



Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_  
Mayor's Signature \_\_\_\_\_  
Date \_\_\_\_\_

**APPLICATION FOR USE OF THE JEANETTE BARRETT CIVIC ROOM**

Date of Function: \_\_\_\_\_ Time of Function: \_\_\_\_\_

Applicant/Business or Organization: \_\_\_\_\_

Function: \_\_\_\_\_

First Contact Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Driver's License Issuing State: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Second Contact Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

**(These persons are responsible for insuring that all laws, ordinances, and lease rules are followed).**

Estimated No. of Attendees: Adults: \_\_\_\_\_ Minors: \_\_\_\_\_

APPLICATIONS WILL NOT BE APPROVED UNLESS ALL OF THE ABOVE INFORMATION IS FULLY AND ACCURATELY COMPLETED

Should the function be cancelled by the Applicant, the City requires a 10 day notice. There is a \$100 CASH DEPOSIT required for all rentals when key is picked up prior to the event.

**RENTAL FEES: (Must be paid at the time the application is made and the event is placed on the calendar)**

**Rental fee: \$250.00                      Deposit fee: \$100.00**

**\$100 CASH DEPOSIT REQUIRED FOR ALL RENTALS when key is picked up.**



1. The property that the subject of this lease is the Jeanette Barrett Civic Room located at 297 Wharf Street, Wetumpka, AL 36092.

2. The tenant shall pay the landlord **\$250** to be paid in advance for the rental and the use of the leased premises from **10:00** am on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ until **midnight**.  
event date event month year

The premises are to be used only during the above date. If the tenant uses the premises at times other than those mentioned above, whether the use is for decorating, setup or clean-up, there shall be an **extra charge of \$250.00, per day**.

3. Prior to occupation of the premises, the tenant shall pay the landlord the cash sum of \$100.00 as the security deposit for the tenant's performance of this lease and for any damages caused to the premises by the tenant, his family, visitors, invitees, and/or guests. In order to receive the security deposit back, the following but not limited to specific things, which are by the way of example and not intended to limit the responsibilities of the tenant:

- Furniture is **NOT** to be moved out of its original place. **No additional furniture can be brought in**. Everything needs to be left as you found it. Loss of deposit amount or more will be charged for any damaged property.
- Return all keys to City Hall by the next business day **after 10:00 am**.
- **Nothing can be hung on walls, beams, window frames or doors** (No nails, tacks, staples or any adhesive tape used on them). No permanent signs on or adjacent to the building.
- The function must have remained peaceful and without the necessity of the intervention of law enforcement officers.
- Clean and wipe down kitchen area. Sweep floors. Leave all trash tied and store in kitchen area; we will dispose of all trash.
- **No smoking** inside or outside the Civic Room area.
- Any investigation must reveal that there has not been any charge for attendance at the event.
- Anything less than full and strict compliance with every provision of this lease shall constitute a default.

4. The tenant agrees that the landlord is not responsible, nor will the landlord be liable for damages the person or property of the tenant, his family, visitor, invitees or guests for any reason whatsoever. Furthermore, the tenant shall and does hereby indemnify and hold the landlord harmless from all damage to the person or property occurring on the premises during the lease period.

5. The tenant agrees not to use the premises for private fund raising and thus, no fees will be charged for attending the function unless pre-approved by the Mayor of Wetumpka, Alabama. A thirty (30) day notification must be made.

6. The premises **shall not be used to serve alcoholic beverages**, without first having obtained the express approval of the Mayor of the City of Wetumpka, Alabama. In the event that the tenant wishes to serve alcoholic beverages, an **additional nonrefundable cost of \$100** in rental will be charged, **if approved**.

7. The tenant agrees to at all times keep the premises in good order and shall deliver over the premises in clean and orderly condition at the expiration of the term of this agreement.

8. The tenant represents to the City of Wetumpka that \_\_\_\_\_ is authorized to receive any security deposit back to tenant. your name

Executed on this this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
today's date                      month                      year

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature