

Town of Lake View, Alabama

Municipal Complex Rental Agreement

Policies and Procedures

1. Persons wanting to reserve rooms for private, semi-private or public events at the Municipal Complex, parks or other facilities (facility) must complete a Reservation Application.
2. The reservation is complete when, all information is filled out by the applicant, all required signatures are obtained, receipts are issued and the customer is given a copy of this agreement. The application must have this agreement at the reservation event.
 - A. Any reserved event must be cancelled in person at the municipal complex business not later than seven (7) business days prior to the scheduled event reservation date. A \$25.00 processing fee will be deducted from the amount paid and any remaining monies will be refunded to the rental party. Cancellations requested with less than seven (7) business days' notice will forfeit all monies.
 - B. Agreements cannot be signed until ALL information about the event is answered and payment of all fees is made.
3. Only adults age 21 years and older, with valid proof of photo ID, may reserve a space at the municipal complex.
4. Lake View has the authority to decline any application for rental.

Hours

1. Activities in a rented area must be completed during your rental period. PLEASE CONSIDER YOUR PREPARATION, DECORATING, AND CLEAN-UP TIME DEMANDS BEFORE YOU CONFIRM YOUR RESERVATION AND INCLUDE THEM IN YOUR NEEDED TIME FRAME (EXAMPLE: BAND AND/OR CATERER SET-UP AND TAKEDOWN TIME). Lake View is unable to accommodate request to get into the rented spaces before time of reservation. When reservation times extend before or past the contracted rental period time the rental party will be billed for the additional time at the rate of \$20.00 per hour or a prorated time therein.

2. Lake View's regularly scheduled activities are not cancelled in order to provide room for the rental requests and Lake View reserves the right to cancel a reservation, in its sole discretion, when an emergency requires the space be available for Lake View use.

Supervision

1. No Lake View employee is present in the building during reservation period to supervise your event.
2. The adult (age 21 or older) who signs the Reservation Application assumes personal responsibility for any damages done to the room, building, or premises by persons in their group during the reserved period of time. The renting party is responsible for the conduct of all participants and agrees to maintain order and control over persons in the group and to abide by all policies and procedures outlined by Lake View and is directed to do so by the employee of Lake View if one is present. ***LIABILITY: Rental party agrees to hold Lake View, its officials, employees and agents harmless from any and all liability, damages, costs, and expenses in connection with any and all use of occupancy of the facility.
3. Chaperones, one adult per 15 children/teenagers (ages 18 and younger) is required.

Security

1. Information in the reservation application will be used by Lake View to determine the need for security.
2. Security cost will be an additional fee, apart from the reservation rental fee. In most instances, Lake View will make arrangements for having security personnel at the event when needed.

Decorations and Food

1. Decorating is to be done during the period time reserved by the rental party.
2. Decorating Plans, including specific materials, must be approved by Lake View prior to the signing and shall be recorded on the Rental Application. All decorations and any material to temporarily affix decorations to walls, ceilings or floors must be approved as part of the rental agreement. Permission will not be given for protrusions into the walls or ceiling such as nails or tapping decorations to walls or ceilings.

3. Items which have been brought into the building, must be removed by the rental group during the reserved time.
4. Lake View does not have a crew to unload, load, set-up or take down the rental party equipment that they provide. Renting party/organization will be responsible for providing their own labor for these purposes.
5. Rental parties are allowed to bring food and refreshments for their personal use. NO FOOD OR BEVERAGES CAN BE SOLD.

Information and Rules

1. There is a deposit due at time of booking for Lake View rentals and rental fee is due 2 weeks prior to event. A separate check is required for the deposit and rental fee. SEE ATTACHED RATE PAGE.
2. DEPOSITS AND/OR RENTAL FEES MAY BE FOREITED WHEN ANY DEVIATION FROM GUIDELINES OCCURS OR FALSE/INCOMPLETE INFORMATION IS GIVEN REGARDING THE RENTAL. All monies will be receipted and deposited. Deposit will be returned within 10 working days, provided that no deviation from guidelines occurred. Rental party will assume complete responsibility for damages and accidents occurring in that area during rental period. Rental party is limited to use of their reserved area only.
3. Rental party will assume complete responsibility for damages and accidents occurring in/at facility during rental period.
4. Inappropriate behavior, vandalism, or misuse of equipment, in the sole opinion of Lake View, will not be tolerated and may result in immediate expulsion from the facility and possible legal action. NO obscene language, loud music, nor profanity will be tolerated. Noise/music must be kept at acceptable levels.
5. All trash and litter must be placed in trash containers before leaving the area. For indoor facilities, floors must be swept and mopped and tables cleaned (brooms, mops and trash bags are available for your use).
6. When leaving an indoor facility all lights must be turned off and all doors closed.
7. ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, GAMBLING AND FIREARMS/ WEAPONS are prohibited at ANY facility. TOBACCO PRODUCTS are also prohibited in all indoor facilities.
8. Lake View and its officials, employees and agents ARE NOT responsible for lost or stolen articles in or about the facility. It is strongly recommended that you do

not bring valuables into the facility. Please return any found articles to Lake View personnel.

9. Animals are not permitted, with the exception of animals used for disabilities/ impairments (example: service dogs). All animals MUST be on a leash at all times while on the premises.
10. Facilities may be reserved up to 6 months in advance. Reservations may be made during normal office hours only.
11. Reservation confirmation must be in possession of the rental party for the duration of the rental period.

Violation of any rules or regulations/failure to give complete/accurate information regarding rentals may result in immediately expulsion from the facility and forfeiture of fees and deposits. Lake View personnel will have final authority in all matters.

Rates

Deposit - \$75.00

Rental Fee for residents - \$50.00

Rental Fee for non-residents - \$100.00

Separate checks are required for deposit and rental fee.

Facilities are rented on a daily basis and events shall end by midnight.

Fees are subject to change without prior notice to the public.

Reservation Application Please Print Clearly

Renter Name _____

Renter Address _____

Driver's License # _____ DL State _____ Phone # _____

Co-Renter Name _____

Co-Renter Address _____

Co-Renter DL# _____ DL State _____ Phone # _____

Event Information

Purpose of rental (example, birthday party, family reunion, etc.) _____

Date and time of event _____

Number of people anticipated _____

Decorating request, if any, to walls or ceiling _____

Facility needed (kitchen, town hall, pavilion, restrooms inside, restrooms outside, parking lot, etc.) _____

Liability

The adult (age 21 or older) who signs the application assumes personal responsibility for any damages done to the room, building, or premises by persons in their group during the reserved period of time. The renting party is responsible for the conduct of all participants and agrees to maintain order and control over persons in the group and to abide by all policies and procedures outlined by Lake View and as directed to do so by the employee of Lake View if one is present.

Rental parties to hold Lake View, it's officials, employees and agent harmless from any and all liability, damages, costs and expenses in connection with any and all claim, action, or causes of action for injury, death, or property damage arising from or out of use and occupancy of the facility.

Renter Name (Print) _____

Renter Signature _____ Date _____

Co-Renter Name (Print) _____

Co-Renter Signature _____ Date _____

Lake View Personnel (Print) _____

Lake View Personnel Signature _____ Date _____

Office use only

Date Deposit received _____ Date Rental Fee received _____

Amount _____ Check # _____ Amount _____ Check # _____

Rental approved by _____ Date _____

Rental denied by _____ Date _____