



# City of Gulf Shores Alabama Adult Activity Center Rental Agreement

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

AAC# \_\_\_\_\_

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 \_\_\_\_\_

Mailing Address of Person in Charge \_\_\_\_\_

Type of Function \_\_\_\_\_ Approximate Number attending \_\_\_\_\_

Date needed \_\_\_\_\_ time \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ time \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ time \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ time \_\_\_\_\_ to \_\_\_\_\_

Time of Function \_\_\_\_\_ Caterer \_\_\_\_\_

Rental fee \$ \_\_\_\_\_ Date rec'd \_\_\_\_\_ Check Cash

Other fees \$ \_\_\_\_\_ Date rec'd \_\_\_\_\_ Check Cash

Cleaning/damage deposit \$ \_\_\_\_\_ \*\* Date rec'd \_\_\_\_\_ Check

Damage/Cleaning deposit due no later than \_\_\_\_\_

Key authorization issued \_\_\_\_\_ To: \_\_\_\_\_

Cleaning/damage deposit returned \_\_\_\_\_ To: \_\_\_\_\_

1) Fill in the blanks on this page that pertain to your function.  
 2) **Read the User Responsibility on page two and sign where indicated.**

3) Make yourself a copy. Return the signed original to me with a check for the entire rental fee payable to: City of Gulf Shores  
 Mail to: Special Events Office, P.O. Box 299, Gulf Shores, AL 36547

4) Your Damage/Cleaning Deposit is due no later than two weeks before your function. We will then issue you a "Key

Authorization" form. The key to the facility is checked out with the dispatcher at the Gulf Shores Police Dept. (next door) and returned there following your function.

5) You are responsible for setting up and cleaning up. Please be sure to thoroughly check the User Responsibility list as you prepare to exit the building after your function.

6) Please call 251-968-1173 or email [rentalfacilities@gulfshoresal.gov](mailto:rentalfacilities@gulfshoresal.gov) if you have any questions or need assistance in any way.

# ADULT ACTIVITY CENTER

260 Clubhouse Drive, Gulf Shores, AL 36542

## RENTAL AGREEMENT

Welcome to the Adult Activity Center! This facility is scheduled through the Special Events and Programs Office, located in the Adult Activity Center, 260 Clubhouse Drive, Gulf Shores, (251) 968-1173. The mailing address is Special Events Office, P O Box 299, Gulf Shores, AL 36547. The telephone located in the kitchen was installed for your convenience and use. The number is (251) 968-9556.

## TERMS AND CONDITIONS OF USE and USER RESPONSIBILITIES

- A. The general purpose of the Adult Activity Center is to provide adult meeting and activity space to business and civic organizations and residents of the City of Gulf Shores.
- B. The facility may be used for activities such as civic organization meetings, civic organization sponsored events such as fund raisers, other public activities, parties, and luncheons. The facility may be used as a meeting space for small conventions of not more than 60 people, or as an adjunct meeting room when the Civic Center is rented to the same organization. The facility may be used by businesses for staff meetings or on a once per year basis for informational or educational seminars of not more than 60 people.
- C. Only an adult may rent the facility. An adult is considered to be 21 years of age or older. When a function is attended by minors, one adult must be present for every ten minors.
- D. All rentals are based on an eight (8) hour day. Hours over eight (8) are charged at \$15 per hour.
- E. Keys to the facility will be checked in and out to scheduled users by the dispatchers located at the Gulf Shores Police Department, upon presentation of a Key Authorization Form issued by City rental staff.
- F. No smoking is allowed in or around the building at any time. You may smoke in the designated smoking area located between this building and the Erie Meyer Civic Center, pursuant to City of Gulf Shores Ordinance 1478.
- G. No frying of food is allowed in the building at any time by order of the Fire Marshal.
- H. No inflatable or bouncing structures (Inflatables) are allowed inside the building.
- I. The user is responsible for furniture set up and tear down. The user will put all tables and chairs into the storeroom after their function, tables upside down on table racks and chairs facing the same direction on chair racks.
- J. Decorations shall be limited to tabletops or free standing. **No tacks, pins, staples, nails, tape, or any other kind of adhesives shall be used on the walls, ceilings or acoustical panels. Attaching anything to the building will be considered damage. You will be charged additional monies.**
- K. No Rice, birdseed, confetti, glitter, or like material will be allowed inside or out of the facility.
- L. Equipment and supplies located in the facility are the property of the City of Gulf Shores. No City property will be loaned or permitted to be removed from the premises under any condition.
- M. Cleaning: The user is responsible for vacuuming and mopping after function. Kitchen is to be cleaned before vacating premises; sinks, counters, coffee pots, refrigerator, table tops and floor. All trash/debris will be taken to the dumpster located in the fenced area near the Civic Center. Trash cans are available inside the facility, cleaning equipment may be found in storeroom, kitchen or outside the kitchen door.
- N. The user is responsible for turning off lights before exiting, making sure all doors leading outside are locked, and returning the key to the Gulf Shores Police Department.
- O. You must return the key at the end of your rental period or be required to pay \$15 per hour until the key is returned.

X \_\_\_\_\_  
Lessee

## SPACE AND EQUIPMENT

The meeting room dimensions are 40' x 60'. Equipment usually located in the facility:

35 - 6' tables	175 chairs	1 - podium/(mic if prepaid)	1 - projector screen
2 - microwave ovens	2 - household ovens	2 - household dishwashers	1 - 4 burner range
2 - 55 cup coffee makers	20 - card tables	1 - commercial 2 door refrigerator	1 - ice machine

\* Please be prepared to bring your own supplies such as dish soap, dish towels, salt & pepper, trash bags, etc.

Additional equipment is available for rent:

Audio/visual (corded mic, TV, DVD & VCR players) - \$20 each Portable Stage (2 - 4' x 8' sections) - \$25 Wireless Mic - \$50

## CANCELLATION/REFUND POLICY

A. In case of cancellation: 90% of the rental rate will be refunded if event is cancelled 180 days or more prior to scheduled event; 75% of rental rate will be refunded if event is cancelled 91 to 179 days prior to scheduled event; 0% of the rental rate will be refunded if event is cancelled 90 days or less prior to scheduled event.

## DAMAGE AND OR CLEANING

A. Damage to the facility or failure to leave the facility clean will result in loss of your damage/cleaning deposit, pursuit by the City for collection of damages sustained and cancellation of any remaining scheduled events.

## AGREEMENT

By executing this agreement and paying the appropriate fee, the undersigned Lessee agrees that he/she has read and understands the above information regarding terms and responsibility, agrees to the terms, and further that any damage to the Adult Activity Center will be the responsibility of the Lessee and paid for by the Lessee.

\_\_\_\_\_  
Special Events Staff  
07/09

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Lessee