

APPLICATION FOR USE OF FAIRHOPE CIVIC CENTER

We, the undersigned, hereby apply for the use of certain facilities at the Fairhope Civic Center and, in connection with said application, furnish the following:

1. We wish to use: _____ Main Auditorium _____ Lobby _____ Council Chambers _____ Delchamps Suite
2. Date requested: _____ Hours: from _____ to _____
3. Renters Name: _____ Phone (H): _____
Billing Address: _____ Phone (W): _____
City: _____ State: _____ Zip: _____ Phone (C): _____
Person to Contact: _____ Phone: _____
4. Approximate number of persons expected (Adults & Minors): _____
5. Purpose of use: _____
6. Describe any equipment to be used: _____
6. Will there be any alcohol on the premises? _____ If so, security must be provided by the FHPD. If cash bar is used or alcohol is sold, renter/caterer must show proof of proper ABC licensure. All bartenders must be licensed.

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 larger and will be delivered by mail. No fee refunds will be made for cancellations made within 30 days of the event.

INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by the City of Fairhope to use the City of Fairhope Civic Center, 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 Fairhope Civic Center who are injured or suffer property damage that is in any way caused by my use of the Fairhope Civic 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 Fairhope Civic center.

RENTAL AGREEMENT

I further stipulate that I have read and understand all the rules and regulations as set forth by the governing body of the City of Fairhope for the use of this facility, and will abide by same; and acknowledge that if any required chaperons or law enforcement personnel are not present, the event will be terminated.

I have read and agree to the above policies, including the **cancellation** and **indemnity agreements**.

Renter's Signature: _____ Date: _____

Fees paid: \$ _____ Check No.: _____ Date: _____ City Personnel: _____

Office Use Only

Civic Center #191

(Rev 2/13)

Application _____ Cancellation Policy _____ Indemnity _____ Deposit _____ Entered in Calendar _____

