

## 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

- Eight tables (seat 4) with umbrellas
- Eleven occasional chairs and a two seat bench

### Fee Schedule:

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

Rental fee	\$250.00
Security Deposit (refundable, see below)	\$250.00
Additional event day (for multi-day events)*	\$100.00
Set-up day or Clean-up day (four hours or less, <i>if work done by renter</i> )**	\$50.00

Club Meeting (Meeting only - up to 2 hours. Does not include use of kitchen)

Rental fee	\$50.00
Security Deposit	\$50.00

#### Optional Items/Services:

Set-up (if <i>museum staff</i> is to set-up tables/chairs for event)	\$50.00
Clean-up (if <i>museum staff</i> is to take down chairs/tables after event – <i>does not include removal of trash or food which must be done by renter on day of event</i> )	\$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 in full 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.

**A. Cancellations:**

1. Cancellations 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 next business 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, equipment, furnishings, etc. 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 surfaces may be used for attaching decorations to walls, ceilings, fixtures or furniture
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. **Fundraising events or those for which admission is charged, or offerings or donations accepted directly or indirectly other than those sponsored by the museum are prohibited.**
2. **Use of tobacco products or illegal drugs is prohibited on museum property.**
3. **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.**
4. **The facility must be clean, cleared of decorations, food, trash, etc. and ready to lock at 11:00 pm on the day of the event. Even if a clean-up day has been arranged, food and trash must be removed by 11:00 pm on the day of the event.**
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 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.
9. The kitchen is only for warming, storing, and serving. Food may not be cooked or prepared anywhere on site.
10. Statuary in the courtyard is fragile and is therefore off-limits to all guests.
11. Roughhousing, drunken, or raucous behavior is not tolerated. Offending parties will be asked to leave the premises.
12. **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 are called to respond to a disturbance, the event will be cancelled, all guests required to immediately leave the premises, and the entire deposit will be forfeited.**
13. **ANY VIOLATION OF MUSEUM RULES OR POLICIES WILL RESULT IN FORFEITURE OF THE DEPOSIT.**

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: \_\_\_\_\_

For events at which minors will be present: Name of Chaperones (at least six over age 30 required. Attach copies 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 Event Days:	_____
Set-up / Clean up days: (@\$50)	_____
Set-up/clean up by Museum Staff (@\$50	_____
Tablecloths:	_____
<b>TOTAL:</b>	_____

Payment received of: \_\_\_\_\_ By: \_\_\_\_\_

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

(Distribution: Original to Museum. Copy to Renter)

(Revised 4/1/2018)