



SMALL TOWN, BIG BEACH™

All information must be entered by responsible party and all fees/deposits paid to confirm reservation of City of Gulf Shores Facilities with the City of Gulf Shores Recreation and Cultural Affairs Department. **Photo identification is required when booking any City of Gulf Shores facility, regardless of residency.**

Rental Party Information

I, _____, a representative of _____ have received and read a copy of the City of Gulf Shores Terms and Conditions and Rental Rules & Guidelines and agree to adhere to all requirements/restrictions therein. Failure to comply may warrant immediate cancellation of the event and possible denial of future reservations as well as forfeiture of damage deposit.

Signature

Date

FACILITY REQUESTED: _____

ORGANIZATION NAME: _____ CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

WORK PHONE: _____ CELL PHONE: _____

DATE(S) OF RENTAL _____ HOURS OF RENTAL _____ TO _____

_____ TO _____

_____ TO _____

TYPE OF FUNCTION _____

ANTICIPATED NUMBER OF GUESTS _____ WILL ALCOHOL BE SERVED Yes No

Your function MUST end one hour prior to your departure time listed on the contract. You must be OUT of the facility at or before the departure time, utilizing the prior hour for clean-up. Initial _____

The selling of alcohol is not permitted in any City of Gulf Shores rental facilities, the renter must comply with all ABC Board regulations. Initial _____

ALL vendors/caterers used for your event must be licensed in the City of Gulf Shores. It is the renter's responsibility to verify that all licenses are current/active, for questions, please contact our Revenue Dept. at 251-968-1120. Initial _____

Vendors (Please list the contact information for all vendors in the space below)
 (Name) (Phone) (Address) (Type of Business)

Facility Rental

Rental Rate / day _____ x Number of Days _____ = _____
 Additional hours _____ x Hourly Rate of _____ = _____
Total Rent Due _____

(* Denotes items available at the Erie H. Meyer Civic Center only)

Linens

All linens must be ordered a minimum of 2 weeks in advance and are offered in white color only.

	Price / piece	Quantity	Total
Table Cloths	\$10.00		
Skirts	\$ 8.00		
*Napkins	\$0.50		
			Total Linens _____

Audio Visual

Three inputs included with basic audio visual package at Erie H. Meyer and Cultural Center Auditorium. Please contact Rental Supervisor for additional audio visual package rates at (251) 968-1173.

	Price / day	Number of Days	Total
*Projector	\$50		
*Screen	\$50		
*Wireless Mic	\$50		
*Lapel Mic	\$50		
*Piano	\$150		
Additional AV _____			
			Total Audio Visual _____

Additional Items

	Price / day	Number of Days	Total
*China, Glass, Silver	\$200		
*Portable Bar	\$25 (2 max)		
*Large Ice Chest	\$10 (2 max)		
*Pipe and Drape	\$2 per ft. (40 ft. max)	_____	
*Dance Floor	\$200 (21 ft. x 33 ft.)	_____	
Additional Items _____			
			Total Additional Items _____

Cleaning Service

Cleaning services must be ordered a minimum of 2 weeks in advance and includes kitchen, mopping, vacuuming, & the removal of trash. It is the renter's responsibility to return all tables and chairs back to storage at all unmanned facilities, this is not included in cleaning fee.

Facility	Price	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Total
Erie Meyer Civic Center	\$300	<input type="checkbox"/>	<input type="checkbox"/>	_____
Activity Center	\$200	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cultural Center Auditorium	\$300	<input type="checkbox"/>	<input type="checkbox"/>	_____

Fee Totals

All reservation must be approved by the City of Gulf Shores and require a completed rental agreement, facility cleaning service opt-out agreement, copy of a valid driver's license and down payment. Down payment is considered the entire damage deposit plus half of the base rental fee. The remaining balance is due no later than 14 days prior to the reservation date.

Facility Total \$ _____
Additional Totals \$ _____
Damage Deposit \$ _____

Grand Total \$ _____
Down Payment \$ _____
Remaining Balance \$ _____

Signature

Date

COGS Approval Signature

The use and care of City of Gulf Shores rental facilities is the responsibility of the renter. If you use a vendor, be sure to contract with them the following City of Gulf Shores facility regulations; or in the case of a private function, be sure that your kitchen helpers understand that there are certain rules that must be followed in order for you, the renter to have your damage/cleaning deposit refunded. That, and in order to maintain health standards, as required by local, County and State regulation, all users of the kitchen must comply with the following:

- 1) All pots, pans, trays, cups, serving dishes, glasses, and silverware (if applicable) will be washed before and after use.
- 2) After use, all items will be separated and stored in proper location.
- 3) Tables, counters, work areas, hot boxes, sinks, shelves, refrigerator, stoves, coffee and tea urns, and any other equipment used in the kitchen will be cleaned after use.
- 4) All garbage, trash and debris will be removed from building and placed in dumpster.
- 5) Kitchen must be cleaned in general to include mopping floors and wiping counters.
- 6) All personal belongings will be removed at the close of the function.
- 7) Any items belonging to the City of Gulf Shores shall not be removed from the premises.
- 8) All grease must be removed from the premises by close of the event. Grease will be put in closed containers and removed by user. It cannot be put into the City's dumpster OR in any City drain or garbage disposal.
- 9) If the facility is unmanned, it is the responsibility of the renter to make certain carpets are vacuumed and all arena floors are swept, if needed. Also, **ALL furniture including tables and chairs MUST be put away neatly in all unmanned facilities**, leaving the facility as it was found.
- 10) Please be advised that if excessive cleaning after an event by City of Gulf Shores staff is required, cleaning fees will be charged to the user of the facility. Cleaning fees will be deducted from the cleaning/damage deposit and could result in the pursuit by the City for collection of damages sustained if in excess of the deposit. As Lessee or Agent of Lessee, the undersigned User of a City of Gulf Shores rental facility agrees that he/she has read the above, that the information and statements listed in the Proposal for Use therein are correct, and that any damage to the facility during the time of this Lessee's use shall be the responsibility of the Lessee and shall be paid for by the Lessee.

Signature of User opting out of Cleaning Service _____

Facility rented _____

Date _____