

# APPLICATION FOR USE OF FAIRHOPE CIVIC CENTER

PO Drawer 429 - Fairhope AL. – 36533 - (251) 990-0130 (251) 929-1479

The undersigned, hereby applies for the use of certain facilities at the Fairhope Civic Center and, in connection with said application, furnish the following:

1. We wish to use: \_\_\_ Auditorium \_\_\_ Lobby \_\_\_ Delchamps 1 \_\_\_ Delchamps 2 \_\_\_ Council Chamber
2. Date requested: \_\_\_\_\_ Doors open: \_\_\_\_\_ Event Hours: from \_\_\_\_\_ to \_\_\_\_\_  
Date requested: \_\_\_\_\_ Doors open: \_\_\_\_\_ Event Hours: from \_\_\_\_\_ to \_\_\_\_\_  
Date requested: \_\_\_\_\_ Doors open: \_\_\_\_\_ Event Hours: from \_\_\_\_\_ to \_\_\_\_\_
3. Renters Name: \_\_\_\_\_ Phone Contact: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ Email Contact: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Approx. number of persons expected - *Adults*: \_\_\_\_\_ *Minors*: \_\_\_\_\_
5. Facility purpose of use: \_\_\_\_\_ Open to the public (Y) (N)
6. Will there be any alcohol on the premises? (Y) (N) Security must be provided by the FHPD. If cash bar is used or alcohol is sold, renter/caterer must show proof of proper ABC license. All bartenders must be licensed.
7. Describe any equipment to be used: \_\_\_\_\_

## CANCELLATION POLICY

Cancellations or date changes must be in writing and signed by the application holder and must be given to and accepted by the Facilities Management office at the Fairhope Civic Center not less than sixty (60) days prior to the event for any refund to be given. Fee refunds will be made by check, less a 20% handling charge. No refunds will be made for cancellations made within (60) days of the event.

## INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by the City of Fairhope to use the City of Fairhope Civic Center, I hereby indemnify and hold harmless the City of Fairhope, 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 Fairhope Civic Center who are injured or suffer property damage that is in any way caused by my use of the Fairhope Civic Center. This indemnity and hold harmless agreement is given to the City of Fairhope 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 Fairhope Civic center.

## RENTAL AGREEMENT

I further stipulate that I have read and understand all the rules and regulations as set forth in **Resolution No. 5298-24** by the governing body of the City of Fairhope, for the use of this facility, and will abide by the same; and acknowledge that if any required chaperons or law enforcement personnel are not present, the event will be terminated.

I have read and agree to the above policies, including the **cancellation, indemnity agreements, and COLI insurance.**

➔ Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fees paid: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_ Date: \_\_\_\_\_ City Personnel: \_\_\_\_\_

*Office Use Only*

Deposit \_\_\_\_\_ Entered in Calendar \_\_\_\_\_ Insurance policy