

Shawmut Kindergarten Rental Agreement
City of Valley
P.O. Box 186, Valley, Al 36854

SHAWMUT KINDERGARTEN RENTAL/LEASE CONTRACT

Date: _____

Organization: (if applicable) _____

Name of Lessee: _____

Telephone Number(s): _____ Email: _____

Street Address: _____ City/State/Zip: _____

Start Time: _____ Finish Time: _____

Date of Event: _____ # Of People: _____

Set-Up Format: (Attached diagram for specific layout)

Signature of Lessee (person booking event)

Date

(For recreation staff only)

Recreation Staff (Who Booked Event): _____

Amount of Rental: \$ _____

Deposit: \$ _____

Shawmut Kindergarten Rules and Regulations
City of Valley
P.O. Box 186, Valley, Al 36854

Available Rental Times

Sunday – Saturday

7:00 a.m.- 8:00 p.m.

Rental Rate

Rental Fee

\$100.00

Required Deposit

\$200.00

Note: Time includes Set-Up and Clean up

The entire rental fee is payable when the reservation is made, with NO exceptions. Please make your check payable to City of Valley. Reservations must be made a minimum of seven (7) days in advance of intended event. Reservations where alcohol is requested must be made thirty (30) days in advance. No reservation will be made until fees are paid. Cancellations must be made a minimum of one (1) week in advance to receive a refund. Please allow one (1) week for refunds to be returned. In the event of any damage to the property, you will be notified in writing and invoiced for the costs of repair. The City of Valley reserves the right to refuse rental to anyone at any time. Checks returned for any reason will be subject to collection and an additional fee of \$30.00.

SMOKING IS PROHIBITED
NO ALCOHOLIC BEVERAGES
NO CONTROLLED SUBSTANCES
NO LEWD BEHAVIOR OR LOUD NOISE WILL BE ALLOWED



Shawmut Kindergarten Rental Agreement
Renter's Copy
City of Valley

- I understand that a copy of this agreement will be given to me at the time of the reservation. If, for some reason I do not get a copy, I understand that my initials below indicate that I have read and understand all the requirements for this rental.

_____ *please initial*

Instructions for Use

- Key will be given 24 hours before rental date or at time agreed upon by Community Center employee. Please make sure you return the key after the event. The Community Center is open Monday thru Friday 5:00 am – 9:00 pm; Saturday 8:00 am – 8:00 pm; and Sunday 1:00 pm – 5:00 pm. There is no drop off box.
- The facility should be left clean and in order. All food and waste must be removed from premises and disposed of in outside garbage containers provided. All lights and appliances should be turned off and all outside doors secured.
- There shall be no adhesive material placed on walls of building and no glitter to be used in the building. Music, public address systems, amplifiers, and crowd noise must be kept to acceptable levels.
- All vendors must show proof of a City of Valley business license or special event business license. All vendors are required to pay the City of Valley 10% of the revenues collected.
- The City of Valley will not be responsible for personal items left. Please make sure all items are removed before you leave.
- The City of Valley is not responsible for accidents occurring on site.

Cleaning Requirements

- Trash must be placed in outside trashcans.
- All counter tops and tabletops must be cleaned and free of trash or food crumbs.
- Furniture may be moved as needed; provided it is moved back before you leave.
- Before leaving set air conditioning to 78 degrees and heat to 68 degrees.

***Note: This property is owned by the City of Valley, Alabama
and is subject to patrol and inspection by members of the
Valley Police Department or City Administrator at any time.***

In case of an emergency call 9-1-1
Physical address is 7755 School Street, Valley, AL
For administrative questions call 706-518-7213 or 334-756-5290.

Business License and Permits

- Anyone that you are paying to provide a service for you at your event such as caterers, decorators, DJ's, bands, rental equipment, etc. must be listed on the attached sheet. If they do not have a business license they must contact Valley City Hall at 334-756-5220 no less than one week prior to the event to obtain the necessary documents.

_____ ***please initial***

Alcohol Usage

- Renter will be allowed to serve beer and wine after meeting the following requirements:
 - The attached form must be filled out completely to obtain approval by the City of Valley Council at least one month prior to event. Council meets the 2nd and 4th Tuesday of each month with the exception of November and December. The renter will be notified whether or not they have been approved once it has gone before Council.
 - Once approval is given renter will be expected to pay for one or more off-duty City of Valley Police Officer(s) at the rate of \$25.00 per hour depending on expected attendance. Police officers will be scheduled for the event through the Valley Police Department.
 - The approval will only be for beer and wine. No hard liquor will be allowed to be served.

_____ ***please initial***

***Note: This property is owned by the City of Valley, Alabama
and is subject to patrol and inspection by members of the
Valley Police Department, Valley Recreation Department or City of Valley Administration at any time.***

ADDITIONAL TERMS:

NO individual may be turned away from or otherwise discriminated against in providing programs sponsored by the above named organization because of race, sex, age, color, or creed. Violation of this will be grounds for immediate withdrawal of facility use privileges.

USE POLICY:

1. It is the policy of the CITY OF VALLEY COMMUNITY CENTER that the facility exists primarily for the delivery of leisure services to the community.
2. Facility will be available for rent by the general public when not in use by the "CITY."
3. "USER" must be twenty-one (21) years or older.
4. All reservations must be made in person.
5. Reservation time will include set-up and clean-up time.
6. The "CITY" reserves the right to reject rental requests which conflict or compete with any departmental sponsored or co-sponsored activities.
7. All rental activities must be held within normal facility hours of operation unless approved in advance by the "CITY" and recorded in the rental agreement.
8. "USER" assumes responsibility for all arrangements and liability for any damages.
9. Complete details on planned use of facility must be submitted in the written agreement prior to execution.
10. All special needs or requests, specific set-up requirements, etc... must be made and included in the written agreement prior to execution.
11. Additional fees will be due for holiday rentals and after hour rentals.
12. "USER" is responsible for competent adult supervision, clean-up and building security before, during and after the event.

A DEPARTMENT EMPLOYEE WILL BE ON DUTY IN CASE OF EMERGENCIES

REQUEST FOR ALCOHOL PERMIT

Please fill out the following form in its entirety in order for the request to be put before Valley City Council. Everyone who is responsible for the event should be listed. If the event is a wedding the Bride and Groom must be included.

Name: _____ Birthdate: _____

Address: _____

City/State: _____

Telephone Number: _____

Name: _____ Birthdate: _____

Address: _____

City/State: _____

Telephone Number: _____

Name: _____ Birthdate: _____

Address: _____

City/State: _____

Telephone Number: _____

Name: _____ Birthdate: _____

Address: _____

City/State: _____

Telephone Number: _____

OUTSIDE VENDORS

Event: _____ **Event Date:** _____

Please list all vendors you plan to use for your event.
Please make a copy of this sheet if needed

Name of Business: _____

Owner/Manager: _____

Address: _____

City/State/Zip: _____

Contact Phone Number: _____

Name of Business: _____

Owner/Manager: _____

Address: _____

City/State/Zip: _____

Contact Phone Number: _____

Name of Business: _____

Owner/Manager: _____

Address: _____

City/State/Zip: _____

Contact Phone Number: _____