

**TOWN OF COFFEEVILLE
LEGION HALL & CHS AUDITORIUM
RENTAL INFORMATION**

NAME: _____

ADDRESS: _____

DRIVER'S LICENSE # _____

HOME PHONE: _____

CELL PHONE: _____

EVENT DESCRIPTION AND DATE:

Example: wedding, party/birthday party, concert, etc.

DESCRIPTION: _____

DATE: _____

WILL ADMISSION BE CHARGED: **YES** _____ **NO** _____

SIGNED: _____

TOWN EMPLOYEE: _____

IF ANY OF THE ABOVE INFORMATION THAT YOU HAVE PROVIDED IS FALSE, YOUR DEPOSIT WILL NOT BE REFUNDED AND/OR THE EVENT WILL BE CLOSED DOWN BY THE COFFEEVILLE POLICE DEPARTMENT.

TOWN OF COFFEEVILLE

FEE AND DEPOSIT SCHEDULE

	DEPOSIT	FEE
LEGION HALL	50.00	100.00
CHS AUDITORIUM	150.00	150.00

We must have a signed agreement and the deposit paid at the time the reservation is made. If the reservation is made over the phone you have 10 days from the date reservation is made to pay the deposit, otherwise the date WILL NOT BE HELD. The balance of the rental fee is due before the key can be picked up for the event. If you are paying the fee within two weeks of the event date it must be paid in cash. Checks will be accepted for rental fees if paid at least 2 weeks prior to the event.

- **Your Deposit is refunded in full approximately one week after the scheduled event if the following are completed: NO damage to the property, proper clean-up is completed by the renter inside and outside the building, all decorations and personal property have been removed the same day of the function, all keys are returned, no rules violated based on inspections by our maintenance crew and police officers.
- ** Deposits are refunded in full if the Town is notified of cancellation 30 days prior to the reservation date. Half the deposit will be refunded if cancellation notice is given within 1 week of the date of use. After that, NO deposit will be refunded.
- ** Renters may cancel Monday-Friday (8:00 a.m.-4:00 p.m.) by calling 251-276-3266.
- ** Keys must be returned to Town Hall immediately. If Town Hall is closed, keys may be dropped in the night drop box.
- ** Alcohol cannot be sold and no drinking is allowed.
- ** A cover charge/admission fee/tickets cannot be charged/sold unless the proper business license is applied for and approved. At the present time a Special Events License is \$25.00 per day.
- ** Functions must end no later than 10:00 p.m. All garbage, trash and decorations must be removed at that time. Any cleaning needs to be done at that time also as there may be another function the next morning. A police officer or other agent of the town will reinsure that the property is vacated by 10:00 p.m. Special permission to decorate in advance or clean the following day must be approved prior to the event.
- ** NO SMOKING IN THE BUILDING. This will result in the forfeiture of your deposit.
- **Maximum capacity of 100 people in the building. (FIRE CODE!!!) If a city employee or Police Officer determines there to be more than 100 people the event will be closed down and NO money refunded.

****In the event you or any of your guests have an accident or are injured during your event you will not be covered under the Town's insurance.**

If you have any questions regarding the use of the Legion Hall, please give us a call at Town Hall, (251)276-3266. Our mailing address is: Town of Coffeeville--P.O. Box 10--Coffeeville, AL 36524.

TOWN OF COFFEEVILLE
Legion Hall & CHS Auditorium
RENTAL AGREEMENT

Upon your request, we have reserved the Legion Hall or CHS Auditorium for you on the following

Date: _____

Name _____

Type Function: _____ Key #: _____

We are happy to extend the use of the CHS Auditorium or Legion Hall facility to you and hope that it will give you and your group great pleasure. In order that the property be used and maintained properly, the following rules and regulations have been established governing the reservation and maintenance during the time of your reservation.

1. Reservations may be made only by an adult 25 years of age or older who will be present at the function at all times. (Driver's License or picture ID Required)
2. Youth clubs reserving the Legion Hall must have their sponsor sign agreement and pick up keys and all functions must be supervised at all times.
3. Security will be provided by an off duty Police Officer, at a rate of \$25.00 per hour with a minimum of \$100.00. Security MUST be provided when more than 100 persons are attending the event or if the Town determines that security is necessary for ANY event. All security fees must be paid in advance to Town Hall.
4. Payment and/or deposit for the use of the CHS Auditorium or Legion Hall must be made in advance and in accordance with fee schedule. Should it become necessary, a refund will be made according to the fee schedule.
5. The facility being cannot be used in lieu of a regular church building. Socials of a religious group are not excluded.
6. The CHS Auditorium or Legion Hall cannot be rented on a regularly scheduled basis. It will need to be reserved for each rental. Special cases will be considered on their merit.
7. Keys and all equipment must be returned to Town Hall immediately. If Town Hall is closed you may drop the keys in the night drop box.
8. **Maximum capacity of 100** people in the Legion Hall building and **300** in the CHS Auditorium.
9. As far as we know, the CHS Auditorium or Legion Hall is turned over to you in good condition and the Town of Coffeeville will expect to be compensated in full for any damage incurred by or during the use of the facility. It is suggested that you check the premises and report anything of an unusual nature as soon as you go into the building.
10. If you attach decorations, by stapling, taping or attaching in anything to any surface you are responsible for removing it.

11. No tables or chairs are to be removed from the CHS Auditorium or Legion Hall. The floor will be checked after each function for scuffs and scratches. A count of the tables and chairs will be taken after every event. The renter is responsible for replacing any tables or chairs that are missing or damaged.
12. The windows and doors throughout the building will be checked after every function for any type damage including cracks. If any windows are cracked or broken we will have them repaired and you will have to reimburse the Town for the cost.
13. **DO NOT** pour any type grease down any of the sinks in the building. You are responsible for bottling up your own cooking grease in a sealed container and disposing of it properly. It cannot be dumped onto the ground at the facility. Inspections will be done to check after each function.
14. If there are scuff marks or marks of any kind on the walls in any part of the building you will be responsible for paying the Town the cost of having them repaired and/or repainted.
15. The floors should be swept completely and any garbage, trash, decorations or food must be removed by the renter. The tables/chairs must also be wiped off. If the building is left with trash and/or food and proper clean-up is not performed your deposit will not be refunded.
16. A cover charge/admission cannot be charged at the door or tickets sold before the event unless you have purchased a business license for a Special Event. The application for a business license must be completed and purchased at least a week in advance.
17. Please do not allow the doors to remain open while running the air conditioning and heating systems.
18. **NO SMOKING ALLOWED IN THE BUILDING. IF THERE IS A SMOKE ODOR IN THE BUILDING THE DEPOSIT WILL NOT BE REFUNDED.**
19. **NO** leaking coolers of any kind are allowed inside the building. The renter will be responsible for any damages that occur.
20. Open flame of any kind is not permitted for safety reasons. All candles must be set inside glass containers where the flame is lower than the glass.
21. All functions must end no later than 10:00 p.m. A police officer or other designee of the Town will promptly check to ensure the property is vacated. All garbage, trash and decorations must be removed at that time. Any cleaning needs to be done at that time also as there may be another function the next morning. Special permission to decorate in advance or clean the following day must be approved prior to the event.
22. In order for your deposit to be refunded you must adhere to all the rules stated in this agreement and all other paperwork you were given regarding the rental of the CHS Auditorium or Legion Hall.
23. The Coffeeville Police Department has a schedule of events for the Legion Hall and will enter the facility to determine if all Municipal Ordinances and rules are being followed. If they determine the function to be in violation of **ANY** Ordinances or Rules, they will shut down the event. No money will be refunded, including the deposit.

24. Any business hired to provide services for your function is required to obtain a Town of Coffeerville Business License before the function. (Caterers, florists, decorators, bands, DJ's, etc.) Any business that you enlist needs to be informed of all the rules and regulations of the Legion Hall. If any damage is done by any business that is hired by you, you are responsible for that damage.

I have read the above instructions included in the CHS Auditorium & Legion Hall Rental Agreement, the Rental Information Sheet, Rental Fee & Deposit Schedule instructions and understand them. I agree that conditions regarding reservations and use of the Town's property will be met, and that instructions concerning maintenance will be followed. I accept full responsibility for any loss or damage during my reservation and agree to pay the Town of Coffeerville for any such damage. I understand that failure to abide by any of the rules set forth in this agreement or any laws or ordinances of the Town of Coffeerville will result in the forfeiture of my deposit.

NAME

DATE

TOWN EMPLOYEE

DATE

****In the event you or any of your guests have an accident or are injured during your event you will not be covered under the Town's insurance. By signing below you are agreeing that you have read and understand this statement.

RENTER: _____

DATE: _____