcohol may be sold. Personal consumption only.
Must be 21 or older to consume alcohol. No exceptions.

INCOME Will sales/money transfers take place on the premises? Yes* No Type of Sales _____
*Any event where money is charged for attendance, goods, services, or any type of business is conducted where a fee is charged, a Hanceville Business License is required.
This includes but is not limited to: dance recitals, expos, conventions, pageants, concerts, decorators, DJ's, and bands. **Include a list of all Vendors/Caterers.**

ADMIN USE ONLY

Type: Commercial/Alcohol/Public Private Resident (must show ID, utility bill or other acceptable proof of residence)

Alcohol Y N Amount of Officers Required _____ Vendor List attached? _____

Room(s) Reserved Name(s) _____

Rental Fee \$ _____

Total Rent Due \$ _____ Amount Paid \$ _____ Date Paid _____ PMT Method _____

Rental Deposit \$ _____ Date Paid _____ PMT Method _____

Deposit Returned \$ _____ Date Returned _____

Key Picked Up _____ Returned _____

NOTES

RENTAL POLICY

Reservation Policy

Reservations will not be confirmed until a reservation application is complete and deposits are paid in full. Rental fees are due 30 days before the event. Failure to pay may result in the forfeiture of the deposit.

Cancellations:

- **31 days or more prior to the event:** \$25 change fee; the remaining deposit, fees, and add-ons will be refunded.
- **30 days prior to the event:** Forfeit half of the deposit; the remaining fees and add-ons will be refunded.
- **7 days or fewer prior to the event:** Forfeit all rental fees and add-ons; any remaining deposit will be refunded.

A deposit may be returned if the facility is left clean and undamaged, the key is returned, and all conditions of the reservation application have been met. The renter will be billed for damages, losses, and unsatisfactory cleanup fees exceeding the deposit.

Rental Types

- **Commercial/Alcohol/Public:** Applies to any event where money is charged for attendance, any type of business is solicited, any alcohol is served, or if there are more than 100 guests in attendance.
- **Private:** Applies to any event closed to the public with no alcohol and fewer than 100 guests.
- **Resident:** Applies to any private event where the renter resides within the city limits of Hanceville. The renter must provide proof of residency. Acceptable proof of residency: valid driver's license, recent utility bill, voter registration, or copy of lease.

Key Pick Up

Pick up the key by 4:00 p.m. on the last business day before your event. The key is to be returned immediately after the event to the night deposit box at City Hall. Check all boxes that apply, sign and date the Building Condition Checklist Envelope. Report any damages on the envelope or to the Park Director the following day.

Alcohol

If alcohol is present or if you have more than 100 attendees, you are required to have a Hanceville Police Department police officer present at the rate of \$30 per hour, paid the night of the event.

- **Events with up to 400 attendees:** 1 officer required.
- **Events with over 400 attendees:** 1 additional officer required for every additional 200 attendees.
- **Booking an officer:** Contact the Police Chief at 256-787-8731 two weeks before the event to confirm.

The City of Hanceville reserves the right to require additional officers at its discretion. No alcohol may be sold—personal consumption only. You must be 21 or older to consume alcohol. No exceptions.

Excessive Noise

During events where officers are required, the officer will measure the sound level and enforce the maximum allowed sound level.

- **First violation:** Verbal warning.
- **Second violation:** Ejection from the premises.
- Music must be turned down at 10 p.m. and turned off by midnight.

Selling of Goods or Services/Vendors

All vendors, including caterers, decorators, and bands/entertainers used for your event, must be licensed by the City of Hanceville. Include a list of vendors and their contact information. It is the renter's responsibility to verify that all licenses are current/active. For questions, please contact our Licensing Department at 256-352-9830 ext. 122.

Cleaning

Cleaning supplies are in the supply closets between the bathroom and in the corner by the office door.

Notify the Park Director of any blemishes or unclean areas upon arrival.

- Leave the facility clean for the next rental.
- **No Smoking. No Pyrotechnics of Any Kind.**
- **Do Not Prop or Leave Any Outside Doors Open.**

Decorating:

- Must be done during the time period you have reserved this facility.
- If you wish to decorate the day before the event, you must pay the rental fee.
- Materials such as tacks, nails, staples, glue, etc. may not be used to attach decorations to walls or tables. Painter's tape or glue dots may be used for applying decorations.
- Do not hang decorations from the ceiling, lights, or heaters.
- Do not drag tables/chairs or scratch the floors.
- Do not park on the grass.
- Do not leave trash in the parking lot or outdoor areas.

Trash:

- Remove all trash from bathrooms, the kitchen, and side rooms. Extra bags are located at the bottom of the cans.
- Take all trash to the dumpster located at the rear of the building.

Floors:

- Clean up spills and sweep all floors.
- Remove any scuff marks with the provided magic eraser or cleaner.

Bathrooms:

- Check all bathrooms and toilets for clogs and trash.

Kitchen:

- Discard all food. Do not leave any food in the refrigerator.
- Dump all food and liquids into trash cans or the dumpster. **Do not pour them down drains.**
- Clean the kitchen counters.
- Wash, dry, and put away all dishes belonging to the City.

Main Auditorium:

- Wipe off tables and chairs and return them to their proper location.
- Remove all decorations.
- Make sure all lights are turned off. Light switches are located near the roll-up door by the breaker boxes.
- Lock all exterior doors.
- Return the key to the drop box outside City Hall by 5 a.m.

Renter Agreement

The renter agrees to be bound by the City of Hanceville Civic Center Rental Application & Agreement. Violation of any of these regulations and policies may result in immediate termination of the event, legal responsibility for damages exceeding the deposit, forfeiture of the deposit, and loss of future use of the facility. The renter agrees to indemnify and hold the City, its officers, agents, and employees harmless from any and all claims, actions, liabilities, costs, including attorney fees and all other costs of defense, arising out of or related to the activities of the applicant and participants during the use of the facility under the terms of this application. The renter understands that the City of Hanceville is not a sponsor of this activity. The City of Hanceville or its representatives are not responsible for any lost, stolen, or damaged property. The renter agrees to comply with all applicable city, county, state, and federal laws and shall conduct no illegal acts on the premises. The renter shall not serve alcohol to minors on the premises at any time. The renter agrees to ensure that alcoholic beverages are consumed in a responsible manner. Any event found serving alcohol without prior approval will be shut down, and all payments will be forfeited. The City of Hanceville reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who participates in any act jeopardizing the rights, use permit, or insurability of the City of Hanceville or the safety of its staff, guests, or property. The renter understands that the City makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application; and the applicant and other participants will be using the facilities at their own risk.

Signature is acknowledgment and acceptance that applicant has read and understands the Policies and Agreement.

Signature _____

Date _____