

Phenix City Parks and Recreation Martin-Idle Hour Park Community Center ~Rental Contract~

Non-Refundable application fee of \$25 must be paid within 24 hours of requesting reservation. Full payment and deposit must be paid at least 14 days prior to your anticipated event . Application fee will be deducted from rental fees. Rentals on Municipal Holidays revert to week-end rental rates. No rentals on Christmas Day, Thanksgiving, New Year's Eve or Day. Capacity of the building is 300 people auditorium style or 230 with tables and chairs, with 30 tables and 230 chairs available for WHOLE BUILDING Rentals. Please note that building capacity varies as banquet hall configuration changes (i.e. more tables=lower capacity; larger stage=lower capacity; larger dance area=lower capacity)

If renter has to cancel, application fee can be applied to another rental within the same year.

MONDAY—THURSDAY

- Banquet Hall A— \$350—per day
- Banquet Hall B—\$350 - per day
- Kitchen - \$100—Rented to only one party per day—**Warming Only**
- Whole Building - \$600—**10AM—11PM**, includes kitchen

FRIDAY—SUNDAY

- Banquet Hall A— \$125-per hour (3 hour minimum)- totals \$375 minimum
- Banquet Hall B—\$125-per hour (3 hour minimum)- totals \$375 minimum
- Kitchen - \$100—Rented to only one party per day—**Warming Only**
- Whole Building - \$1000—**10AM—11PM**, includes kitchen

Organization/Person Making Application: _____

Contact Person: _____ Phone (Cell): _____

Address: _____ Phone (Work): _____

Describe Event/Activity (Include any special requests or requirements): _____

Date(s) Requested _____, 20_____

Alternate Date _____, 20_____

Times Requested (Includes Preparation, Activity and Cleanup): _____ (AM/PM) Until _____ (AM/PM)

Standard Setup: 12 Round tables and 96 Chairs—Additional tables and chairs are **RENTER'S** responsibility

Expected Attendance: _____

In making this application, I, or my organization, understand the fees, reservation hours, rules and regulations (see back) of the Phenix City Parks & Recreation Department and will abide by all rules and assume financial responsibility for any damages to facility/areas/park or equipment. I, or my organization, further acknowledge that using this facility/area/park or equipment may involve risks and dangers. I, or my organization, will not hold any person involved with the City of Phenix City liable for any accidents or injuries that may occur while using this facility/area/park or equipment.

SEE ADDITIONAL RULES ON BACK OF THIS FORM

Signature of Renter

Date

Director/Parks & Recreation

***No application is complete until approved by the DIRECTOR of PARKS & RECREATION.**

OFFICE USE ONLY

DATE APP. RECEIVED _____ INL _____ DATE POSTED _____ INL _____ DATE APPROVED _____ INL _____

NON-REFUNDABLE APPLICATION FEE \$25 WILL BE APPLIED TO RENTAL DATE PD _____ INL _____

FEES DUE \$ _____ DATE STAFF NOTIFIED _____ INL _____

_____ DATE PD _____ BALANCE DUE _____ INL _____

PCPD Security Procured by Renter £ Date _____ INL _____

City of Phenix City—Parks & Recreation

Reservation Rules

The facility that you will be using belongs to the citizens of Phenix City and is under the supervision of the City of Phenix City Parks & Recreation Department. To preserve the rights of the public for use of a public recreation facility, rules and regulations are necessary and we ask you and your group to cooperate. By signing the document below you acknowledge receipt of and promise adherence to the rules pertaining to the requested facility. Below are several key items you are asked to initial and sign off on, indicating your understanding and agreement:

PLEASE NOTE: YOUR RESERVATION ENTITLES YOU TO USE THE AREA YOU HAVE RESERVED. PARK AREAS REMAIN OPEN TO THE GENERAL PUBLIC AT ALL TIMES.

1. The renter agrees that placement and use of any inflatable, tents, sound system or other outside entertainment equipment is subject to approval by Parks and Recreation at the time the reservation is approved. Parks and Recreation may not provide repair to interruptions of the electrical service, plumbing or air conditioning on the day of an event, if the interruption is caused by violation of these policies. _____ Initial
2. **No alcoholic beverages are permitted on City Property** without prior written approval from the Parks and Recreation Department. Approval will require renter to contact Phenix City Police Department for security to be present during the event. In order to request approval (**only beer/wine will be permitted**), submit a Beer/Wine Request Form to the Parks and Recreation Department, explaining your request in full detail, no later than 14 days prior to event. _____ Initial
3. Parking is allowed only in designated parking areas. _____ Initial
4. **No fundraising, Commercial or Charitable Activity for non-profit (i.e.. Admission/Ticket Sales, Food Sales, DJ's vendors, etc.)** _____ Initial
5. **Mandatory \$200 Cash Damage/Cleaning deposit is required for all rentals**, and is not included in the rental prices. Deposit is refundable, pending inspection from a Parks and Recreation representative. Kitchen is only to be used for warming food and not for cooking of any kind. _____ Initial
6. All food, beverages, trash, decorations, equipment, etc. must be removed from the facility and the site returned to its original state at the end of the event. If the facility is not returned to its original state, deposit may be forfeited and future use may require an additional deposit at an amount to be determined by the Parks and Recreation Director. **Nothing may be hung on or fixed to any walls, ceilings or fixtures-table decorations only.** _____ Initial
7. ANY damage to the rented facility, to include walls, carpet and flooring, lighting, furniture, outside landscape and anything else on the premises, could result in the forfeiture of renter's deposit. Cause of excess damage may subject renter to additional charges and/or legal action. _____ Initial
8. No open flames, candles or bonfires are allowed without express written approval from the Parks and Recreation Department. _____ Initial
9. Prices include rental of tables, chairs, projector & screen and one (1) microphone. All events may be subject to a \$50 stage setup fee, Phenix City Police Department fees, and/or a \$25 Audio/Visual training fee. Banquet Hall A (Room 106-to the left of the front door) seated capacity is 150 people (without tables or stage); Banquet Hall B (Room 107-to the right of the front door) seated capacity is 115 people (without tables or stage). _____ Initial
10. **Breakage of contract rules or falsification of information provided could result in forfeiture of deposit and/or immediate cancellation of event, and pursuance of legal action.** _____ Initial

On behalf of _____, I (print) _____

Acknowledge that a copy of the City of Phenix City Parks & Recreation Reservation rules have been made available to my organization and me. By signing below, I agree to follow these rules and understand that failure to do so will result in loss of privileges and possible/potential monetary damage or legal action being taken against me and/or my organization.

Signature: _____ Date: _____