

## CHATOM COMMUNITY CENTER

Please read and initial by each of the following

- \_\_\_\_\_ 1. Only the individual renting the Community Center may pick up the key.
- \_\_\_\_\_ 2. All professional caterers or professional personnel working at the Community Center must have a license to do business in the Town of Chatom. (This license can be obtained at the Chatom Town Hall) Failure to comply will result in the appropriate business license fee plus a \$15.00 handling charge being withheld from deposit.
- \_\_\_\_\_ 3. Any items left in the Community Center after midnight of the day of the event will result in the individual being charged for another days rent.
- \_\_\_\_\_ 4. All technical equipment must be cleared 2 business days prior to the event.
- \_\_\_\_\_ 5. I understand that the Town of Chatom is released from all liability as a result of this function. It is also highly recommended that each individual will obtain insurance for their function.
- \_\_\_\_\_ 6. **I have received a copy of my signed Rental Application.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CHATOM COMMUNITY CENTER

## Rental Application

### General Information

- A. **DEADLINES** - Completed Applications must be returned to the Chatom Town Hall along with the damage deposit to secure your reservation. The full deposit (**certified check, money order, or cash – no personal checks accepted**) must accompany the application with the remainder of the fees (certified check, money order, or cash – no personal checks accepted) due at the time specified to pick up the key. It is the responsibility of the applicant to call the Chatom Town Hall at 847-2580 at least one day prior to event for information on key pickup. You will be notified if your application has been rejected within 5 working days of receipt of application. If for some reason your application is rejected, you will be notified of the reason and all monies paid will be refunded.
- B. **RENTAL DAY** - is defined as being the hours between 7:00 am and Midnight on the date requested (a total of 17 hours).
- C. **REQUIREMENT FOR LAW ENFORCEMENT** - Certain types of functions require the user to have Police Officers present during the event.
- D. **REQUIREMENT FOR TECHNICIAN** - The use of all sound or video equipment owned by the town requires the user to have an approved Technician present during the time the equipment is being used.
- E. **DECORATION POLICY** - No decorations can be taped to the wall, floor or ceilings. Only free standing decorations will be allowed.
- F. **TABLE AND CHAIR POLICY** - No tables or chairs owned by the Town of Chatom are to be taken outside of the building. This includes the porch area as well.
- G. **TOBACCO POLICY** - Absolutely no tobacco use is permitted inside the facility. Failure to comply will result in the loss of your deposit.
- H. **REFUND POLICY** -
1. If your application is denied all monies paid to that point will be refunded by check..
  2. If you wish to withdraw your application prior to 30 days before the requested date all monies paid will be refunded by check.
  3. If you cancel your event less than 5 days prior to the event a 50% handling fee will be charged and all other monies will be refunded by check.
  4. If the Town of Chatom cancels your event prior to the date of the event all monies received will be refunded by check.
  5. If the event is canceled by anyone on the date scheduled or while in progress, no monies will be refunded. The exception to this will be in the case of a natural disaster, or if a state of emergency is declared by Federal, State or Local Government. In such cases a prorated amount will be refunded by check.
- I. **DAMAGE DEPOSIT REFUND POLICY** - Money will be deposited and may be held for 30 days before refunded. Damages to any part of the Community Center or furnishings will result in loss of part or all of your deposit. Any damaged goods charged to renter may be picked up within 30 days at the Chatom Town Hall.

**FOR OFFICIAL USE ONLY:**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

We, the undersigned, hereby apply for the use of the Chatom Community Center and, in connection with said application, furnish the following:

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**Section 1: WHO WE ARE**

**A. Name of Business/Group/Person Requesting Use of Civic Center:**

**B. Physical Address of Business/Group/Person Requesting Use of Facility:**

**C. Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_

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**Section 2: WE WISH TO USE THE COMMUNITY CENTER ON**

**A. Date Wanted:**

**Date:** \_\_\_\_\_ **From** \_\_\_\_\_ **AM/PM For** \_\_\_\_\_ **Days/Hours**

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**Section 3: WE WISH TO**

**A. Use the facility for (briefly explain what you wish to use our facility for)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. We estimate attendance will be:** \_\_\_\_\_ **People**

\_\_\_\_ **Seniors**      \_\_\_\_ **Adults**      \_\_\_\_ **Teens**      \_\_\_\_ **Children**

(Please indicate the number you expect by age group if your activity targets a specific age group)

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**Section 4: PERSON RENTING MUST BE PRIMARY USER OF CHATOM COMMUNITY CENTER**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_

**ID Number (Drivers License or State Issued ID Card)** \_\_\_\_\_

**Please provide copy of Drivers License or ID card**

**Section 5: FOOD SERVICE INFORMATION (only if you plan to serve food)**

The Kitchen facilities in the Community Center are set up for food preparation.

**Caterer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

All caterers are required to buy a license to do business in the Town of Chatom.

**Section 6: LAW ENFORCEMENT**

Certain events require the event sponsor to provide on-site law enforcement for the duration of the event. This law enforcement officer must be approved by the Chatom Chief of Police.

- A. The town will advise if an officer is required for your event.
- B. Any event in which alcohol is being served will require a paid officer present.
- C. The Town of Chatom will acquire this officer for you.

**The event covered by this rental contract ( ) will ( ) will not serve alcoholic beverages.**

\_\_\_\_\_ officer/officers are needed for this event.

\_\_\_\_\_ (Chief)

\_\_\_\_\_ (Date)

**Section 7: TECHNICIAN**

The Community Center has, for the use of those who wish, audio, video, and other specialized equipment requiring technical expertise to operate. A technician will be provided for your event upon request. The sponsor of the event must contact said technician immediately to request which services are needed.

**A. Technician Contracted:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Section 8: HOW MUCH WILL IT COST**

**DAMAGE DEPOSIT** \$ \_\_\_\_\_

Local (resident of Washington Co.) \$500.00 (Refundable after Inspection)  
Non-local (outside Washington Co.) \$750.00 (Refundable after Inspection)  
Key Deposit \$ 75 cash (**no exception**)

Key must be returned by 10:00 am on the next business day to the Chatom Town Hall. Key deposit may be picked up at this time. Failure to return the key on time will result in loss of key deposit.

Damage deposit refund may be picked up at the Chatom Town Hall during normal business hours seven (7) days after scheduled event unless otherwise specified or if specified to be returned by mail.

**\*ALL GARBAGE MUST BE REMOVED FROM THE BUILDING AFTER EVENT\***

**RENTAL FEE** \$ \_\_\_\_\_

Local (resident of Washington Co.) \$425  
Non-local (outside Washington Co.) \$625  
Additional consecutive days \$150  
Non-profit organizations \$300

**TOTAL AMOUNT PAID** \$ \_\_\_\_\_

**SET-UP FEE** (optional) \$ \_\_\_\_\_  
\_\_\_\_ Tables @ \$1.50/ea. = \$ \_\_\_\_\_  
\_\_\_\_ Chairs @ \$0.25/ea. = \$ \_\_\_\_\_

**\*\*LEAVE ALL TABLES AND CHAIRS SET UP\*\***

**TECHNICIAN FEE** \$ \_\_\_\_\_  
\$35.00 per hour  
Minimum of 3 hours  
Sound microphone-\$25.00

**LAW ENFORCEMENT** \$ \_\_\_\_\_  
\$35.00 per hour  
Minimum of 4 hours

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I certify the above information is correct to the best of my knowledge and belief. I understand that willful misrepresentation of the information provided will result in my planned event being canceled and the forfeiture of all moneys paid. I also agree to all requirements set forth in this application.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**AGREEMENT FOR RENTAL OF  
CHATOM COMMUNITY CENTER**

This Agreement made this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the TOWN OF CHATOM, ALABAMA, a municipal corporation, hereinafter referred to as “Lessor”, and the undersigned, hereinafter referred to as “Lessee”,

WITNESSETH:

WHEREAS, the Town of Chatom is the owner of that certain facility known as the “Chatom Community Center”, located in Chatom, Alabama; and

WHEREAS, the undersigned has simultaneously herewith received a copy and has filed a rental application and general information form in connection with the renting of said community center; and

WHEREAS, in the event that said application is accepted, the Town of Chatom and the Lessee agrees to the following as conditions and requirements of the lease.

NOW, THEREFORE, it is agreed between the Lessor and Lessee in the event the Lessor leases or rents Chatom Community Center to the Lessee that the Lessee agrees as follows:

1. That all requirements, stipulations, rules and regulations as contained in that certain document styled Chatom Community Center Rental Application, General Information, are incorporated herein and the Lessee agrees to abide by all of the terms and conditions thereof.
2. That the Lessee shall be responsible and indemnify the Lessor for all damage done to the premises as the result of activity occurring at the Community Center during the rental period and the activities carried out during said period by the Lessee, its agents, servants, employees, guests, and invitees, even if the same shall exceed the amount of the refundable damage deposit.
3. Lessee will be caused to pay a clean-up fee in the amount of \$200.00. The Lessor projects that said fee shall cover the cost of clean-up for most events. However, in the event that the cost of the clean-up of said facility to the Town of Chatom shall exceed the \$225.00 normally charged for clean-up, the Lessee shall be responsible for the excess cost of any such clean-up.
4. **LESSEE AGREES TO INDEMNIFY AND SAVE LESSOR HARMLESS AGAINST AND FROM ANY AND ALL CLAIMS, DAMAGES, COSTS AND EXPENSES INCLUDING ATTORNEY FEES FOR PROPERTY DAMAGE OR PERSONAL INJURY OR OTHERWISE ARISING OUT OF LESSEE’S ACTIVITIES AT THE CHATOM COMMUNITY CENTER DURING THE RENTAL PERIOD OR FROM ANY ACT OF NEGLIGENCE OF THE LESSEE, ITS AGENTS, CONTRACTORS, SERVANTS, EMPLOYEES, OR SUB-LESSEES, CONCESSIONARIES, GUESTS OR LICENSEES IN OR ABOUT THE LEASED PREMISES. IN CASE ANY ACTION OR PROCEEDING BE BROUGHT AGAINST THE LESSOR BY REASON OF SUCH CLAIM, LESSEE UPON NOTICE FROM THE LESSOR COVENANTS TO DEFEND SUCH ACTION AND BE RESPONSIBLE FOR ALL COSTS ASSOCIATED THEREWITH.**
5. Lessee agrees that this lease shall include all verbal directions, restrictions, or terms which are communicated to the Lessee by Lessor.

6. Lessor reserves the right and Lessee agrees that the Lessor has the right to enter upon the leased premises during the period of rental to terminate any rights of the Lessee to the Chatom Community Center or evict the Lessee or Lessee's agents, servants, guests, employees, or invitees or licensees or any other person on the premises in the event that the Lessor determines that:

- (a) Lessee has continued to violate the term of the lease after notice; or
- (b) There has occurred a breach of the peace or disruptive behavior which may be likely to continue and the continuance of Lessee's activities would not be in the best interest of the Lessor.

7. The undersigned, if signing in a representative capacity for the Lessee, represents that he or she, as the case may be, has full and complete authority to execute this document on behalf of the Lessee and bind the Lessee to the conditions contained herein and contained in the Rental Application, General Information.

8. Lessee acknowledges that he has read the foregoing agreement and understands the same.

WITNESS our hands and seals on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

TOWN OF CHATOM, LESSOR

BY: \_\_\_\_\_

Its \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Its \_\_\_\_\_

LESSEE

BY: \_\_\_\_\_

