

EMPOWERING SENIORS, ENRICHING LIVES



# ALBERTVILLE

## SENIOR CENTER

709 South Broad Street Albertville, AL 35950 | (256)-891-8279

---

## Rental Agreement

### Renter Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Event Details

Date of Event: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Event Description: \_\_\_\_\_ # of Guests: \_\_\_\_\_

---

### Pricing

Rental Price \$150

\*Refundable Deposit: \$100

**Total = \$250**

---

#### For Staff Use Only

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Paid: \_\_\_\_\_ Balance Due: \_\_\_\_\_

## Terms and Conditions

### Amenities:

The Albertville Senior Center rental includes 15 round tables and 90 chairs. The renter is permitted the use of the main dining area, warming kitchen, sitting area, and restrooms. Use of the conference room, activity rooms, and office are not permitted. Any tables or chairs needed in excess to those provided will be the responsibility of the renter.

### Set-Up:

All set-up and table arrangements are the responsibility of the renter. Event set-up should take place the day of the rental. Set-up the day prior to the event will cost an additional daily rate.

### Break-Down Checklist:

To avoid loss of the security deposit, the renter is responsible for all break-down and clean-up following the event. Basic cleaning supplies will be available for use.

- ☐ Return all tables and chairs to their original location.
- ☐ Remove any personal items, decorations, and food from the facility.
- ☐ Collect and bag all garbage and place it in the outside dumpster.
- ☐ Ensure the facility is left in a reasonable condition free from excessive debris.
- ☐ Turn off all lights.
- ☐ Lock and secure the facility.

### Key:

The building key is located in a lockbox next to the door with the awning. Renters will be provided a code for the lockbox prior to the event date. If the key is not returned to the lockbox after the event, a \$50 charge will be deducted from the security deposit.

### Payment and Security Deposit:

A signed rental agreement and \$100 deposit are required to secure the requested rental date. Payment in full is due 30 days prior to the rental date. If the remaining balance is not paid in full 30 days prior to rental, the City has the right to cancel the rental and keep any payments made. For reservations made within 30 days or less, the full rental payment is due at time of booking. The security deposit is refundable only if all conditions of the rental agreement are met. The deposit will be refunded after a building inspection. If the rental agreement is violated, the City reserves the right to withhold any portions of the deposit at the discretion of the mayor.

### Cancellation Policy:

Any cancellation must be made at least 14 days prior to the event. The security deposit will be retained if the event is canceled within 14 days of the rental date.

### Rules and Regulations

- ❖ The renter will assume all responsibility for any violations or damages that occur during the event.
- ❖ All decorations must be freestanding. No tape, tacks, nails, staples, adhesives, etc. may be used on walls, doors, windows, ceilings, or furniture.
- ❖ Vehicles must be parked only in designated areas.
- ❖ Noise levels must be kept within the limits of the City ordinance.
- ❖ Only registered service animals are permitted on the premises.
- ❖ Smoking/ vaping is not permitted.
- ❖ Curfew is 12:00 AM.
- ❖ Reservations cannot be made more than 12 months in advance.
- ❖ Designated city personnel reserve the right to enter the premises at any time, for any reason, during the event.

---

*I have reviewed the Rental Terms and Conditions governing the use of the Albertville Senior Center and hereby agree to abide by them. I understand that I will be personally and financially responsible for any liability, accident, injury, or damage that occurs during rental of the event space.*

---

Signature

---

Date