



SMALL TOWN, BIG BEACH™

# Rental Rules & Guidelines – Erie H. Meyer Civic Center

1930 West 2<sup>nd</sup> Street  
Gulf Shores, AL 36542

**Square ft:** 5,400  
**Capacity:** 600 theatre style  
280 banquet

**Intended Usage Social-** to provide meeting 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.

**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, 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.

<b>Commercial Rate</b>	<b>\$1200 per day**</b>
<b>General Rate</b>	<b>\$900 per day**</b>
<b>Resident Rate</b>	<b>\$500 per day**</b>
<b>Damage Deposit</b>	<b>\$300</b>
<b>Cleaning Service</b>	<b>\$300</b>

\*\* All rates include tables and chairs in the setup of your choice, basic lighting, basic PA system, stage, a banquet manager 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 hr.*

Welcome to the Erie Meyer Civic Center. 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.

TERMS, CONDITIONS AND USER RESPONSIBILITIES

Post Office Box 299  
Gulf Shores, AL 36547

## 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 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 weeks prior to the event. Failure to remit final layout at such time, will result in forfeiture of damage deposit.***
8. A credit card processing fee or "convenience fee" of 3.5% will be applied to all electronic transactions.

## 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 and use of kitchen facilities 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 at the Civic Center 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. Matters concerning food and beverage must be coordinated with the Recreation and Cultural Affairs staff no later than 2 weeks prior to the event.
6. **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.**
7. Access to the Civic Center or use of special equipment must be arranged with the Recreation and Cultural Affairs staff in advance.
8. The capacity of the Civic Center is 699. This number will vary, depending upon each layout configuration. Please consult Recreation and Cultural Affairs staff for the best layout configuration for the activity, taking care to stay within capacity regulations.
9. 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.
10. Users 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.
11. Performances, exhibitions, or entertainment on the Civic Center premises will only be that which is approved by the City of Gulf Shores.
12. Religious groups may use the Civic Center for meetings, conventions, dinners, etc., but will not be permitted to use any of the facilities as a permanent sanctuary on a regular Sunday or weekday basis.
13. No inventory items, such as chairs, tables, podiums, silverware, dishes, etc., will be loaned or permitted to be removed from the premises under any condition.
14. Lease agreements shall not be transferable unless approval is granted in writing by the City.

## SECURITY

1. A City of Gulf Shores staff member will be on duty during the entire time of rental. The User is responsible for the conduct and behavior of the group using the facility.
2. Any person or persons caught damaging or defacing any part of the Civic Center, inside or out, or caught stealing any item or items inside or out, will be prosecuted to the fullest extent of the law.
3. The City of Gulf Shores facility renter may be required, at their own expense, to provide a policeman/security officer for security/safety purposes.

#### TERMINATION/DAMAGES/CLEANING

1. 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.
2. Should User be found in violation of any provision of this Rental Agreement, the City of Gulf Shores shall have the option, in its sole discretion to terminate the Agreement and User will forfeit all payments previously made to the City of Gulf Shores and shall remain liable for all rental fees and other expenses including legal fees incurred, whether or not the event actually occurs. Additionally, future events at any of the Gulf Shores facilities are subject to cancellation at the sole discretion of the City of Gulf Shores.
3. A City of Gulf Shores staff member will inspect for damages and clean-up prior to departure. Damage to the facility or failure to leave the facility clean will result in loss of your damage deposit, pursuit by the City of Gulf Shores for collection of damages sustained.

#### 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.
4. If frying food, please use designated outdoor frying areas at all facilities. ALL FRYING MUST TAKE PLACE OUTDOORS.
5. 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

#### SPACE, EQUIPMENT AND PERSONNEL RATES

1. The basic rental rate for the Erie Meyer Civic Center includes tables and chairs, full access to kitchen, basic lighting, basic PA (3 inputs on the stage) 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.
- 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.

#### AGREEMENT

By executing a rental contract and paying the appropriate fee, the User 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 Civic Center will be the responsibility of the User and paid for by the User.