



MONTH: _____ DAY: _____ YEAR: _____

EVENT INFORMATION: Please Note: Terrace Room is subject to be rented to other parties if not added with your upstairs rental. Renters may use the Terrace Room between the hours of 7am-5pm. Terrace Room can be added for \$100 more to ensure the complete privacy of your event.

TYPE OF EVENT: ANY EVENT WITH ALCOHOL REQUIRES SECURITY AT THE FOLLOWING EVENTS:

- | | |
|--|--|
| <input type="checkbox"/> BANQUET WITH DANCE (Security Req.) | <input type="checkbox"/> WEDDING RECEPTION WITH DANCE (Security Req.) |
| <input type="checkbox"/> BANQUET WITHOUT DANCE | <input type="checkbox"/> WEDDING RECEPTION WITHOUT DANCE |
| <input type="checkbox"/> WEDDING OUTSIDE (TERRACE ROOM NEEDED) | <input type="checkbox"/> WEDDING INSIDE BALLROOM |
| <input type="checkbox"/> FAMILY REUNION WITH DANCE (Security Req.) | <input type="checkbox"/> DANCE WITH ADMISSION CHARGED (Security Req.) |
| <input type="checkbox"/> FAMILY REUNION WITHOUT DANCE | <input type="checkbox"/> DANCE WITHOUT ADMISSION CHARGED (Security Req.) |

TIME EVENT BEGINS: _____

TIME EVENT ENDS: _____

Hours of Operation: Will END AT-Sunday-Thursday.....11:00 P.M.
Friday-Saturday.....12:30 A.M.

PREPARATION HOURS ARE BETWEEN.....7 A.M-12:30 A.M.

WILL ADMISSION BE CHARGED? YES _____ NO _____

WILL ALCOHOL BE SERVED? YES _____ NO _____

WILL ALCOHOL BE SOLD? YES _____ NO _____

WILL ALCOHOL BE BROUGHT BY PEOPLE ATTENDING? YES _____ NO _____

NAME OF SECURITY: _____

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 MONROEVILLE POLICE DEPARTMENT.

RESPONSIBLE PARTY: (Please provide a copy of your Photo ID)

The party responsible for entering into this agreement (Responsible Party) must be in attendance during the scheduled time and is solely responsible for assuring that all policies are strictly followed by his/her group and is solely responsible for all damages and claims that may occur during the scheduled time.

Name: _____ Primary Phone: _____ Work Phone: _____

Email: _____ Address: _____ City, State, Zip: _____

Additional key release name: _____

I have received a copy of the Community House rules and regulations and understand that I am responsible for all damage which may occur to the building, grounds, and/or equipment. I further understand that the balance of the rental fee and damage deposit is due 7 days prior to my event and the City reserves the right to cancel my event if the balance is not received in time. I understand that I am responsible for not exceeding the 344-person capacity limit and can be held responsible for any penalties or damages. I also understand that the City of Monroeville shall not be responsible for any injuries and damages that may arise during my use of the facility. I also certify that The City of Monroeville will be held harmless for any and all claims of all kinds resulting from injuries or damages that arise during the use of the Facility and I hereby agree to completely indemnify the City of Monroeville from said claims.

SIGNATURE OF RESPONSIBLE PARTY: _____ DATE: _____

SIGNATURE OF CITY HALL STAFF: _____ DATE: _____

PAY REGISTER:

DATE PAID	RENTAL AMOUNT	AMOUNT PAID	BALANCE	DAMAGE DEPOSIT OF \$600.00 IS PAYABLE BY MONEY ORDER/CASHIER'S CHECK ONLY (Damage Deposit is subject to be refunded)

DEPOSIT REFUNDED:

DATE REFUNDED: _____ AMOUNT: _____ SIGNATURE: _____



RENTAL FEES

FUNCTION TYPE	RENTAL FEE	DAMAGE DEPOSIT
*One Day – 8:00 a.m.-12:30 a.m. (midnight)	\$500.00	\$600.00
*Two consecutive days-8:00 a.m.-12:30 a.m. (midnight)	\$750.00	\$600.00
*Three consecutive days-8:00 a.m.-12:30 a.m. (midnight)	\$1,000.00	\$600.00

Check, Cash, C.C.

Cashier's check or cash

ALL FEES MUST BE PAID 7 DAYS PRIOR TO THE EVENT, OR THE CITY RESERVES THE RIGHT TO CANCEL SUCH EVENT.

RULES AND REGULATIONS

1. Must be 21 years of age to rent the Community House.
2. Rental must be made as far in advance as possible (preferably 1 week prior to the event) The facility will be booked on a First Come First Serve basis.
3. The City of Monroeville reserves the right to reject any rental it feels is not appropriate for the Facility.
4. There is a Three Hundred Forty-Four (344) person occupancy **limit** at any time during the facility use. Failure to comply will result in immediate forfeiture and shut down of the event by the Community House representative.
5. Renter will be allowed to pick up the key at the Police Department on the day of the event provided all fees have been paid. **Keys must be returned to the City's Representative by 2:30AM**, or a \$50 fine will be held from the damage deposit. No deposit will be refunded until the key is returned. **Should you exceed the 2-hour limit after the 12:30AM end time, you will be charged an additional \$50/hour. Renter must follow same hours of operation for decoration purposes as stated on the front. Community House tables & chairs are NOT to be used at outside pavilion or courtyard area.**
6. No nails, screws, tacks, staples, or anything else that would cause damage will be used on the walls, woodwork, or anywhere else on the premises.
7. Use of **TOBACCO** products, vapes, or similar are **Strictly Prohibited** inside the facility.
8. **ALCOHOL cannot be sold (cash bar) or provided (open bar or table service) unless a proper ABC alcohol license is approved by ABC and City Council 45 days prior to the event. No underage drinking is allowed.** If admission is charged (tickets or at the door) and the host is providing alcohol (open/cash bar or supplying alcohol) an ABC Liquor License is required. Guests may BYOB without the host having a liquor license. **If you are caught selling alcohol without a license, you will be ARRESTED, and your event shut down immediately. This is a violation of the State Law and City of Monroeville Alcohol Ordinance. NO REFUND WILL BE ISSUED! If alcohol is on the premises all State Laws and City Ordinances pertaining to alcohol must be followed.**
9. **2+ SECURITY GUARDS (1 arresting officer & 1 security guard) MUST BE PRESENT AT ALL FUNCTIONS INVOLVING ENTERTAINMENT, DANCING, AND THE PRESENCE OF ALCOHOLIC BEVERAGES. SECURITY must stay at the event until the doors are locked and the property is vacated.** The Police Chief must approve in writing the security prior to the event.
10. **LICENSES:** It is the responsibility of the responsible party to check with City Hall and assure that all required licenses and permits are obtained PRIOR to the event. The damage deposit may, at the City's discretion, be forfeited or a portion thereof, for the failure of the renter to obtain proper licensure. **A Special Events Business License is required if the responsible party is profiting from the event.** All caterers, security services, photographers, or for-profit companies can be covered under the Special Events business license. Any non-profit group charging admission must also purchase a Special Events Business License
11. The Responsible Party shall insure that the facility is kept clean and ready for the next user. The Responsible Party will make sure ALL garbage is removed from the facility and **placed in** the provided dumpster.
12. All parties utilizing the facility shall act in an orderly fashion, and the Responsible Party bears sole financial responsibility for any damage occurring to the building, grounds, or equipment during their allotted time. **In the event an altercation, fight, or situation occurs requiring emergency personnel to be called to the property, all offenders will be banned from the facility for 2 years, or permanently. Prior approval must be obtained from City Council if a reoccurring event is scheduled where an altercation has been reported.**
13. The **Responsible Party listed on the signed agreement should be present during the entire event** that the facility is used and also insure that supervisors or chaperones made up of competent adults over the age of Twenty-One (21) are present at any activity held at the Facility.
14. After inspection, and it is determined that the responsible party has properly cleaned the facilities, including the kitchen and proper garbage disposal, the security refund may be applied for. The tables and chairs must be properly put away following the event. A check will be mailed to the address of the renter by the City Clerk. If not properly cleaned, a \$25/hour rate will be deducted from the damage deposit.
15. Rental Deposits are non-refundable. Only **one** date change allowed. Damage Deposits are refundable after building inspection.
16. **Non-conformance and falsification of these regulations will result in cancellation of the event, even if the rental time and period has not expired and will result in forfeiture of all monies paid.**

Thank You for choosing the City of Monroeville's Community House Facility for your event!

Community House/ Terrace Room Acknowledgment

I acknowledge that I have read, and agree to abide by the Community House/ Terrace Room Rules and Regulations. I am also aware that any questions I have regarding this policy should be directed solely to City Hall personnel.

Print

Date

Signature



City Clerk/Treasurer

Security Information

(2) Guards must be present if event includes alcohol, dancing, or music from ballroom sound system. **At least (1) member of security detail must be APOST Certified/Bonded with arresting powers.**

Security Contacts:

Monroeville Police Department: 251-575-3246
you may contact Cpt. Simon or Chief Armstrong at the same number.

Monroe County Sheriff's Office:
Chief Kyles or Sheriff Boatwright @ 251-575-2963

Names of security must **be received (1) week before event.** If chosen security detail is not affiliated with any local police department, those names and contact information are needed (2) weeks in advance for proper background check of credentials.

Security fees are paid directly to officers