

**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. The rental fee paid includes the kitchen facilities.
2. Banquet style seating shall not exceed one hundred fifty (150) people.
3. Smoking is prohibited in all areas.
4. 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  
CAN NOT SELL ALCOHOL**

Will event include music? Yes  No

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

**Sundays (open 1-5 pm)**

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

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: \_\_\_\_\_

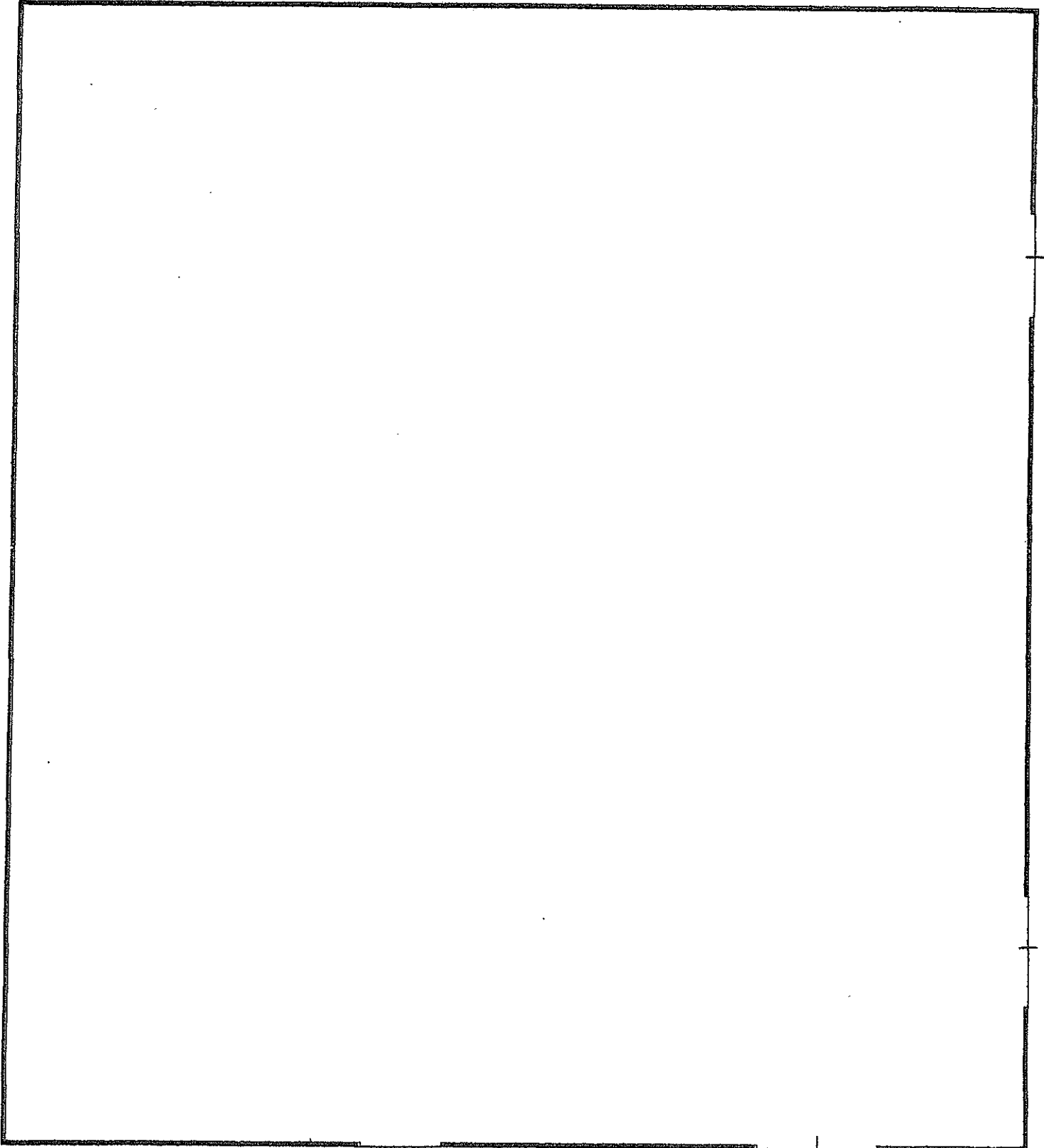
Employee initials \_\_\_\_\_

Date Of Use: \_\_\_\_\_

Your Name: \_\_\_\_\_

BANQ. RM I

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



Kitchen