

Talladega Parks and Recreation Rental Agreement

Talladega Parks and Recreation facilities may not be used for profit or fundraising functions. (Any charge for services, admission, food/drink, product sales, etc. is prohibited. As a government entity it is unlawful to use TPAR property to accept money for profit.)

- Banquet Room: \$50 for two hours. Additional time is \$25 per hour.
- Room B: \$30 for two hours. Additional time is \$15 per hour.
- Pool Party: \$100 for two hours.
- Gym: \$150 for two hours. Additional time is \$75 per hour.

Reserving Party: _____

Description of Function: _____ Expected Attendance: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone Number: _____ Work/Cell Phone Number: _____

Additional Contact Number: _____

Date of use: _____
Start time: _____ End time: _____
Total hours: _____

Office Use Only:

Total Payment: _____

Cash
 Check Check Number: _____

Approval Date/Time _____
Confirm availability _____
Confirm receipt of rent _____

Changes To Rental:

(Changes must be made in person and initialed by renter).

Date of use: _____
Start time: _____ End time: _____
Total hours: _____

Office Use Only:

Total Payment: _____

Cash
 Check Check Number: _____

Approval Date/Time _____
Confirm changes _____
Confirm extra payment _____

Rental is not available without a contact number for your or your designate at the time of the event.

I, the undersigned, have provided valid contact numbers, have read the procedures to follow if a complication arises with my rental and understand the facility will open at the start time and end time that I have listed above.

Signature: _____ Date: _____

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As the responsible party requesting the use of this facility, I agree that the members of my group will abide by the following rules:

Fees

- 50% payment of all fees are due upon the submission of this room rental agreement.
- Renters will be held financially responsible for any damages.

Cancellations

- All cancellations and changes must be submitted in writing and will be eligible for a refund or billing according to the following schedule:

14 days prior to date of rental: 100% refund

7-13 days: 75% refund

3-6 days: 50% refund

1-2-days: 25% refund

Day of the rental: No refund

Conduct

- Children must be supervised at all times. If found causing a disturbance or not being supervised, parents or guardians will be asked to remove them from the facility.
- Anyone being disrespectful to the staff or not following facility rules will be subject to suspension from the facility.
- Rental participants wanting to use any other part of the facility must pay the appropriate activity fee.
- Renters must exit building completely by end of rental period.

Set Up

- All rentals allow 30 minutes prior to start time to decorate and 30 minutes after the end time to clean up.
- The use of tape, staples or glue to place signs or decorations on walls is prohibited.
- Set up of tables and chairs are the renter's responsibility.

Clean Up

- Renters will be charged for any clean up that lasts longer than the requested reservation time.
- Anything spilled on the floor or tables must be cleaned up immediately.
- If the room is not returned to its original condition, the renter will be charged a cleaning fee of one hour room rental.

Facility Rules

- Smoking is prohibited inside of building or within 50 feet of building.
- Renters must remove trash bags and throw all garbage in the dumpster.

Alcohol Use

- Alcohol beverages are prohibited.

Any and all damage to city facilities due to rental may result in receiving a bill for the damage. Signature designates applicant has read, understands and agrees to comply with the rules and regulations stated. Applicant understands that the City of Talladega is not responsible for any action that takes place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Talladega or any person involved with or attending this event. I agree to indemnify and hold the City of Talladega harmless from all liability for the foregoing.

Printed Name: _____ Signature: _____ Date: _____