

**RENTAL APPLICATION FOR EVENT SPACE AT 2320 TAYLOR STREET**

Renter/Responsible Party:

Application Date:

Date of Event:

Name of Individual/Organization the Event is for:

Address:

City:

State:

Zip:

Telephone:

Email:

Approximate Number Attending: \_\_\_\_\_ (Maximum Capacity is 100)

Private Event  Non-Profit Event  (501(c) letter required)

Alcohol: Yes or No (If yes, It's Only Relative, LLC. & SOSOLD, LLC / Jeri Franks is to be named as additionally insured on the liability policy and additional rules and regulations will be provided.)

Charging Admission: Yes or No

Will you need tablecloths ? Yes or No Qty: \_\_\_\_\_ (Tablecloth rental is \$10 ea.)

There is a \$100.00 fee to use the sound system. Will your event require use of our sound system? Yes or No

**CANCELLATION POLICY** Any and all cancellations and/or date changes must be in writing and signed by the same person who signed the application and paid the rental fees. Cancellation requests must be made no less than ten (10) days prior to the reservation date. No refunds will be made if canceled after ten (10) days.

**INDEMNITY AND HOLD HARMLESS AGREEMENT** In consideration of the permission granted to me to use the event space located at 2320 Taylor Street, I hereby indemnify and hold harmless It's Only Relative, LLC. & SOSOLD, LLC./ Jeri Franks, 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 2320 Taylor Street who are injured or suffer property damage that is in any way caused by my use of the even space or the condition of the venue. The Renter is solely responsible for any and all accidents or injuries to any persons attending the event and their property, for the control and supervision of anyone in attendance, and will ensure that everyone conducts themselves in an orderly manner.

Neither It's Only Relative, LLC. & SOSOLD, LLC. / Jeri Franks, nor their agents, officials, employees, and/or volunteers will be held responsible for loss, damage, or theft of equipment, nor articles owned by the Renter and/or member/guest/invitee of their event.

The Renter shall accept full responsibility for any damage to the venue or any of its equipment (including but not limited to the building, tables, chairs, audio/video equipment, etc.) resulting directly or indirectly from the conduct of any member/guest/invitee of their event.

The \$500.00 damage deposit will be forfeited to pay for any damage and if the costs are in excess of that amount then the Owners will determine the additional repair/replacement cost amount and the Renter shall be responsible to pay that cost.

RENTAL AGREEMENT I have read and understand all the rules and regulations set forth by Owners for the use of the Venue at 2320 Taylor Street, and will abide by the same; and acknowledge that if any required chaperones or law enforcement personnel are not present, the event will be terminated. I have read and agree to the above policies, including the cancellation and indemnity agreements.

Renter Signature: \_\_\_\_\_

Co-renter Signature: \_\_\_\_\_

If the applicant is a business entity, then an individual who is an officer or member of that entity must sign as co-applicant/co-renter.

Date: \_\_\_\_\_

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Fees paid: \$ \_\_\_\_\_ Check No: \_\_\_\_\_

Balance Remaining: \$ \_\_\_\_\_

Employee Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

## RENTAL RATES & RULES

### RENTAL RATES:

#### Non-Profit Events –

Includes non-profit, non-restrictive, clubs, civic, religious or service organizations with 501(c) status. A copy of the letter granting your organization non-profit status from the IRS or Secretary of State's office is required.

Rental Rate - \$500.00 (Monday-Thursday)

Clean Up Fee - \$250.00 (NON-REFUNDABLE) • Damage Deposit \$500.00 (REFUNDABLE if no damage is done)

#### Private Events -

Any individual or group not defined as Civic/Non-Profit or any group or organization that represents a business or for-profit institution.

Rental Rate - \$800.00

Clean Up Fee \$250.00 (NON-REFUNDABLE) • Damage Deposit \$500.00 (REFUNDABLE if no damage is done)

### RENTAL RULES:

- \* The Renter must be age 21 or older, with proof of identification.
- \* Capacity is 100 people and will be strictly enforced. Violation will result in the event being shut down and forfeiture of security/damage deposit. Curfew is 11 pm.
- \* No smoking/vaping/e-cigarettes/chewing tobacco. No chewing gum. No pets.
- \* To reserve a date the damage deposit of \$500.00 is required and the rental/use agreement form must be completed and turned in. The balance of the rent must be received 14 days prior to the event. Renters will not be given the key or access to the building until all fees are paid. The damage deposit will be refunded within 10 business days following the event, providing there were no damages and cleanup was done.
- \* Reservations cannot be made more than one year in advance.
- \* The Renter may have access to the venue to decorate the day before the event as long as the space is not previously being occupied.
- \* The key or door code will be provided the day of or day before the event.
- \* DO NOT access the courtyard through the office space downstairs. The office space downstairs is NOT part of the event space.
- \* Table and chair set up (table and chairs are provided) is the responsibility of the renter. Tablecloth rental quantity to be provided no less than 7 days prior to the event.
- \* Decorations must not be displayed or installed in such a manner that would damage or deface furniture, fixtures, or structure of the facility. The stage can be used, but the sound equipment is off limits (unless rented with prior approval), no food or drinks are permitted around the stage area. The use of duct tape, nails, staples, or other sharp materials or instruments is NOT permitted.
- \* The kitchen may be used at no additional cost. No dishes, glassware, utensils or linens are provided (unless you rented tablecloths). The kitchen shall be used solely for final food preparation, staging and/or service.

- \* All Coolers/Ice chests are to be placed outside on the back deck.
- \* Do not touch or use anything in lockers, cabinets or refrigerator that is not yours.
- \* Cleanup must include the following: Sweeping of floors, wiping down and cleaning all tables and countertops, removal of any decorations or signage, bagging and removal of all trash/bottles and their placement in the trash bins/dumpster on the property (back alley). Failure to do so will result in forfeiture of damage deposit.

#### ALCOHOL REGULATIONS:

- \* The Renter must indicate their intention to serve alcohol on the initial application. Alcohol may be consumed so long as it is done so in accordance with Federal, State of Alabama, and City of Guntersville regulations. Alcohol may only be served to persons 21 years of age or older and shall NOT be served to minors.
- \* Alcohol SOLD by any means (selling tickets, cost in admission price, donations, or charging a sponsor fee, cash bar) requires the Renter to use a licensed caterer or bartender service and obtain prior approval from the City Clerk and an Alcoholic Beverage Control (ABC) Liquor License. There must be a license on file with the City Clerk prior to being approved to use the event space at 2320 Taylor Street.
- \* The Renter and its officers, agents and employees agree to assume full supervision and control over the use and dispensing of alcohol to attendees. Failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the deposits and all rental fees which have been paid.
- \* The consumption of alcohol is prohibited outside of 2320 Taylor Street and must remain in the confines of the event space.
- \* The consumption of alcohol is prohibited during set-up and cleanup time.
- \* Individuals engaging in the consumption of alcohol shall do so responsibly and be aware of all local, state and federal laws regarding consumption of alcoholic beverages and the operation of a motorized vehicle (car) following consumption of alcohol. The Renter, by execution of this agreement, holds It's Only Relative, LLC. & SOSOLD, LLC./Jeri Franks and its Officers, employees and agents harmless from ALL liability arising from the serving and consumption of alcoholic beverages.
- \* Alcohol consumption must end a minimum of 30 minutes before the event ends.
- \* Security is required for all events serving alcohol at the expense of the applicant and approved by the owners beforehand. Security must maintain orderly crowd control and be prepared to contact the City of Guntersville Police Department should the event become unruly.

## **APPLICATION FOR USE OF ALCOHOL**

In addition to the usual terms and conditions set forth in the Rental Rates and Rules Application form, the following will also apply when alcohol is served:

- \* Renter/Applicant must be at least 21 years of age.
- \* Alcohol may be consumed so long as it is done so in accordance with Federal, State of Alabama, and City of Guntersville regulations. Alcohol may only be served to persons 21 years of age or older and shall NOT be served to minors.
- \* Alcohol SOLD by any means (selling tickets, cost in admission price, donations, or charging a sponsor fee, cash bar) requires the Renter to use a licensed caterer or bartender service and obtain prior approval from the City Clerk and an Alcoholic Beverage Control (ABC) Liquor License. There must be a license on file prior to being approved to use the event space.
- \* No Alcoholic Beverage Control (ABC) Liquor License is required when there is no charge or fundraising for anything whatsoever (selling tickets, cost in admission price, donations, or charging a sponsor fee, cash bar).
- \* The Renter and its officers, agents and employees agree to assume full supervision and control over the use and dispensing of alcohol to attendees. Failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all rental fees which have been paid.
- \* The consumption of alcohol is prohibited outside of the event space and must remain in the confines of the event space.
- \* The consumption of alcohol is prohibited during set-up and cleanup time.
- \* Individuals engaging in the consumption of alcohol shall do so responsibly and be aware of all local, state and federal laws regarding consumption of alcoholic beverages and the operation of a motorized vehicle (car) following consumption of alcohol. The Renter, by execution of this agreement, holds It's Only Relative, LLC. & SOSOLD, LLC./ Jeri Franks and its Officers, employees and agents harmless from ALL liability arising from the serving and consumption of alcoholic beverages.
- \* Alcohol consumption must end a minimum of 30 minutes before the event ends.
- \* Security is required for all events serving alcohol at the expense of the applicant and approved by the event space owners beforehand. Security must maintain orderly crowd control and be prepared to contact the City of Guntersville Police Department should the event become unruly.

Applicant/Responsible Party:

Application Date:

Date of Event:

Name of Individual/Organization the Event is for:

Address:

City: State: Zip:

Telephone:

Email:

Alcohol Sold?  Yes  No \*If yes, you must complete the City of Guntersville/Alabama Beverage Control License Application.

I agree, by signing this application, to accept any and all liability resulting from the service of alcoholic beverages during my event. I further agree to hold harmless It's Only Relative, LLC. & SOSOLD, LLC./Jeri Franks from any and all claims resulting from the service of alcoholic beverages during my event. I also agree to familiarize myself and comply with all applicable laws of the City of Guntersville and the state of Alabama, and the regulations of the Alcoholic Beverage Control (ABC) relating to the sale and/or service of alcoholic beverages.

Applicant Signature: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_

\*If the applicant is a business entity, an individual who is an officer or member of that entity must sign as co-applicant/co-renter.

\*\*\*\*\*

Employee Authorization: \_\_\_\_\_

Date: \_\_\_\_\_