Application to Reserve the Demopolis Civic Center

Please print

Date of Event: Month Day Year

Time of Event: From am-pm To am-pm

Applicants Name:

Address:

Telephone: Home ( ) Work ( )

Name of Organization, Club or Group requesting use:

Purpose or rental use or activity to be performed:

Number of guests expected to attend:

Name of Caterer*

License #

** If caterer is charging for their services, they must hold a City of Demopolis business license to operate in the Demopolis Civic Center.*

Describe any decorations or equipment to be used:

Name of all officers of club or chaperons if teenage events:
(minimum of six (6) are required for teenage events)

1	4
2	5
3	6

A police officer is required if alcohol will be served or consumed during the event.
Two (2) officers for teenage event.

Check appropriate box:

No: Alcohol will not be served or consumed during the event.

Yes: Alcohol will be served or consumed during the event.
(See rules for securing Officer)

Signature of Applicant: Date:

(acknowledging receipt of Rules and Regulations of Demopolis Civic Center)

Method of Payment

( ) Cash ( ) Check ( ) Visa ( ) Master Card ( ) Money Order

Credit Card Number: Expiration Date:

Signature:

Office use only

Type of Event	Civic Center Payment
( ) Non-Commercial	Amount paid
( ) Commercial	Date receipt
( ) Meeting	Receipt number
( ) East Room	

BOND

As part of this application and as consideration for the approval of same, the undersigned are held and firmly bound unto the City of Demopolis, Alabama, it's successor, and assigns in the sum of five thousand dollars ($5000.00), for payment of which we, and each of us, bind ourselves, and each of us, our heirs, executors and adminstrators, firmly, by these presents, the conditions of this obligations is that, whereas, the undersigned have applied for useof said Demopolis Civic Center as specified herein; now, therefore, if the said Demopolis Civic Center shall be used, on the date and time specified, strictly according to the purpose outlined hereinabove, and for the activities outlined hereinabove, and for no other purpose or activity, and by no other group or persons than as outlined herein, and if no damage is done to said building and it's fixtures, equipment and appurtenant premises, except moderate and normal wear and tear, then this obligation shall be void; otherwise, to be and remain in full force and effect.

As security for said obligation, we do hereby irrevocably pledge and assign unto said City of Demopolis, the premises described hereinbelow, guaranteed by the undersigned to belong to undersigned, and to be assessed in the Office of the Tax Assessor, for not less than five thousand dollars, ($5000.00), said premises being described as follows:

Address of assigned property:

_____

We further understand that if the required chaperons and/or law enforcement personnel are not present for the function, the function will be terminated.

Signature of applicant: _____

Organization name: _____

Date: _____

(Acceptance of Application and Bond)

_____ _____

City of Demopolis Date

Demopolis Civic Center

501 North Commissioner Avenue

Rental Fees:

- **$250.00 per day**: For any person, firm, corporation, civic club, etc. not charging admission or any local civic clubs, charitable group, non-profit organizations, where admission charged, and more than ½ of the door receipts stay with club, group, etc. (2-4-99)
- An optional **$150.00 fee** is required at the time of rental that will pay for all clean up required. (7-6-06)
- **$325.00 per day**: For commercial use by any person, firm or corporation not covered by one (1) above. Commercial use is indicated, if a business desires to lease the facility, or if admission is charged and all of the proceeds are retained by the renter and not given to a non-profit organization or to a charity. The City of Demopolis reserves the right to make rental determination if use of the facility is commercial or non-commercial.
- **$75.00 per day**: Clean-up fee when there us only a meeting with no food or decorations and if a function is beneficial to the city. This reduced fee is available to a group one time per calendar year. (2-4-99)
- The mayor must approve any other type rental fees.

Security Fee

- **$75.00 per event** for securing a police officer, when required (see security page 3) Payment must be made to the police officer before the function begins.

Rules and Regulations

Reservations:

- The rental fee must be paid in advance, in full, at the time of reservation. An application and bond are required to be completed before rental is confirmed.
- Reservations cannot be made more than 12 months in advance or less than two weeks in advance.
- A list of officers is required for all clubs.
- No public dances are allowed on Sunday. (8-05-93)
- No alcohol service will be allowed at functions held on Sunday.

Cancellation:

- Cancellation of reservation will have to be in writing in the city clerk's office two (2) weeks prior to the date of proposed use. (7-06-06)
- Full refund of the rental fee will be refunded if cancellation is request at least 30 days prior to the rental date. (2-04-99)
- One half (1/2) of the rental fee will be refunded if cancellation is requested at least two weeks prior to the event date.

- No refund of the rental fee will be made if cancellation is requested less than two weeks prior to the event date.

Decoration:

- If the use of the Demopolis Civic Center for decorating or set-up is requested for the day or night prior to your rental date, a maximum of four (4) hours of time will be allowed at no charge, only if not in use. Arrangements for prior use and specific time needed will have to be made at least one (1) week in advance of your rental date with the City Clerk.
- No tape, staples or nails are allowed to affix decorations to the walls, floors, chandeliers, mirrors or furniture. No lights or decorations are to be used in the indoor live trees or containers. Freestanding decorations can be used.
- If tables and chairs are to be used for the function, please do not stack more than eight (8) tables on a dolly at a time when moving them to the rooms where they will be used.
- Do not relocate any of the iron benches or iron tables.

Clean-up:

- An optional $150.00 fee is required at the time of rental that will pay for all clean up required. (7-06-06)
- There is no additional fee if the renter removes all debris, cups, plates, cans, bottles, food and decorations must place them in the garbage bags in the outside garbage container. All rental or catering equipment used during your function must also be removed from the building when function is over.
- Do not take down tables or remove chairs from the area where they are being used. The Demopolis Civic Center personnel will be responsible for storing all tables and chairs.

Inspection:

- Any expenses or fees charged due to misuse, damaged or failure to follow rules and regulations, other than normal wear and tear, shall be paid to the City Clerk's office within 10 days. All past obligations, fees and repairs must be completed before any person or group may book the Demopolis Civic Center. If any person, group, or organization has failed to fulfill the terms of a prior booking, the office of City Hall shall deny the use to the former lessee until such time as all conditions have been met to the satisfaction of the Mayor's Office.
- There will be an inspection after each function by the Demopolis Civic Center personnel and a written report made to City Hall.

Security:

- A Demopolis Police Officer is mandatory at all functions where alcohol will be served or consumed. Two (2) officers are required for all teenage functions. Demopolis Police Department will contact the renter at least two (2) weeks prior to the event.
- A seventy-five dollar ($75.00) fee per officer must be paid to the police officer before the function begins. The fee covers four (4) hours of security.

- Failure of this requirement will result in the function being closed.
- A curfew of 1:00AM will be force, at which time all participants, guests, etc. are required to vacate the Demopolis Civic Center. The band or entertainers along with the person responsible for renting the Demopolis Civic Center will be allowed to stay until 2:00AM for loading equipment and removing decorations and debris. There may be exceptions to the curfew with the approval by the mayor and council (I.E. New Year's Eve dances).
- Clubs who have minors as members are not allowed to serve alcoholic beverages nor have them on the premises. The clubs and teenage functions sponsors and chairpersons must be present at the beginning of all functions and remain there throughout the event.

Information

General Information:

- Keys for the Demopolis Civic Center will be issued at the E911 Office located in the basement of the Demopolis Civic Center at 501 North Commissioner Avenue.
- No keys will be released before 7:00AM on the day for which the event is scheduled. No keys will be released without the key release form provided by City Hall. Please assure that the key release form is forwarded to the person responsible for opening the Demopolis Civic Center if other than the applicant. (Caterer, entertainer, ETC.)
- Once your event is over the renter is required to return the key to the E911 office and sign the release/return form acknowledging you have returned the key. Failure to return the key will constitute a charge to re-key all locks. (7-06-06)
- Any lost or misplaced items left at the Demopolis Civic Center are turned into the office of City Hall located at 211 North Walnut Avenue. You can contact them at (334) 289-0577, Monday – Friday, 8AM to 5PM to obtain any information for items left or lost during or after functions.
- Kitchen facilities, tables and chairs and an ice machine are available at the Demopolis Civic Center for use by anyone reserving the center.
- All marked exit doors must be unlocked during any function at the Demopolis Civic Center and locked again after the event is over. The renter is responsible for maintaining these exits.
- Smoking is allowed in all areas of the Demopolis Civic Center. It will be the renters' discretion to prohibit smoking during their function and designate an area of choice either inside or outside the Demopolis Civic Center.
- The occupants' load of the Demopolis Civic Center is 620 people.
- Demopolis Civic Center furniture must not leave the premises, except with prior approval of the Mayor to furnish city functions.

Demopolis Civic Center telephone number: (334) 289-1666

Emergency telephone numbers: (334) 289-0577 Monday-Friday 8AM-5PM
(334) 289-3073 or (334) 289-0911 after 5PM and on weekends.

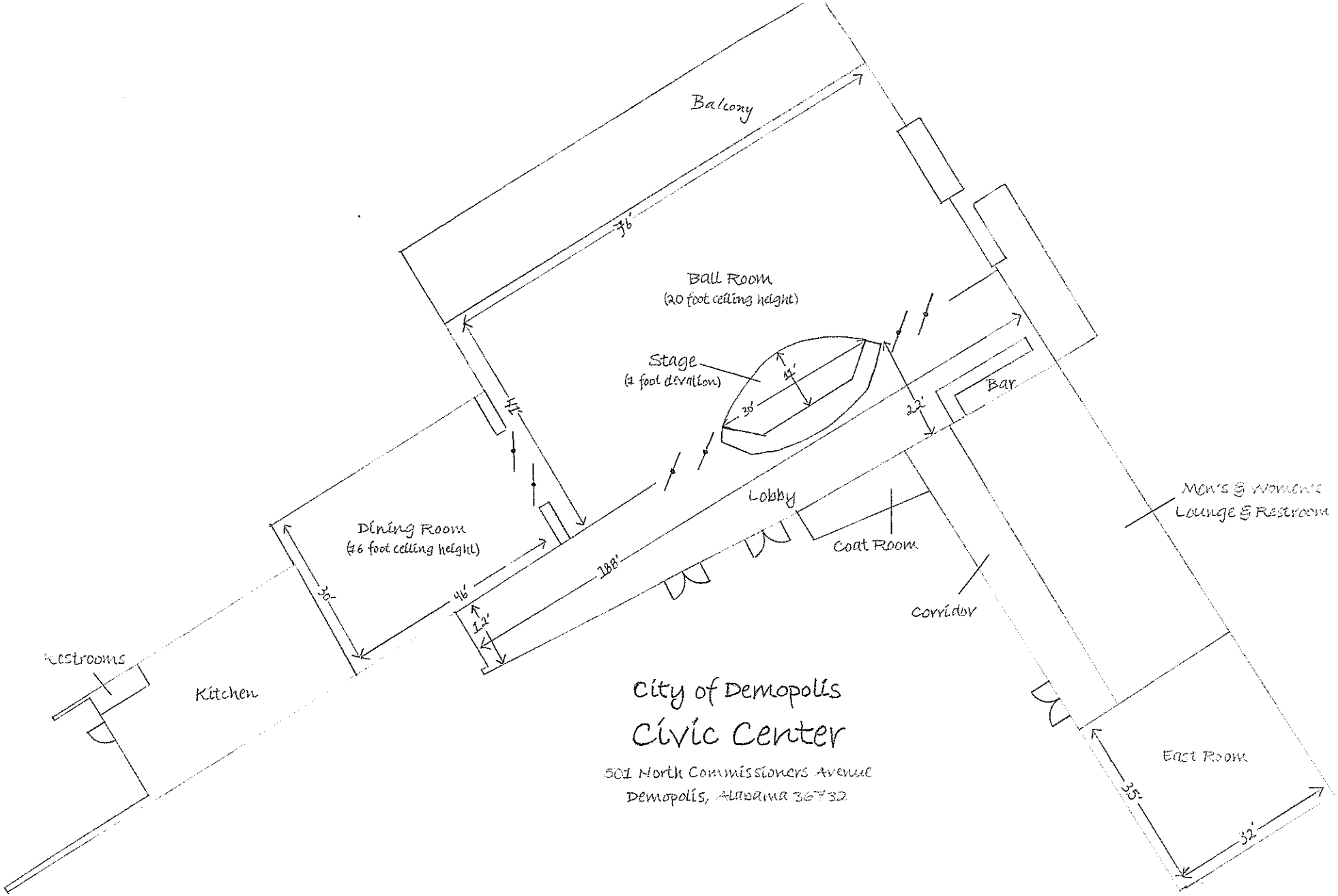
Directions

From Highway 80 West – from Selma AL
Turn left at the intersection of Highway 80 and Walnut Avenue at Mc Donald's
Travel on North Walnut Avenue
Turn left at the third traffic light at Walnut Avenue and Washington Street
Go thru 1 (one) traffic light, go to the four way stop, turn right on Commissioner Avenue
Approximately 3 (three) blocks the Demopolis Civic Center will be on the left
The address is 501 North Commissioner Avenue

From Highway 80 East – from Meridian MS
Turn right at the intersection of Highway 80 and Walnut Avenue at Mc Donald's
Travel on North Walnut Avenue
Turn left at the third traffic light at Walnut Avenue and Washington Street
Go thru 1(one) traffic light, go to the four way stop, turn right on Commissioner Avenue
Approximately 3 (three blocks) the Demopolis Civic Center will be on the left
The address is 501 North Commissioner Avenue

From Highway 43 North – Linden AL
Turn right at the intersection of Highway 43 and Highway 80
Turn right at the intersection of Highway 80 and Walnut Avenue at Mc Donald's
Travel on North Walnut Avenue
Turn left at the third traffic light at Walnut Avenue and Washington Street
Go thru 1(one) traffic light, go to the four way stop, turn right on Commissioner Avenue
Approximately 3 (three blocks) the Demopolis Civic Center will be on the left
The address is 501 North Commissioner Avenue

From Highway 43 South – Tuscaloosa AL
Highway 43 turns into Walnut Avenue
Turn left just before the Demopolis Art Center on Fulton Street
Go 2 (two) blocks; turn right on Commissioner Avenue the Demopolis Civic Center will be on the left
The address is 501 North Commissioner Avenue



City of Demopolis

Civic Center

501 North Commissioners Avenue
Demopolis, Alabama 36732