

APPLICATION FOR USE OF JAMES P. NIX CENTER
1 Bayou Drive, Fairhope, Alabama 35632

We the undersigned hereby apply for the ballroom at the James P. Nix Center and, in connection with said application, furnish the following:

1. We wish to use: **Ballroom** (Fairhope Resident Rate \$1,250.00 for 8 hours/Fairhope Non-Resident Rate \$1,750.00 for 8 hours)
2. Date Requested: _____ Hours: From: _____ To: _____
These hours include final clean-up and bldg. secured.
3. Renter's Name: _____
Billing Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Email: _____
Person to Contact: _____ Phone: _____
4. Purpose of use: _____ 5. Approximate # of Persons Expected: _____
6. Will there be any alcohol on the premises during the event? _____ If "No", this includes all areas in and around the James P. Nix Center including all parking areas. If it is to be served, it must remain in the ballroom and must be served by a Responsible Vendor (bartender or caterer) of 21 years of age or older. Also, Fairhope Law Enforcement Personnel will be required. If a cash bar is used or alcohol is sold or included in event ticket purchase, renter/caterer must show proof of proper ABC licensure and ABC Special Events License.
6. Persons or groups using the facility must also obtain a Special Events Insurance Policy naming the City of Fairhope as an additional insured for any event open to the public, where tickets are sold, and/or alcohol is on the premises.

We further stipulate that we have read and understand all the rules and regulations according to **Resolution No. 5439-25** as set forth by the governing body of the City of Fairhope for the use of this facility and will abide by same and understand that if any required chaperones 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: \$ _____ Receipt #: _____ Date: _____ City Personnel: _____

James P. Nix Center Usage Cancellation Policy

Any and all cancellations or date changes must be in writing and signed by the application holder and must be given to the Rental Coordinator or Manager at the James P. Nix 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 sixty (60) 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 Fairhope to use the James P. Nix Center of the City of Fairhope, 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 James P. Nix Center who are injured or suffer property damage that is in any way caused by my use of the James P. Nix 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 the cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the James P. Nix Center.

➡ Person or Company giving Indemnity: _____ Date: _____

FOR OFFICE USE ONLY: Application _____ Cancellation Policy _____ Indemnity _____ Rental Fees _____ Outlook Calendar _____ Excel Schedule
--

James P. Nix Center
1 Bayou Drive, Fairhope, AL 36532
(251) 928-2835
www.fairhopeal.gov

Rental Rates are as Follows:

Ballroom: \$1,250.00 (Fairhope Resident Rate) \$1,750.00 (Fairhope Non-Resident Rate)
**** Rates are based on an 8-hour rental****

****Additional hours up to two (2) hours may be added to the base rate for an additional \$100.00 (\$250.00 on recognized city holidays) if needed with Rental Coordinator approval. ****

Basic Rules and Regulations

See City of Fairhope Resolution 5439-25 for a complete list.

Persons or groups using the facility must also obtain a **Special Events Insurance Policy** naming the City of Fairhope as an additional insured for any event open to the public, where tickets are sold, and/or alcohol is on the premises. See Resolution 5439-25 regarding coverage requirements.

Law Enforcement Personnel and a Responsible Vendor will be required if alcohol is present on 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
Ice Machine
Movable Bar – **MUST REMAIN IN THE BALLROOM**
Outside Deck – **NO ALCOHOL MAY BE SERVED IN THIS AREA**
2 Dressing Rooms

Additional items available for rental:

Television (\$50.00)
Audio Visual (100.00)

- **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, sparklers, glitter, bubbles, confetti, marbles, loose jewels or the like.
No smoke machines or cold spark fountain machines.
Candles must be self-contained (battery operated preferred.)
No nails, tacks, brackets, or adhesives on mirrors, walls, ceilings, floors, windows, etc.
No shaving cream, shoe polish, toilet paper, silly string.
Vehicles may not be decorated by any of the above items.
Only real rose petals, real lavender, pom-pom shakers, glow-sticks or bells are permitted when the bride and groom are leaving.
- Ballroom furnishings may not be moved. Piano may be moved by James P. Nix staff only to accommodate the set-up.
- No food or beverages are allowed on the piano at any time.

- All food and beverages must remain in the ballroom.
- State Law requires that all alcohol must remain in the building.
- Events are not permitted to run later than 11:00 p.m. excluding clean up time.
- The City of Fairhope has a noise ordinance and will be strictly enforced. All music must remain indoors. This includes speakers, recorded or live music.

***All available tables and chairs will be provided at no additional cost to caterer or renter. Ballroom will be set per renter’s instructions. The James P. Nix 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 need to be made for them to be set up and taken down by the renter, Rental Company and/or caterer.**

Renter Signature: _____ Date: _____

City Personnel: _____ Date: _____

James P. Nix Center

Special Event Insurance Policy Requirements

Persons or groups using one or more of the facilities must also obtain a Special Event Insurance Policy naming the City of Fairhope as an additional insured for any event open to the public, where tickets are sold, and/or alcohol is on the premises.

1. A mandatory Certificate of Liability Insurance policy showing the minimum requirements must be provided to and accepted by the City, at least seven days prior to the submitted rental date. The insurance policy naming the City of Fairhope as an additional insured for any event open to the public or where tickets/money/donations are exchanged.

2. Special Event Insurance Policy coverage and minimums:
Commercial General Liability
Coverage on an Occurrence Form with a combined single limit of Bodily Injury and Property Damage combined as follows:

Each occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

3. Coverages to include:
Premises and operations
Personal injury and Advertising Injury
Products/completed operations.
Independent Contractors
Blanket Contractual Liability
Broad Form Property Damage

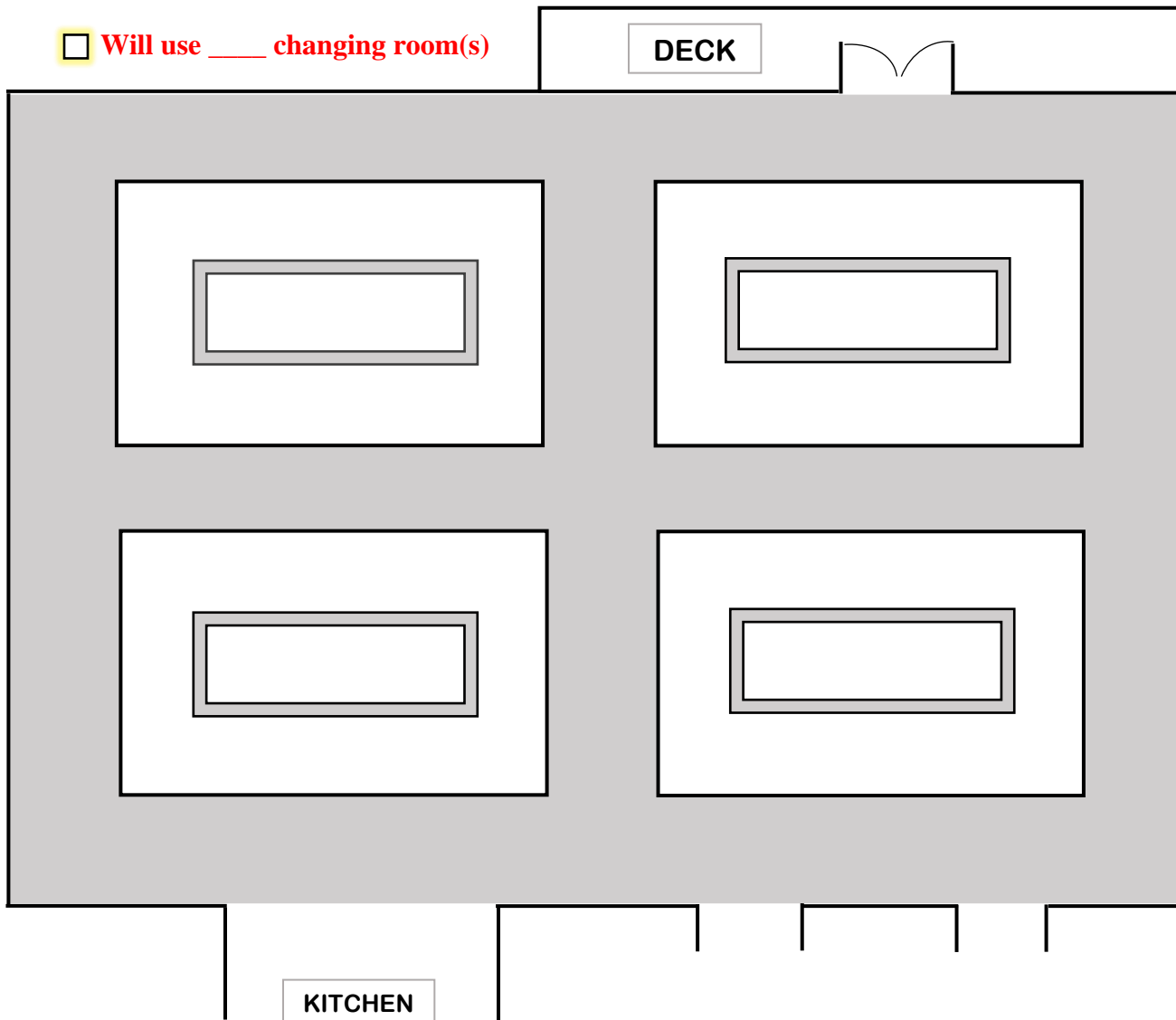
I have read and understand the above policy requirements regarding the mandatory liability insurance coverage, if scheduled event is open to the public, where tickets are sold, and/or alcohol is on the premises. Copy of insurance coverage to be provided at the time of final walk-through.

Renter Signature: _____ Date: _____

City Personnel: _____ Date: _____

Scheduled Rental Date: _____

Will use ____ changing room(s)



Ceremony Time: _____ at _____

Name: _____

Phone #: _____

Type of Function: _____

No. of Guest: _____

Open Center at: _____

Function Starts at: _____

Function Ends at: _____

Band/DJ: _____

Caterer: _____

Florist: _____

Photographer: _____

Cake: _____

Comments: _____

Manager: _____ Renter Signature: _____ Date: _____

- _____ 72" RD of _____ # of Chairs
 - _____ Extra 72" RD
 - _____ 48" RD _____ Extra Chairs _____ Podium
 - _____ 6' FT _____ Tablecloths _____ Microphone
 - _____ 8' FT _____ Bar _____ Piano
 - _____ 30" RD Bistro _____ Keg Coolers _____ TV
 - _____ Tree Lights _____ Law Enf.
- Table Inventory: 25-72"RD, 8-48"RD, 8-6'FT, 8-8'FT, 3-30"RD BISTRO
 Chair Inventory: 250
 Coordinator: _____
 Point of Contact & Phone #: _____
 Rental Company: _____

POST-FUNCTION CHECKLIST

Renter and Caterer are responsible for ensuring that all garbage is out, the kitchen and all other rooms used are clean and returned back to us as delivered.

- 1. GARBAGE:** Please **take out garbage** throughout the function as it fills and **before it overflows**.

Trash receptacles must be rolled outside before removing the bag to **prevent leakage** onto the Ballroom floor.

All **GARBAGE BAGS** must be **TIED** and **placed in outside garbage containers**.
- 2. TABLES:** Make sure all tables are **clear** of all trash, decorations, and tablecloths.
- 3. DECORATIONS:** Make sure that all **decorations and debris** have been **removed from** the Ballroom, the back deck, restrooms, and all areas of the **building** that have been used.
- 4. KITCHEN:** All **china, flatware and glassware** from rental companies must be **rinsed** after use.

Wipe down & clean:

- Refrigerator
- Ovens
- Microwave (*inside and outside if used)
- Countertops
- Utility Carts
- Sinks & Fixtures
- Door Handles

Ice must be **dumped** by the **drain** outside the kitchen.

Keg coolers and **ice chests** must be **emptied, cleaned, and dried**.

All **inside garbage containers** must be **emptied and rinsed out**.

All **boxes** must be **broken down** and placed outside in our **paper recycle bin**.

Make sure all **appliances** are turned **off**.

Sweep and **mop** the **kitchen floor**.

Notify the Rental Coordinator for inspection prior to leaving.

All groups and organizations are responsible for their own clean-up of the kitchen, decorations, garbage, and debris. Anything brought in by the renter and/or caterer must be removed by the renter and/or caterer. It is the responsibility of the renter to ensure that the Rules and Regulations are adhered to. The Rental Coordinator will review the clean-up schedule prior to the function and will conduct an inspection after the function to assess whether or not additional clean-up fees will be charged. An additional clean-up fee at the rate of \$50.00 per hour will be charged to the renter for any time and/or required personnel necessary to complete the responsibilities of the renter.

Thank you for helping to keep our center a beautiful and welcoming place for our members and guests.