



SMALL TOWN, BIG BEACH™

Rental Rules & Guidelines – Activity Center

260 Clubhouse Drive
Gulf Shores, AL 36542

Square ft: 2,400

**Capacity: 150 Theater style
120 Table seating**

Intended Usage- to provide adult meeting and activity space to residents, civic organizations and businesses of the City of Gulf Shores. 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 by businesses for staff meetings or on a once per year basis for informational seminars.

General Rate- applies to any event that is social or civic. Such events may include but are not limited to: wedding receptions, birthday parties, social conventions, banquets, holiday gatherings, etc.

Resident Rate- applies to any event that is social or civic in which case the individual or business resides in the corporate limits of Gulf Shores. The renter must be able to provide proof of residency. Acceptable proofs of residency are: valid drivers' license, recent utility bill, voter registration, copy of lease and/or business license.

Commercial Rate	Not available at this facility
General Rate	\$300 per day**
Resident Rate	\$200 per day**
Damage Deposit	\$100
Cleaning service	\$200

TERMS, CONDITIONS AND USER RESPONSIBILITIES

- A. The general purpose of the Activity Center is to provide meeting and activity space to residents, civic organizations and businesses 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 by businesses for staff meetings or on a once per year basis for informational or educational seminars of not more than 120 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 \$25 per hour.
- E. Keys to the facility will be checked in and out to scheduled users by the Rental Specialist 1821 Gulf Shores Parkway, Gulf Shores AL, 36542.
- 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. Alcohol may be consumed so long as it is done in accordance with Federal, State of Alabama and City of Gulf Shores regulations. All alcohol shall be Alabama State taxed. No alcohol may be SOLD on the premises.
- H. All food service and use of kitchen facilities must comply with all Alabama Department of Public Health regulations. All caterers must be currently licensed in the City of Gulf Shores. It is the renter's responsibility to verify.
- I. No frying of food is allowed in the building at any time by order of the Fire Marshal.
- J. No inflatable or bouncing structures are allowed inside the building.
- K. 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 on table racks and chairs facing the same direction on chair racks in stacks of 8.
- L. 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 and you will be charged accordingly. The use of fog machines is strictly prohibited.**
- M. No Rice, birdseed, confetti, glitter or like material will be allowed inside or outside of the facility.
- N. 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.
- O. Cleaning: The user is responsible for vacuuming and mopping after each function. Kitchen is to be cleaned before vacating premises; sinks, counters, coffee pots, refrigerator, table tops and floor. All trash/debris are to be placed inside the dumpster located in the fenced area near the Civic Center. Trash cans are available inside the facility.
- P. The user is responsible for turning off lights before exiting, making sure all doors leading outside are locked, and returning the key to the drop box at the Highway 59 entrance of the Gulf Shores City Store.
- Q. A credit card processing fee or "convenience fee" of 3.5% will be applied to all electronic transactions.

SPACE AND EQUIPMENT

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

30 - 6' tables	150 chairs	1 - tabletop podium
2 - microwave ovens	1 - household oven	1 - 6 burner range
1 - commercial refrigerator	1 - ice machine	1 - large heating box

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

CANCELLATION/REFUND POLICY

- A. In case of cancellation: 90% of the rental rate will be refunded if the 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.
- B. All credit card processing fees or "convenience fees" charged during any rental transactions/payments are non-refundable and are not part of the 90% refund, 75% refund or damage deposit refund.

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 Activity Center will be the responsibility of the Lessee and paid for by the Lessee.