

Aliceville Museum, Inc.
104 Broad Street, NE, Aliceville, AL 35442
205-373-2363 museum@nctv.com

Policies for Rental of the Aliceville Museum Events Room

Space: Events room (approx. 3,000 sq. ft.), fenced outdoor courtyard, serving kitchen, two restrooms
Hours Available: 9:00 AM until 11:00 PM. Not available on Sundays, State-recognized holidays or days on which museum-sponsored events are scheduled.

Equipment:

Events Room:

- Ten 5' round white folding tables (seat up to 8)
- four 6' rectangular white folding tables (seat up to 6)
- Three 8' rectangular white folding tables (seat up to 8)
- One-hundred and ten steel folding chairs
- One portable podium with built-in public address system
- One DVD Player/projector
- One pull-down movie screen

Serving Kitchen:

- Electric range/oven
- Microwave
- Refrigerator with ice maker
- Double bowl sink
- 10' of counter space and 6' serving island

Courtyard

- Six tables with umbrellas
- Twenty-four chairs

Fee Schedule:

Event (includes courtyard and kitchen. Museum exhibits will not be open.)

Rental fee	\$250.00
Security Deposit (refundable, see below)	\$250.00
Additional day(s)*	\$100.00
Set-up/Clean-up day(s) (four hours or less)**	\$50.00

Club Meeting (Meeting only - two hours or less, does not include courtyard or use of kitchen)

Rental fee	\$50.00
Security Deposit	\$50.00

Optional Items/Services:

Set-up (if the museum is to set-up for event)	\$50.00
Clean-up (if museum is to clean up after event)	\$50.00
Tablecloths	\$10.00 each

*Additional day(s) must be consecutive or they will be charged as a separate event.

** Set-up and Clean-up days will be immediately before or after the event date and will be used by the renter or his/her caterer only for set-up/decoration of the space or for removal of decorations and/or non-museum owned furnishings. All trash must be bagged and placed in garbage cans behind the main exhibit building, food items removed, and the kitchen cleaned on the day of the event. If no arrangements are made for set-up/clean-up days, set-up/decoration of the room and clean-up must be accomplished on the day of the event between 9:00 AM and 11:00 PM.

A. Reservations:

1. The rental fees and security deposit must be paid at time of reservation. The date will not be held until a reservation form is completed and full payment for the event is received by the museum. Cash, local personal checks, and credit cards are accepted forms of payment. If payment of a check is declined, the reservation will be cancelled and the renter will be liable for any fees resulting from the returned check.
2. The person signing the rental agreement assumes full responsibility for the event. If an organization or club wishes to rent the facility, one of its officers must complete the rental agreement.
3. Reservations must be made at least one-week prior to the scheduled event date.
4. Reservations will be made on a first come, first served basis.
5. Reservations will not be made more the 12 months in advance.

Cancellations:

1. Cancellation of reservations must be made in writing to the director of the museum no less than 48 hours prior to the event.
2. A full refund of the rental fee and security deposit will be made to the renter for cancellations received 30 days or more in advance of the event date.
3. If a cancellation is received less than 30 days prior to the scheduled event, one-half of the rental fee and the full security deposit will be refunded to the renter.
4. A refund check will be mailed to the renter within ten days of cancellation.

B. Security Deposit Refund:

1. An inspection of the premises will be conducted by museum staff at the conclusion of the event or on the following day. If condition of the premises and equipment is satisfactory, a check refunding the security deposit will be mailed to the renter within 10 days of the event.
2. Tables and chairs must be wiped clean, folded and stacked in designated areas unless the museum is contracted to do so (see optional services).
3. If the building is not left clean or there is damage to the structure or equipment, the security deposit will not be refunded.
4. If charges for damage or missing items exceed the amount of the security deposit, an itemized bill will be presented to the renter. Payment in-full is expected from the renter within 30 days of the assessment.

C. Decorations:

1. Use of candles or open flames is prohibited except for sterno/candles under chafing dishes or candles on birthday cakes. Battery operated candles are acceptable for decorations.
2. No staples, nails, screws, tacks, duct tape, or products which may damage painted surfaces may be used for attaching decorations to walls, ceilings, or fixtures.
3. Museum-owned artwork may not be removed or covered. However, arrangements may be made in advance for the museum staff to remove museum-owned artwork from the events room if necessary.

D. Rules and Policies

1. The HVAC system will not be turned on until the morning of the day of the event and must be turned off when the event ends. The thermostat may not be set lower than 65 degrees for cooling nor higher than 72 degrees for heating.
2. Admission may not be charged nor donations accepted for any event held at the museum other than those sponsored by the museum.
3. Use of tobacco products or illegal drugs is prohibited on museum property.
4. No alcoholic beverages may be sold during an event and no alcohol may be served to minors. Serving of alcohol is limited to wine and beer.
5. Vehicles may not be parked or driven in the courtyard or on sidewalks.
6. At least six chaperones over age 30 are required to be present at all times for any event attended by minors. A list of chaperones, with copies of photo-IDs must be submitted to the museum director at least 48 hours before the event.
7. Noise must be contained within 25 feet of the events room/courtyard. Very loud music and/or very heavy bass that generates excessive vibration is prohibited.
8. The kitchen is only for warming, storing, and serving. Food may not be cooked or prepared anywhere on site.
9. Statuary in the courtyard is fragile and is therefore off-limits to all guests.
10. Roughhousing, drunken, or raucous behavior will not be tolerated. Offending parties will be asked to leave the premises.
11. The Aliceville Police Department and/or designated museum personnel may enter the events area at any time during any activity. They have full authority to cancel an event not in compliance with the terms of this agreement, city, state, or federal law. If the Police Department is called to respond to a disturbance, the event will be cancelled and all guests required to leave the premises.

By my signature, I indicate that I have read, understand, and agree to the terms of this agreement.

Name: _____ Date: _____

Representing (Name of organization if applicable): _____

Approval - Museum Director/Board Member: _____

Aliceville Museum, Inc.
104 Broad Street, NE, Aliceville, AL 35442
205-373-2363 museum@nctv.com

Contract for Rental of the Aliceville Museum Events Room

Date/s of use: _____

Time of event: Begin: _____ (AM / PM) End: _____ (AM / PM)

Name of Renter: _____

Name of Organization or Club (if applicable): _____

Renter's position with organization or club: _____

Alternate Contact person: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Alternate Telephone Number: _____

Purpose of Function: _____

Number of people to attend: _____

Describe decorations that will be used: _____

Caterer (if applicable): _____ Telephone Number: _____

Name of Chaperones (at least six over age 30 required for events at which minors will be present. Attach copied of photo ID for each chaperone)

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Signature of Renter: _____ Date: _____

Approval: Museum Director/Board Member: _____ Date: _____

NOTE: The application is not complete without a signed copy of the Policies for Rental. The date will not be held unless forms are completed and all fees are paid. Reservations must be made at least one week in advance of the event date.

Itemized fees for this event: Rental: _____
 Security Deposit: _____
 Additional Days: _____
 Set-up/Clean-up days: _____
 Set-up: _____
 Tablecloths: _____
 TOTAL: _____

Payment received of: _____ By: _____

Method of Payment: _____ (if check, attach copy) Date: _____