

221 Malvern Road
Rehobeth, AL 36301
Website: www.rehobethal.com
Email: townhall@rehobethal.com

**TOWN OF REHOBETH
COMMUNITY CENTER**

Phone: 334-671-5829
Fax: 334-673-3969
Emergency Contact:
334-726-2205
334-726-2903

PARTIES/MEETINGS

Event Name _____

Name of Contact for Party/Meeting Details _____

Day Phone _____ Evening Phone _____ Cell Phone _____

Email Address _____

Date of Party/Meeting: _____ Time: From _____ To _____ Total Hours _____

Estimated Attendance _____

| | | PAID | BALANCE |
|----|---|----------|----------|
| ** | Rental Fee (up to 6 hrs) (including set-up and clean-up) | \$150.00 | \$ _____ |
| ** | Refundable Deposit (This amount WILL NOT be applied to rental fee) | \$100.00 | \$ _____ |
| | Total - - - - - | | \$ _____ |
| | Reserved Time Exceeded _____ Hrs. @ \$25.00 = | | \$ _____ |
| | ADJUSTED TOTAL - - - - - | | \$ _____ |

Rental fee includes Community Center, Kitchen and Table and Chairs only.

**** THE RENTAL FEE IS \$150.00 PLUS AN ADDITIONAL \$100.00 DEPOSIT THAT WILL BE REFUNDED IF BUILDING IS LEFT CLEAN AND NOTHING IS DAMAGED.**

**** TOWN OF REHOBETH REQUIRES A COPY OF DRIVER LICENSE OF THE RESPONSIBLE PARTY/LESSEE**

GENERAL POLICIES

- **NO ALCOHOL ALLOWED ON PREMISES.**
- **NO SMOKING ALLOWED ON PREMISES.**
- Children must be supervised at all times for their safety.
- **Do not drag tables and/or chairs across the floor.**
- **Do not roll table/chair carts out of room they are in.**
- **You may not attach anything to walls or ceiling.**
- Stove/oven may be used for **warming only**. If you use the stove/oven make sure that it is cleaned.
- Events should end by 10:00 p.m. to allow adequate time for clean up. Everyone **must** be out of the Community Center by **11:00 pm**. If all persons are not out by 11 pm, an additional day's rent will be required.
- Parking is limited to the designated parking area. No parking is allowed outside the parking lot area unless approved by staff.
- Weddings: Bubbles or flower petals may be used, **DO NOT** throw rice, birdseed, or silk flowers. Lessee is responsible for clean-up of all items.
- **All areas** must be cleaned after an event (see cleaning list).
- No fires or cookouts are allowed but candles may be used with prior approval.

DEPOSIT WILL BE RETAINED

POLICIES REGARDING SET-UPS, CATERING, AND DELIVERIES

- Tents are allowed only with prior approval of the Town of Rehobeth and must be set up and removed at agreed upon place and times after checking at the office.
- **NOTHING** may be put on walls of Community Center.
- The Community Center does not provide furniture for outdoor use, but rented tables and chairs may be used in designated areas.
- The Community Center is not responsible for set up or clean-up of any tents, chairs, decorations, etc. or for the safekeeping of any equipment or items left unattended during the day or overnight. **Lessee is responsible for clean-up of all areas.**
- Delivery and removal of all rental equipment must be coordinated with the Town of Rehobeth Staff. No delivery vehicles will be permitted on the grounds without prior approval.
- Caterers must be approved in advance. See Caterers responsibilities attached to this contract. The Caterer Responsibilities Form must be signed by the caterer 30 days prior to the event.
- All food, beverages, and decorations must be removed from the building after the event.

CLEANING POLICY

The following must be done after your event. If all items are not completed your deposit may be retained.

- Wipe all tables and chairs off
- Take all tables and chairs down and put in storage room
(**DO NOT** drag tables and/or chairs across floors)
- Sweep and mop the **entire building** including kitchen and restrooms
- Wipe down all counters and appliances in kitchen
- Clean restrooms
- Take all trash to dumpster
- Make sure all exterior doors are closed and locked

Initial _____

POLICIES REGARDING THIS CONTRACT AND FEES

- Rental Fee: \$150.00
(up to 6 hrs including set-up and clean-up)
- Additional Hours \$ 25.00/hr
- Refundable Deposit: \$100.00
(This amount WILL NOT be applied to the rental rate.)
- Deposit required one month prior to event date and final payment is due the week prior to event date.
- Tables and chairs are included.

- **SET-UP OF TABLES AND CHAIRS ARE NOT INCLUDED.**

- **Town of Rehobeth has the right to refuse any and all events.**

Please secure your date as soon as possible through the Town of Rehobeth, as to not miss out on the date you want for your event.

Your signature serves as a release to hold harmless and indemnify the Town of Rehobeth, the Staff, the Mayor or Council, and its agents from any and all liability or claim arising out of the undersigned's use of the Town of Rehobeth Community Center, as specified in this contract and in the discussions of ground use. The undersigned user is **LIABLE** for the safety and security of their guests and for any injuries or property damage which they or their guests may cause or suffer. **The Town of Rehobeth is NOT liable for your guest.** The undersigned also agrees to pay for any and all damages by themselves or their guests to the property, and grounds of the Town of Rehobeth Community Center. This contract and attached policies shall be binding upon the responsible party/lessee. **By signing this contract, the Lessee has read, understands, and agrees with all portions of the contract and policies.**

LESSEE HAS READ, AGREES TO, AND WILL COMPLY WITH ALL POLICIES.

| | | | |
|---------------------------------|----------------|---|-------------|
| _____ | _____ | _____ | _____ |
| Responsible Party/Lessee | Date | Rehobeth Community Center Representative | Date |
| Print Name _____ | | | |
| Address _____ | | | |
| _____ | | | |
| Phone _____ | _____ | _____ | _____ |
| Day | Evening | Cell | |