

Pell City Parks and Recreation
BANQUET ROOM I
LEASE

Today's Date: _____ **Date of Rental:** _____

This Lease Agreement entered into by and between the Pell City Parks and Recreation,

(YOUR NAME :) _____

For and in Consideration of the sum of One hundred fifty Dollars (**\$150**), Lessor hereby grants Lessee the right to

Banquet Room I: Date: _____ 20 _____ from _____ a.m./p.m. to _____
subject to the following terms and conditions:

1. A cleaning deposit of fifty dollars (**\$50.00**) is due and payable at the time this agreement is signed.
2. **Rent is due one week prior to the event. (Not paid, may result in cancellation).**
4. The rental fee paid includes the kitchen facilities, if not previously rented.
5. Banquet style seating shall not exceed one hundred fifty (150) people.
6. Smoking is prohibited in all areas.
7. If alcoholic beverages are served at any function, the following apply:

A police officer shall be required to be on duty (at the expense of the Lessee) at a rate of \$25.00 per hour or any portion of an hour. The payment shall be made directly to the officer(s). The police officer(s) will be retained by the Civic Center.
8. At the conclusion of the event, if the room is cleaned properly and trash/debris is bagged and tied up, your cleaning deposit will be requested from city hall. This will take approximately two weeks.
9. **There is a fifteen dollar (\$15.00) charge per hour or any part of an hour for an employee coming in early or staying after 9 pm).**
10. **Hours of operation are: Monday through Friday 7:30 am-9:00 pm, Saturday 8 am-9:00 pm and Sunday 1:00 pm-5:00 pm.**
11. **In no event, shall the Civic Center be opened later than 12:00 midnight.**

Signature: _____

Phone: _____

Name: _____

Today's Date: _____ Date of Rental _____

E-mail _____ Time: _____ am / pm _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Number expected _____

Will alcoholic beverages be served or allowed? Yes [] No []

If yes; must have Police Officer \$25.00 hour

Will event include music? Yes [] No []

Will event be catered? Yes [] No []

Will you need someone past 9:00 pm? Yes _____ (\$15 hour) No _____

Sundays (open 1-5 pm)

Banquet Room I [] Kitchen []

Banquet Room II [] Kitchen []

Seating Arrangement Description _____

Diagram Turned In : Yes [] No []

Equipment Needed:

[] Chairs _____

[] Tables (8 ft) _____

[] Tables (6 ft) _____

[] Tables (60" round) _____

[] Podium

[] Microphone

[] American Flag

The undersigned, either individually, or on behalf of the above named organization, agrees to be entirely responsible for any and all losses, damages or other injuries to property owned by the City of Pell City while that organization or their guests are on city property. Furthermore, the undersigned understands that the City of Pell City will not be responsible for the loss, damage, or theft of personal property of those occupying the facility.

Employees only: Please check the following.
Receipt completed with room & date of rental _____
Receipt attached: _____
Written on schedule book: _____
Copy of this page & diagram on book _____
Someone early or late _____
Police Officer: _____
Employee initials _____