



CITY HALL COUNCIL AUDITORIUM USAGE AGREEMENT

IF FAXING THIS DOCUMENT PLEASE SEND TO (334) 625-2600

IF EMAILING SEND TO VTHOMAS@MONTGOMERYAL.GOV

Date(s) Reserved: _____

Time(s) of the Event: _____

Group Name: _____

Classification (check one)

Contact Person: _____

Governmental Subdivision _____

Address: _____

Non-Profit (IRS Definition) _____

All other _____

Phone Number: _____

Event with food & drink _____

Fax Number: _____

Event serving alcohol _____

Type of Event or Occasion: _____

Facilities & Equipment Rental Fees:

Auditorium:	___ Public Rental	\$ 200.00/Hour	-	No. of Hours _____
	___ Governmental Subdivision	\$ TBD	-	No. of Hours _____
	___ Non-Profit	\$ 100.00/Hour	-	No. of Hours _____

Set-up, and Clean-up:

___ Set up staff/per person	\$ 20.00/Hour	-	No. of Hours _____
___ Clean up staff/per person	\$ 20.00/Hour	-	No. of Hours _____

City Provided Extras:

___ Closing Staff (REQUIRED)	\$ 20.00/Hour	-	No. of Hours _____
___ Audio/Visual	\$ 25.00/Hour	-	No. of Hours _____

Approved / Disapproved Date _____ By: _____

Title: _____

Rental Fee \$ _____

Rehearsal/Set-up/Clean-up \$ _____

City Extras \$ _____

Total Rent \$ _____

Date Paid _____ Rect. No. _____

Deposit paid \$ _____

Returned amt. _____ Date Returned _____

DAMAGE AND/OR CLEANUP DEPOSIT: In addition to the rent, a damage and/or cleanup deposit is required of any group, regardless of the size or scope of the activity. The deposit shall be in the form of CASH or a CASHIER'S CHECK, payable to the City of Montgomery. The deposit will be returned to the Renter if the group provides persons to "clean up" to the satisfaction of the Director of General Services or his/her designee after the event. If the Renter does not clean up after the event, an amount sufficient to compensate the City's janitorial staff for the cleaning up of the Auditorium shall be deducted from the clean-up deposit before it is returned. The "clean up/damage deposit" shall remain in full force and effect and be held by the Office of General Services for a period of seventy-two (72) hours after the scheduled event. If property damage occurs, the City may use the deposit to pay the costs of repairs. Renter's liability shall not be limited to the amount of deposit on file.

TYPE OF DEPOSIT DUE:

- \$100.00 Damage Deposit (Event with no food, drink, or alcohol)
- \$400.00 Clean/Damage Deposit (Events with food and drink)
- \$500.00 Clean/Damage Deposit (Events serving alcohol)

Paid by Cash Cashier's Check Date _____

1. Alcoholic Beverages: Alcoholic beverages are allowed only upon approval of The Director of General Services. The event holder shall have insurance coverage on the event or a Liquor Liability on their policy and add the City as an additional insured. Certificate of Insurance shall be provided to the City prior to the event. The event holder shall be in compliance with all laws and regulations regarding alcoholic beverages to the extent applicable. Drinks may only be served by the party holding the approved City Hall Usage Agreement.

Officers of the Montgomery Police Department shall have the right to enter the facility periodically to assure that State and local law regulations are being observed.

Name of Individual or Group holding the required insurance policy:

 Certificate of Insurance attached

2. Security: For all **events serving alcohol**, the Lessee shall be required to provide at least two (2) security guards or law enforcement officers to be on duty the entire time that the event is going on. The names and employer of the security guards/law enforcement officers must be provided to the Director of General Services at least five (5) days prior to the event and are subject to the approval of the Chief of Police.

3. Arrangements: Setting up of tables and chairs and all service arrangements shall be completed by Renter unless other contract services are arranged. Tables and chairs not belonging to the City of Montgomery are to be removed at the end of the event. No chairs or furniture shall be moved inside of the Auditorium area without prior approval. No chairs or tables shall be set up on the Hardwood floors without prior approval.

4. Hours of Operation: Night time use of the facility shall not extend past 12:00a.m., and all cleanup work must be completed and all equipment/material removed and the building vacated by 1:00a.m.

****ALL EVENTS WILL REQUIRE AT LEAST ONE CITY OF MONTGOMERY STAFF MEMBER ON SITE THE ENTIRE TIME OF THE EVENT AT A COST OF \$20.00 PER HOUR.****

5. Decorating and set-up for event: No tacks, nails, staples, wire, or other penetrating devices shall be attached to the walls, floors, windows, light fixtures, ceilings, pillars, doors, stage, or other parts of the building. No fastening devices other than tape shall be used on the tables and chairs. NO TAPE, OTHER THAN PAINTERS TAPE, IS TO BE USED ON THE AUDITORIUM FLOOR. Smoke or fog machines are prohibited. The City will cooperate with the Renter to the fullest extent possible in making these arrangements, but where the safety of the public is concerned, or the preservation of the building and

facilities are involved, the City will have final approval. Any decorations not removed by the Renter following the event shall constitute cleaning and a fee may be charged.

6. No tobacco products allowed: With respect to the health, safety and general welfare of the public, no tobacco products will be allowed in the facility.
7. Lighting: All lighting controls will be reviewed at the time of rental. All lights will be turned off by City staff. The exit signs shall not be covered at any time.
8. Cleaning: The Renter shall be responsible for the removal of all material brought in for an event. All waste material shall be properly bagged and placed in a designated area and will be removed by the City staff member at the end of the event. All spills must be wiped up. Water or other liquid shall not be left standing on the floors. All cleanup work must be finished and all of the Renter's material and equipment must be removed prior to vacating the facility, unless other contract arrangements have been made.
9. Storage of personal items: The storage or keeping of personal items, material or equipment in the facility shall not be permitted unless authorized by the City.
10. Building Safety: All hallways, doors and stairways shall be kept clear for safety purposes and the front door shall remain unlocked during the function. The City of Montgomery staff member shall check all doors prior to vacating the building to make sure they are properly closed and locked. Individuals are prohibited from entering any area of City Hall other than the Prefunction area and Auditorium area. Violators of this policy will be treated as trespassers and subject to prosecution by the MPD.
11. Fire safety: The maximum occupancy as posted will be obeyed without exception.
12. Parking: Parking will be provided at no charge for 100 vehicles per event that will occur during the hours of 8 am- 5 pm Monday thru Friday in the Municipal parking deck attached to City Hall. Parking for all events after hours and on weekends is at no charge in the Municipal parking deck attached to City Hall.
13. Right of Refusal: The City of Montgomery has the right to refuse any request for use of the City Hall Auditorium for any reason. The City of Montgomery has the right to shut down and end any event in the City Hall Auditorium if any of the above stipulations are violated or if any act is deemed unsafe, disruptive, or detrimental to the facility.

All user fees, regulations, and rules are subject to change at any time and Renter agrees to abide by any such changes.

If a problem occurs involving the use of the building or equipment, contact the Office of General Services at 334.625.3633. In case of any emergency, call 9-1-1.

CONSENT – RELEASE – HOLD HARMLESS

In consideration for use of the premises known as the City Hall Auditorium, by entering into this contract, the Renter shall hereby release and forever discharge the City of Montgomery, from any and all actions, causes of actions, claims, demands, judgments, and expenses incurred in connection with a death or injury to persons or for loss of or damage to property arising out of, or in connection with, the use or the occupancy of the premises that may be attributable specifically to the Renter, Renter's guests, or use of the premises. It being further understood that the City of Montgomery is not responsible for the activity for which the Renter is using the City Hall Auditorium.

Authorized Signature

Date