

**Pell City Parks and Recreation**  
**BANQUET ROOM II LEASE**

**Today's Date:** \_\_\_\_\_ **Date of Rental:** \_\_\_\_\_

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

**NAME:** \_\_\_\_\_

For and in Consideration of the sum of **Two hundred Dollars (\$200.00)**, Lessor hereby grants Lessee the right to use

**Banquet Room II** on the \_\_\_\_\_, 20\_\_\_\_\_ from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.,

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).**
3. **Lessee should provide a diagram of the setup required.**
4. **The rental fee paid includes the kitchen facilities, if not previously rented.**
5. Banquet style seating shall not exceed one hundred seventy-five (175) people. Theater style seating shall not exceed two hundred (200) 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).**
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 7:30am-9:00pm, Saturday 8:00am-9:00pm and Sunday 1:00pm-5:00pm.**
11. **In no event, shall the Civic Center be opened later than 12:00 midnight.**
13. This agreement pertains only to the rental of the Banquet Room II and the kitchen facilities, if available.

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

**Pell City Parks and Recreation  
CIVIC CENTER RESERVATION FORM**

**Today's Date:** \_\_\_\_\_ **Date of Rental:** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name of Event (if available) \_\_\_\_\_

Number expected: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

E-mail: \_\_\_\_\_

**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 \_\_\_\_\_ NO \_\_\_\_\_ (\$15.00 per hour after 9 pm)*

*Sundays (only open 1-5 pm) need someone early or late? Yes \_\_\_ No \_\_\_ (\$15 per hour)*

Check areas to be reserved:

<b>Banquet Room I</b>	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>
<b>Banquet Room II</b>	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>

Seating Arrangement Description \_\_\_\_\_

**Diagram Turned In** Yes  No

Equipment Needed:

<input type="checkbox"/> Chairs	_____	<input type="checkbox"/> Podium
<input type="checkbox"/> Tables (8 ft)	_____	<input type="checkbox"/> Microphone
<input type="checkbox"/> Tables (6 ft)	_____	<input type="checkbox"/> American Flag
<input type="checkbox"/> Tables (60" round)	_____	

Sound System in Banquet Room II does not belong to Civic Center...we cannot use it!

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** \_\_\_\_\_