



Town Hall Rental Application

340 Blount Ave • Guntersville • AL • 35976 • 256-571-7560

Renter/Responsible Party: _____

Application Date: _____ Date of Event: _____

Name of Individual/Organization the Event is for: _____

Address: _____

City _____ State _____ Zip _____

Telephone Home _____ Cell _____ Email _____

Approximate Number Attending: _____ (Maximum Capacity is 299)

Private Event Public/Private School Sponsored Event Funeral

Non-Profit Event *Proof of organization's 501(c) non-profit status from the IRS or Secretary of State's office is required.*

Alcohol: Yes No Charging Admission: Yes No See City Clerk for Approval

Will you need tables and chairs? Yes No # _____ Chairs ONLY? Yes No

There is a \$100.00 fee to use the sound system. Will your event require use of our sound system? Yes No

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. Cancellation requests must be made no less than ten (10) days prior to the reservation date. No refunds will be made if cancelled after ten (10) days.

INDEMNITY AND HOLD HARMLESS AGREEMENT In consideration of the permission granted to me by the City of Guntersville to use the Town Hall, I hereby indemnify and hold harmless the City of Guntersville, 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 Town Hall who are injured or suffer property damage that is in any way caused by my use of the Town Hall or the condition of the Town Hall. This indemnity and hold harmless agreement is given to the City of Guntersville 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 Town Hall or the condition of the Town Hall. The Renter is solely responsible for any and all accidents or injuries to any persons attending the event and their property, for the control and supervision of anyone in attendance, and will ensure that everyone conducts themselves in an orderly manner. Neither the City of Guntersville nor their agents, officials, employees, and/or volunteers will be held responsible for loss, damage, or theft of equipment, nor articles owned by the Renter and/or member/guest/invitee of their event. The Renter shall accept full responsibility for any damage to Town Hall or any of its equipment (including but not limited to the building, tables, chairs, audio/video equipment, etc.) resulting directly or indirectly from the conduct of any member/guest/invitee of their event. **THE METAL DETECTOR IS NOT TO BE MOVED AT ALL.** The \$750.000 damage deposit will be forfeited to pay for any damage and if the costs are in excess of that amount then the City will determine the additional repair/replacement cost amount and the Renter shall be responsible to pay that cost.

RENTAL AGREEMENT I have read and understand all the rules and regulations set forth by the City of Guntersville for the use of Town Hall, and will abide by the same; and acknowledge that if any required chaperones 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: _____

If the applicant is a business entity then an individual who is an officer or member of that entity must sign as co-applicant/co-renter.

Date: _____

Fees paid: \$ _____ Check No: _____ Balance Remaining: \$ _____

Employee Authorization: _____

Date: _____

Town Hall Rental Rates & Rules

RENTAL RATES:

Non-Profit Events – Includes non-profit, non-restrictive, clubs, civic, religious or service organizations with 501(c) status. A copy of the letter granting your organization non-profit status from the IRS or Secretary of State's office is required.

\$500.00 without liquor served • \$750.00 with liquor served

Clean Up Fee \$250.00 (NON-REFUNDABLE) • Damage Deposit \$750.00 (REFUNDABLE if no damage is done)

Private Events - Any individual or group not defined as Civic/Non-Profit or any group or organization that represents a business or for-profit institution.

\$3000.00 without liquor served • \$4500.00 with liquor served

Clean Up Fee \$250.00 (NON-REFUNDABLE) • Damage Deposit \$750.00 (REFUNDABLE if no damage is done)

Public/Private School Sponsored Events

\$500.00 for schools within Marshall County • \$1000.00 for schools out of Marshall County

Clean Up Fee \$250.00 (NON-REFUNDABLE) • Damage Deposit \$750.00 (REFUNDABLE if no damage is done)

Continuing Education Class/Meetings - \$250.00

Clean Up Fee \$250.00 (NON-REFUNDABLE)

Funeral - \$250.00

RENTAL RULES:

- The Renter must be age 21 or older, with proof of identification
- Capacity is 299 people and will be strictly enforced. Violation will result in event being shut down and forfeiture of security deposit. Curfew is 11:00pm. No smoking/vaping/e-cigarettes/chewing tobacco. No chewing-gum. No animals except service dogs.
- To reserve a date the damage deposit of \$750.00 is required and the rental/use agreement form must be completed and turned in. The balance of the rent must be received 14 days prior to the event. Renters will not be given the Town Hall key or access to the building until all fees are paid. The damage deposit will be refunded 10 business days following the event providing there were no damages and cleanup was done.
- Reservations cannot be made more than one year in advance.
- The Renter may have access to Town Hall to decorate the day before the event as long as the space is not previously being occupied. The key may be picked up and returned downstairs at the Police Department entrance at the side parking lot on Gunter Avenue.
- Table and chair set up is available at the request of the Renter and a layout must be submitted 7-days prior to the event.
- Decorations must not be displayed or installed in such a manner that would damage or deface furniture, fixtures, or structure of the facility. The stage can be used but the *Council seating area is off limits, no food or drinks are permitted in that area*. The use of duct tape, nails, staples, or other sharp materials or instruments is NOT permitted and nothing can be attached to the ceiling.
- The kitchen may be used by at no additional cost. No dishes, glassware, utensils or linens are provided. The kitchen shall be used solely for final food preparation, staging and/or service.
- Cleanup must include the following: Sweeping floors, wiping down and cleaning all tables and countertops, removal of any decorations or signage, bagging and removal of all trash/bottles and their placement in the trash bins on the property. Failure to do so will result in forfeiture in any and all damage deposits.

ALCOHOL REGULATIONS:

- The Renter must indicate their intention to serve alcohol on the initial application. Alcohol may be consumed so long as it is done so in accordance with Federal, State of Alabama, and City of Guntersville regulations. Alcohol may only be served to persons 21 years of age or older and shall NOT be served to minors.
- Alcohol SOLD by any means (selling tickets, cost in admission price, donations, or charging a sponsor fee, cash bar) requires the Renter to use a licensed caterer or bartender service and obtain prior approval from the City Clerk and an Alcoholic Beverage Control (ABC) Liquor License. There must be a license on file with the City Clerk prior to being approved to use Town Hall.
- The Renter and its officers, agents and employees agree to assume full supervision and control over the use and dispensing of alcohol to attendees. Failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all rental fees which have been paid.
- The consumption of alcohol is prohibited outside of Town Hall and must remain in the confines of the building.
- The consumption of alcohol is prohibited during set-up and cleanup time.
- Individuals engaging in the consumption of alcohol shall do so responsibly and be aware of all local, state and federal laws regarding consumption of alcoholic beverages and the operation of a motorized vehicle (car) following consumption of alcohol. The Renter, by execution of this agreement, holds the City of Guntersville and its Officers, employees and agents harmless from ALL liability arising from the serving and consumption of alcoholic beverages.
- Alcohol consumption must end a minimum of 30 minutes before the event ends.
- Security is required for all events serving alcohol at the expense of the applicant and approved by the City Clerk beforehand. Security must maintain orderly crowd control and be prepared to contact the City of Guntersville Police Department should the event become unruly.



Application for use of Alcohol at Town Hall

341 Gunter Ave • Guntersville • AL • 35976 • 256-571-7560

In addition to the usual terms and condition set forth in the Rental Rates and Rules Application form, the following will also apply when alcohol is served:

- Renter/Applicant must be at least 21 years of age.
- Alcohol may be consumed so long as it is done so in accordance with Federal, State of Alabama, and City of Guntersville regulations. Alcohol may only be served to persons 21 years of age or older and shall NOT be served to minors.
- Alcohol SOLD by any means (selling tickets, cost in admission price, donations, or charging a sponsor fee, cash bar) requires the Renter to use a licensed caterer or bartender service and obtain prior approval from the City Clerk and an Alcoholic Beverage Control (ABC) Liquor License. There must be a license on file with the City Clerk prior to being approved to use Town Hall.
- No Alcoholic Beverage Control (ABC) Liquor License is required when there is no charge or fundraising for anything whatsoever (selling tickets, cost in admission price, donations, or charging a sponsor fee, cash bar).
- The Renter and its officers, agents and employees agree to assume full supervision and control over the use and dispensing of alcohol to attendees. Failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all rental fees which have been paid.
- The consumption of alcohol is prohibited outside of Town Hall and must remain in the confines of the building.
- The consumption of alcohol is prohibited during set-up and cleanup time.
- Individuals engaging in the consumption of alcohol shall do so responsibly and be aware of all local, state and federal laws regarding consumption of alcoholic beverages and the operation of a motorized vehicle (car) following consumption of alcohol. The Renter, by execution of this agreement, holds the City of Guntersville and its Officers, employees and agents harmless from ALL liability arising from the serving and consumption of alcoholic beverages.
- Alcohol consumption must end a minimum of 30 minutes before the event ends.
- Security is required for all events serving alcohol at the expense of the applicant and approved by the City Clerk beforehand. Security must maintain orderly crowd control and be prepared to contact the City of Guntersville Police Department should the event become unruly.

Applicant: _____ Date of Event: _____

Address: _____

City _____ State _____ Zip _____

Telephone Home _____ Cell _____ Email _____

Alcohol Sold? Yes No **If yes must complete the City of Guntersville/Alabama Beverage Control License Application*

I agree, by signing this application, to accept any and all liability resulting from the service of alcoholic beverages during my event. I further agree to hold harmless the City of Guntersville from any and all claims resulting from the service of alcoholic beverages during my event.

I also agree to familiarize myself and comply with all applicable laws of the City of Guntersville and the state of Alabama, and the regulations of the Alcoholic Beverage Control (ABC) relating to the sale and/or service of alcoholic beverages.

Applicant's Signature: _____

If the applicant is a business entity then an individual who is an officer or member of that entity must sign as co-applicant/co-renter.

Date: _____

Employee Authorization: _____

Date: _____