

Pell City Parks & Recreation
GYMNASIUM LEASE

Today's Date: _____

The Parks and Recreation Department and (your name) _____
For and in Consideration of the sum of **Three Hundred Dollars (\$300.00 Cleaning Deposit \$100.00)**
Lessor does hereby grant to Lessee the right to use the Gymnasium on:

Date of Rental: _____ 20 _____ from _____ a.m./p.m. to _____ a.m./p.m.,
subject to the following terms and conditions:

A cleaning deposit of **One Hundred Dollars (\$100.00)** is due and payable at the time this agreement is signed.
(Contract is void if check is returned for insufficient funds).

1. **Rent is due one week prior to the event.** (Not paid, may result in cancellation).
2. Lessee should provide a diagram detailing setup required.
3. The consideration paid herewith includes the kitchen facilities.
4. Smoking is prohibited in all areas of the Pell City Civic Center.
5. Tape or markings are not allowed on the gymnasium floor. Any damage to the gymnasium floor shall cause the Lessee to pay damage fees.

Police officers are required to be on the premises under the following conditions:

- a. All state and local laws shall be complied with in the event any alcoholic beverages are served.
 - b. One (1) police officer is required up to three hundred people in attendance - two (2) police officers required over three hundred people.
 - c. Payment for services rendered by the police officer(s) shall be at the rate of **\$25.00 per hour or any portion of an hour, and is paid by the Lessee to the police officer(s).** The police officer(s) will be retained by the Pell City Parks and Recreation Department.
6. At the conclusion of the scheduled event, if the area is cleaned properly and trash/debris bagged and tied up, your cleaning deposit will be requested from city hall and mailed to you at the address on this contract. This will take approximately two weeks.
 7. 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).
 8. Hours of operation are: Monday through Friday 7:30am-9:00pm, Saturday 8:00 am-9:00 pm and Sunday 1:00pm-5:00pm.
 9. All Parks and Recreation facilities close by 12 midnight.

Signature _____

Phone: _____

Today's Date _____ Date of Rental: _____

Name _____

E-mail: _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Name of Event (if available) _____

Number expected _____ Time: _____ a.m./p.m. to _____ a.m./p.m

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 _____ No _____ (\$15.00 per hour after 9 pm)

Sundays (only open 1-5 pm) need someone early or late? Yes _____ No _____ (\$15.00 per hour)

Check areas to be reserved:

Civic Center Gymnasium [] 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 _____