

APPLICATION FOR USE OF JAMES P. NIX CENTER
1 Bayou Drive, Fairhope, Alabama 35632

We the undersigned hereby apply for the use of certain facilities at the James P. Nix Center and, in connection with said application, furnish the following:

1. We wish to use: _____ Ballroom (\$745 for 8 hours) _____ Doris Chennell Cardroom (\$645 for 8 hours)
2. Date requested: _____ Hours: (8 hrs.) From: _____ To: _____
These hours include final clean-up and bldg. secured.
3. Renters Name: _____
Billing Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Email: _____
Person to Contact: _____ Phone: _____
4. Purpose of use: _____
5. Approximate number of persons expected (Adults & Minors): _____
6. Will there be any alcohol on the premises during the event? _____ If "No", this includes all areas in and around the Nix Center including all parking areas. If it is to be served, it must remain in the ballroom and must be served by a Responsible vendor; if it is self-served, it must be monitored by someone 21 years of age or older. Also, Law Enforcement Personnel will be required. If cash bar is used or alcohol is sold or included in event ticket purchase, renter/caterer must show proof of proper ABC licensure and ABC Special Events License.

We further stipulate that we have read and understand all the rules and regulations according to Resolution No. 1409-07 as set forth by the governing body of the City of Fairhope for the use of this facility and will abide by same and understand that if any required chaperons and/or law enforcement personnel are not present the function will be terminated. **A final walk-through must be completed with the rental party at least 2 weeks before the event or the event will be subject to cancellation. No refunds will be made.**
Renter initial

➡ Renter's Signature: _____ Date: _____
Fees paid: \$ _____ Check No.: _____ Date: _____ City Personnel: _____

JAMES P. NIX CENTER USAGE CANCELLATION POLICY

Any and all cancellations and/or date changes must be in writing and signed by the same person who signed the application and paid the rental fees and must be given to the Banquet Manager not less than 30 days prior to the event. Fee refunds will be made, by check, less a \$10.00 or 20% handling charge, whichever is greater and will be delivered by mail. No fee refunds will be made for cancellations made within 30 days of the event.

I have read and understand the above policy.

➡ Renter's Signature: _____ Date: _____
City Personnel: _____ Date: _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by the City of Fairhope to use the James P. Nix Center of the City of Fairhope, I hereby indemnify and hold harmless the City of Fairhope, its agents, servants and employees from any and all claims and causes of action that may arise from injury to me or third parties using the facilities at the James P. Nix Center who are injured or suffer property damage that is in any way caused by my use of the James P. Nix Center. This indemnity and hold harmless agreement is given to the City of Fairhope to protect the City and its agents, servants and employees from cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the James P. Nix Center.

➡ Person or Company giving Indemnity: _____ Date: _____
Application ____ Cancellation Policy ____ Indemnity ____ Rental Fees ____ Outlook Calendar ____ Excel Schedule ____

**Email completed application to margie.smitherman@fairhopeal.gov or deliver to the James P. Nix Center front desk.

**The James P. Nix Center
1 Bayou Drive
Fairhope, AL 36532
(251) 928-2835
www.cofairhope.com**

Rental Rates are as Follows:

Ballroom \$745.00

Card Room \$645.00

**** Rates are based on an 8-hour rental****

****Additional hours up to 2-hours may be added to the base rate for additional \$20 per hour or \$50 per holiday hour if needed with Banquet Managers approval. ****

Basic Rules and Regulations

See City of Fairhope Resolution 1409-07 for a complete list.

Law Enforcement Personnel and a Responsible Vendor will be required if alcohol is present on premises. ABC Board Special Event License is required if alcohol is sold or included with ticket purchase.

Prices include the following:

Tables, chairs, set-up (except for items from a rental company)
Commercial kitchen
Ice machine
Movable bar – **must remain in the ballroom**
Cordless microphone
Outside deck – **no alcohol may be served in this area**
2 Dressing Rooms

Additional items available for rental:

Paper tablecloths (\$3.00 each)
Keg coolers (\$15.00 each)
Coffee (\$5.00 per pot)
Player piano (\$65.00)

- **A final walk-through must be completed with the rental party at least 2 weeks before the event or the event is subject to cancellation. No refunds will be made.**
- Card Room furniture may not be moved for any reason.
- Prohibited items: Rice, birdseed, bubbles, sparklers, glitter, confetti, marbles, loose jewels or the like.
No smoke/fog machines or cold spark fountain machines.
Candles must be self-contained.
No nails, tacks, brackets, or adhesives on mirrors, walls, ceilings, floors, windows, etc.
No shaving cream, shoe polish, toilet paper, silly string.
Vehicles may not be decorated by the above items.
Only real rose petals, real lavender, pom-pom shakers, glow-sticks or bells are permitted when the bride and groom are leaving.
- Ballroom furnishings may not be moved. Piano may be moved by Nix staff only to accommodate the set-up.
- No food or beverages are allowed on the piano at any time.

- All food and beverages must remain in the ballroom.
- State Law requires that all alcohol must remain in the building.
- Events are not permitted to run later than 11:00 p.m. excluding clean up time.
- The City of Fairhope has a noise ordinance and will be strictly enforced. All music must remain indoors. This includes speakers, recorded or live music.

***All available tables and chairs will be provided at no additional cost to caterer or renter. Ballroom will be set per renter's instructions. The James P. Nix Center will set the Ballroom one time. If changes are needed or made, the caterer and/or renter will be responsible. **If chairs and/or tables are rented from a rental company, arrangements need to be made for them to be set up and taken down by the renter, Rental Company and/or caterer.**

Renter Signature: _____ **Date:** _____

Nix Personnel: _____ **Date:** _____