



SMALL TOWN, BIG BEACH

Rental Rules and Guidelines

Cultural Center Auditorium

19470 Oak Road West
Gulf Shores, AL 36542

Square ft: 9,478
Capacity: 400 theatre style

Intended Usage Social- to provide meeting space to business and civic organizations and residents 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.

Commercial Rate- applies to any event where money is charged for attendance and/or any type of business is solicited. Such events may include but are not limited to: dance recitals, beauty pageants, concerts, real estate expos, corporate conventions, educational seminars etc.

General rate- applies to any event that is social or civic. Such events may include but are not limited to: weddings, social conventions, 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	\$1200 per day**
General Rate	\$900 per day**
Resident Rate	\$500 per day**
Cleaning fee	\$200
Damage Deposit	\$300

** All rates include chairs, basic lighting, basic PA system, breakout room, stage, a technician on duty and a consecutive 8 hour time frame in the facility. Other rental items are available upon request. Additional fees may apply. *Additional hours within a 24 hr period may be purchased at a rate of \$75 per hour but must be consecutive.*

Welcome to the Cultural Center Auditorium. This facility is scheduled through the Recreation and Cultural Affairs Department, located at the Gulf Shores City Store, 1821 Gulf Shores Parkway, Gulf Shores AL, 36542. The mailing address is Rental Specialist, P O Box 299, Gulf Shores, AL 36547.

Post Office Box 299
Gulf Shores, AL 36547

TERMS, CONDITIONS AND USER RESPONSIBILITIES

SCHEDULING

1. Scheduling arrangements are made through the rental specialist located in the Gulf Shores City Store at 1821 Gulf Shores Parkway, Gulf Shores AL, 36542, (mailing address: P.O. Box 299 Gulf Shores AL 36547) Phone: (251) 968.1173. Office hours are 8am-5pm, Monday-Friday.
2. Although the primary mission of the City of Gulf Shores rental facilities are to provide space for local civic and cultural events, and social occasions, the facilities will also be available to augment available meeting space at area hotels/motels and conference centers in an attempt to attract "out of town" groups to the area.
3. To reserve a City facility, the applicant shall execute a rental agreement and any other document (s) required by the City and pay applicable fees.
4. The applicant will have fourteen (14) days from the date of inquiry to return the fully executed document (s), along with the required rental deposit. At such time deposit is received, the reservation will be confirmed.
5. Upon signing of all contractual agreements, a 50 % down payment of all rental fees plus a damage deposit is required. This may be paid by cash, check or credit card. When an event is scheduled less than (2) weeks from the date the facility is needed, 100% of all fees are required to be paid in full.
6. Partial refund available upon request if cancellation is more than 90 days out.
7. ***The balance of all fees and the final layout must be submitted NO LATER than 2 wks prior to the event. Failure to remit final layout at such time, will result in forfeiture of damage deposit.***

RULES AND REGULATIONS

1. The City of Gulf Shores rental facilities are governed by and must comply with all federal, state and local laws and ordinances.
2. Alcohol may be consumed so long as it is done so 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. Some facilities do not allow alcohol. Please see rental specialist for details.
3. All food service must comply with all Alabama Department of Public Health regulations.
4. Special decorations must be cleared through the Recreation and Cultural Affairs staff.
 - a. Candles must be entirely contained, including flame in a one piece container.
 - b. No rice, birdseed, confetti, glitter or like material will be allowed inside or outside the facility.
 - c. ***Special decorations must be cleared through the Recreation and Cultural Affairs staff. No driven nails, hooks, tacks, staples or screws shall be placed on any part of the premises.*** Decorations may be hung from eye screws previously & permanently affixed by the Recreation and Cultural Affairs staff. Decorations placed in the Civic Center by any party must be removed when the premise is vacated by the renter.
5. All conventions or commercial organizations serving food will be required to use a licensed caterer. All caterers used for any Civic Center activity must be approved and licensed by the City of Gulf Shores. A list of approved caterers will be provided upon request.
6. Matters concerning food and beverage must be coordinated with the Recreation and Cultural Affairs staff no later than 2 weeks prior to the event.
7. No special privileges or reduced rates will be permitted to an individual, group of persons or event, except certain events to be determined by the City, which may have rental rates and service fees reduced or waived.
8. Access to the Cultural Center Auditorium or use of special equipment must be arranged with the Recreation and Cultural Affairs staff in advance.
9. The capacity of the Cultural Center Auditorium is 400 people.
10. Insurance for commercial events and conventions must be provided by the user party as required. (liability no less than 1,000,000) The facility as well as the City of Gulf shores must be listed as additional insured throughout the duration of event.
11. City of Gulf Shores facility renters may be required, at their own expense, to provide a policeman/security officer for security/safety purposes.
12. Users of City of Gulf Shores facilities will not post or exhibit, nor allow to be posted or exhibited, signs advertisements, show bills, posters or cards of any description in front or on any exterior part of premises. If space is available, material may be displayed inside the facility on specific permanent fasteners or on easels or other such equipment. User agrees to take down and remove all signs, advertisements, show bills, lithographs, posters or cards of any description if objected to by LESSOR or its representatives.
13. Performances, exhibitions, or entertainment on the Cultural Center premises will only be that which is approved by the City of Gulf Shores.

14. Religious groups may use the Cultural Center Auditorium for meetings, conventions, etc., but will not be permitted to use any of the facilities as a permanent sanctuary on a regular Sunday or weekday basis.
15. No inventory items, such as chairs, tables, podiums, etc., will be loaned or permitted to be removed from the premises under any condition.
16. No smoking is allowed in the building at any time. City of Gulf Shores Ordinance states that smoking is permitted twenty feet away from the facility. Cigarette butts left on ground or around premises will result in forfeiture of damage deposit.
17. Any person or persons caught damaging or defacing any part of the Cultural Center Auditorium, inside or out, or caught stealing any item or items inside or out, will be prosecuted to the fullest extent of the law.
18. Lease agreements shall not be transferable unless approval is granted in writing by the City.

FIRE CODE AND SAFETY

1. All City of Gulf Shores must abide by all established fire and emergency regulations. Therefore, the user shall not admit to the premises, or a portion thereof, a number of persons greater than the capacity and regulations allow, or as can safely and freely move about. The decision of the Recreation and Cultural Affairs staff shall be final in this respect.
2. No furniture, fixtures or equipment will be placed as to obstruct passageways and emergency avenues or egress.
3. Doors, entrances stairways or openings that reflect or admit light into any place, and also heating/air conditioning appliances, duct work and lighting fixtures, shall not be covered or obstructed.

SPACE, EQUIPMENT AND PERSONNEL RATES

1. The basic rental rate for the Cultural Center Auditorium includes chairs, basic lighting, basic PA (3 inputs on the stage), welcome bar and eight consecutive hours in the facility.
2. Fees for additional services, personnel or equipment shall be charged at the current City of Gulf Shores approved rate, and shall be incorporated as part of the contract.
3. Stage hands may be required for the operation of stage equipment and lighting. Arrangements for such personnel will be made through the Recreation and Cultural Affairs staff. Stage hands, security and other required personnel will be charged for at the prevailing rates per hour and paid for by the using party.
4. Labor charges will be made for rearrangement of a previous set up if it is an abnormal requirement or special time schedule. Charges will be based on time and personnel required and will be paid for by the using party.
5. Restrooms, other rooms, and equipment shall not be used for any purpose other than that for which they were intended, and no rubbish, paper, etc., shall be thrown therein.
6. The City of Gulf Shores will not be responsible for safe guarding or storing any item brought in by the renter, either before, during or after the event. Such items include but are not limited to: displays, literature, decorations, music equipment 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.

DAMAGE AND OR CLEANING

- A. Cleaning: The user is responsible for vacuuming after each function. All trash/debris are to be placed inside the dumpster located in the fenced area in back parking lot of the Cultural Center. Trash cans are available inside the facility.
- B. 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 Cultural Center Auditorium will be the responsibility of the Lessee and paid for by the Lessee.