

# CHICKASAW CIVIC CENTER RENTAL APPLICATION

224 Grant Street, Chickasaw, Alabama 36611

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

1. We wish to use: \_\_\_\_\_ Ball Room (Residents \$400 for 6 hours) \_\_\_\_\_ (Non-Residents \$500 for 6 hours)  
\_\_\_\_\_ Meeting Room (Residents \$250 for 6 hours) \_\_\_\_\_ (Non-Residents \$300 for 6 hours)
2. Date requested: \_\_\_\_\_ Hours: 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 Chickasaw Civic Center, including all parking areas. If it is to be served, it must remain in the ballroom and be served by a Responsible vendor; if it is self-served, it must be monitored by someone 21 or older. Also, Law Enforcement will be required. If a cash bar is used or alcohol is sold or included in event ticket purchase, the 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. 25-30 as set forth by the governing body of the City of Chickasaw, AL 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: \_\_\_\_\_

## CITY OF CHICKASAW CIVIC 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 Event 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 Chickasaw to use the Civic Center, I hereby indemnify and hold harmless the City of Chickasaw, 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 Chickasaw Civic Center who are injured or suffer property damage that is in any way caused by my use of the Chickasaw Civic Center. This indemnity and hold harmless agreement is given to the City of Chickasaw 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 Chickasaw Civic Center. .

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

\*\*Email completed application to [recreation@cityofchickasaw.org](mailto:recreation@cityofchickasaw.org) or deliver to the City of Chickasaw Business Office front desk.



# City of Chickasaw Civic Center

224 Grant Street \* Chickasaw, AL \* 36611

251-452-6450 [www.cityofchickasaw.org](http://www.cityofchickasaw.org)

## Rental Rates are as Follows:

**RESIDENTS: Ballroom** \$400 (Limit of 80 people)

**Meeting Room** \$250 (Limit of 35 people)

**NON-RESIDENT: Ballroom** \$500 (Limit of 80 people)

**Meeting Room** \$300 (Limit of 35 people)

**\*\* Rates are based on a 6-hour rental\*\***

**\*\*With prior approval, an additional 2 hours may be added to the base rate for an additional \$75 per hour; holidays for an additional \$125 per hour. A maximum of 8 hours can be added.**

**\$200 Deposit required at the time of booking**

**\*\* Rates are based on 6-hour rental**

**ABSOLUTELY NO NAILS, TACKS, BRACKETS, OR ADHESIVE ON MIRRORS, WALLS, CEILINGS, FLOORS, WINDOWS, ETC.**

## Basic Rules and Regulations

**Refer to City of Chickasaw Resolution 25-30 for a comprehensive list.**

**Chickasaw Law Enforcement must be present on the premises if alcohol is served at an additional cost. A Responsible Vendor will be required if alcohol is present on the 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 \*Including Ice Machine (Do not use Senior Citizen supplies)

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.

Prohibited items: Rice, birdseed, bubbles, sparklers, glitter, confetti, marbles, loose jewels or the like. Smoke/fog machines, cold spark fountain machines, candles. Shaving cream, shoe polish, toilet paper, and silly string.

Vehicles may be decorated with real rose petals, real lavender, pom-pom shakers. Glow sticks or bells are permitted when the bride and groom are leaving.

- Furnishings may not be moved. Only Chickasaw staff may move furniture. The piano cannot be moved.**
- No food or beverages are allowed on the piano at any time. All food and beverages must remain in the ballroom or meeting room.
- Events are not permitted after 11:30 p.m., including clean-up time. Cleanup checklist \_\_\_\_\_ Sweep & mop floors; \_\_\_\_\_ Clean all countertops, tables, and wash all dishes; \_\_\_\_\_ Ensure all lights are off and AC/Heat is set to 75 degrees; \_\_\_\_\_ All doors are locked

**\*All available tables and chairs will be provided at no additional cost to the caterer or renter. The ballroom will be set up according to the renter's instructions. The Chickasaw Civic 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 must be made for them to be set up and taken down by the renter, the Rental Company, and/or the caterer. \*\***

**Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Chickasaw Personnel: \_\_\_\_\_ Date: \_\_\_\_\_**

