



City of Gulf Shores
Adult Activity Center
Application Questionnaire

Mail: P.O. Box 299, Gulf Shores, AL 36547
Physical: 260 Clubhouse Drive, Gulf Shores, AL 36542
Email: rentalfacilities@gulfshoresal.gov
Telephone: 251.968.1173
FAX: 251.968.1175

Today's Date _____

Responsible Party _____ Contact numbers: day _____

evening _____ cellular _____ Email _____

Physical Address of Responsible Party _____

Mailing Address of Responsible Party _____

Person in Charge _____ Contact numbers: day _____

evening _____ cellular _____ Email _____

Physical Address of Person in Charge: _____

Mailing Address of Person in Charge: _____

What event date(s) are you planning to use the Adult Activity Center? _____

Who will attend your program/event? _____

Is your event private or public? _____ Will you sell tickets? _____ In advance? _____

At the door? _____ Reserved seating or general admission? _____ Will you or anyone at your

event sell merchandise? _____

Do you plan to have exhibitors or vendors at your event? _____ How many? (close approximation) _____

Give examples: _____

What kind of program/special event are you planning (in detail): _____

How will you use the Adult Activity Center? _____

Do you plan to use the lobby? Detail your plan: _____

Do you plan to serve alcohol? _____ Do you plan to exchange money, tickets, or anything else for alcohol? _____

Will the kitchen be used? If so, how? _____

Deliveries must take place in your rental window of time. Special Events personnel are not authorized to accept deliveries. List anyone who will be helping you with this event. Include any deliveries or other service persons and the names of their businesses. _____

When do you (or anyone affiliated with your event) need access to the Adult Activity Center? List all times and purposes.

All layout plans must be approved by our Rental Specialist. Facility capacity is affected by how the furniture is set up and how you plan to use the facility. Please note that safety regulations prevent unapproved layouts from being used. It is important to finalize layout with our Rental Specialist before proceeding with your event plans.

Signature _____ Date _____