

**PZK CIVIC CENTER COMPLEX
RENTAL CONTRACT
CITY OF ROBERTSDALE**

APPLICANT'S

NAME: _____

PHYSICAL

ADDRESS: _____

MAILING ADDRESS:

(IF DIFFERENT) _____

HOME PHONE

NUMBER: _____

DRIVER'S LICENSE

NUMBER: _____

RESERVATION DATE: _____

Maximum Number Attending _____ *

Type of Event: _____ Hours using facility _____

(Must be out by Midnight) If applicable please complete following information:

Caterer: _____ Phone number: _____

Rentals: _____ Phone number: _____

_____ Phone number: _____

The above responsible party agrees that the rules and regulations set forth by the **City of Robertsdale**, and made a part of this rental contract shall be adhered to.

It is agreed by your organization that you will not issue any more admission tickets or invitations than is approved in this contract.* Not adhering to this will forfeit damage deposit.

Your organization hereby agrees to assume all responsibility for any and all damage that may be done by your members or guest to the building, equipment, furniture and facilities, during occupancy of the complex by your organization, and to pay for such damage upon rendition by the City of Robertsdale to your organization of a certified invoice for the same.

It is agreed by your organization that you are responsible for any and all services or contract violations made by bands, groups or other persons under contract to your organization while engaged in their activities at the complex.

It is agreed that this contract shall be subject at all times to immediate cancellation by the City of Robertsdale in the event of City sponsored or other

government event scheduled for the same day. Also, it is agreed that if upon inspection during your event that you have violated any portion of this contract, you will have to vacate premises immediately

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HOLD HARMLESS AGREEMENT:

As part of the consideration hereof, the lessee hereby covenants and agrees to hold the Lessor and the Lessor's agents and employees, free and harmless from any and all liability for claims for damages or other claims for personal injury, death or property injury, sustained by lessee, or sustained by the lease as the result of the negligence or other conduct of the Lessor or the Lessor's agent or employees.

The Lessee will indemnify and hold harmless the Lessor of and from all fines, suits, claims, demands and actions of any kind or nature, by reason of any breach, violation or nonperformance of any condition hereof on the part of the Lessee. The Lessee will indemnify, protect and save harmless the Lessor and its property while in, on, or about the premises, and any and all property of said Lessee which may be located or stored either on the premises, or in the building of which premises is a part, shall be so located or stored at the sole risk of the Lessee.

RULES AND REGULATIONS:

Definitions:

- 1. RESIDENT-**A resident, Business, or Group, in the City of Robertsdale, And having a physical address that verifies they are inside the corporate limits.
- 2. NON-RESIDENT-**Person or group not having residency within the corporate Limits of Robertsdale, whose address cannot be verified as within the city limits.

RESERVATIONS:

Reservations shall be made on a first come, first served basis, except that governmental functions shall take precedence over all other functions, and may necessitate the cancellation or postponement of an event.

Persons or groups wishing to reserve the complex must complete and sign the contract form, and pay all fees before being entered on the reservations calendar located at the Geo. P. Thames Senior Citizens Center located at 22651 East Chicago Street. ***No reservations will be confirmed or placed on the calendar until fees are paid in full.**

Reservations will not be accepted more than twelve months in advance.

FEES AND DEPOSITS:

Rental fees shall be \$300.00 per day Monday through Thursday. Rental fees will be \$400.00 per day Friday through Sunday for residents or groups who have a physical address inside the city limits of Robertsdale, and \$500.00 per day Friday through Sunday for non-residents or groups outside the city limits. A damage deposit of

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\$250.00 will be payable at the time the key is picked up for your event. Without damages or violation in your contract, the deposit will be returned to you upon the return of the key.

All persons, groups or organizations using the complex shall state the hours they wish to reserve the Center. All-important items of the leasee must be removed from the facility prior to the arrival of the janitorial service. Cleanup of the Center will be scheduled immediately after the event. The City will not be responsible for any items left in or around the complex after the event. **REMEMBER THAT ANOTHER EVENT MAY BE SCHEDULED BEHIND YOURS, AND PREPARATION TIME MUST BE GRANTED TO EACH LEASEE.** The Robertsdale Senior Citizens Club shall be exempt from fee requirements as long as the club properly cleans the complex after each use.

The Central Baldwin Chamber of Commerce shall be exempt from rental and deposit fees for its annual meeting. The City of Robertsdale, its departments and agencies, and City sponsored events shall be exempt from all rental fees.

**There will be an inspection after each event by City personnel, or someone directed by the City personnel to inspect.

RULES:

Decoration of the facility may begin on the day of the event. The City permits the use on an "as is" basis.

Access to the building must be arranged with the Activities Coordinator or designated employee of the City. The leasee will be responsible for signing out a key, and returning it to the City following the event, or placing it in a designated drop area after the event. **The pickup of the key has no bearing on**

when the leasee's time of use begins or ends. It is unlawful to copy any keys to City facilities.

All loose debris, including cups, plates, napkins, cans, etc. must be removed from the tables, and all debris must be placed in a container(s) and emptied into the trash container (dumpster) located outside the rear of the complex. All decorations must be removed following the event. [Decorations that are to be shared with other groups may be left in place if prior arrangements are made with, and approved by the Activities Coordinator.]

Events held for the benefit of minors must require adult chaperones, and the Activities Coordinator or City Clerk must approve the list of chaperones. Adult chaperones must be present at the complex at all times.

No inventory items, such as chairs, tables, podiums, etc. will be loaned nor permitted to be removed from the premise under any condition.

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The Activities Coordinator or City Clerk must approve any appliance, with special power needs, being brought into the complex.

No nails, tacks, brackets, or self-adhesive tape will be allowed on or in the walls, ceilings, or floors. Any material that will deface, mar, or damage a finished surface shall not be used.

*At no time can the maximum number of people in the complex exceed the building code limit of **549**. All renters must include the maximum number of people to be accommodated on the application.

City Council action of May 3, 1993, prohibits smoking in all City buildings, including the complex.

No rice, birdseed or like materials will be thrown inside the complex.

CANCELLATION:

Cancellation must be in writing and given to the Activities Coordinator or City Clerk not less than thirty days prior to the event. Fees will be refunded by check within five days of notice of cancellation. There will be a \$50.00 cancellation fee. All fees will be forfeited for a cancellation of less than 30 days.

*NOTE: You must state the hours that you will need the facility.
Not adhering to these hours will forfeit the damage deposit.*

SIGNED: _____ DATE: _____

WITNESSED BY: _____

Equipment available with rental of facility:

18 – 60" Round tables (seats up to 8)

4 – 8' banquet tables

8 – 6' banquet tables

160 stackable chairs

**Table linens are available to rent (must order and prepay 45 days in advance of the event).*

NAME, PHONE NUMBER, & ADDRESS OF THE COMPLEX:

PZK CIVIC CENTER—17933 ST HWY 104—(251) 947-8972

Revised May 15th, 2008