



Rental Application - Points of Interest

❖ Business License/Special Events License

If you are renting the Center (or pavilions) for profit ventures, it is necessary for you to purchase a business license. Please contact our Revenue Department at 970-5014 or 970-5015 for additional information.

❖ Flammable Fuel

The use of smoke, fog or flammable materials is PROHIBITED in the Preserve and at the Center, except for staff pre-approved grills and fog machines. This is due to the potential for fire not only in the Preserve but for the surrounding residential subdivisions as well. Please notify a member of the Graham Creek Nature Preserve Interpretive Center management team if you notice anyone using any type of flammables.

❖ Decorations/Building Etiquette

Bird seed, rice, glitter, confetti, shaving cream and any other like items are PROHIBITED both inside and outside of the Interpretive Center. Nothing can be pinned or taped to the permanent or movable walls. No nails, tacks, brackets or tape will be allowed on or in the walls, ceilings or flooring. Ice chests, keg barrels, band and D.J. equipment are not to be dragged across the floor. Events are not permitted to run later than 11:00 p.m. This includes clean up time.

❖ Alcohol

If alcohol will be available at the event, it must be self-served or served by a licensed bartender. A paid security officer (Foley Police Department) will be required. If cash bar is used or alcohol is sold, renter/caterer must show proof of proper ABC License. (ABC Board 251-947-2971)

❖ Cancellation Policy

Cancellations and date changes must be made thirty (30) days prior to the event. To cancel your rental and request a refund, the applicant must submit in writing the cancellation request along with date of the canceled event, address, telephone



number, and initial payment form (cash/check). If cancellation notice is received within two (2) weeks of the event, no monies will be refunded. Email and fax are acceptable. The time frame to receive your refund check can be up to four (4) weeks.

❖ Payments

Check, Money Order or Cash payment. Checks or Money Orders made payable to The City of Foley.

❖ Damage Deposit

A damage deposit, equal to the total amount of the rental, but not less than \$250, is required. No deposit will be required for pavilion rental.

** A complete set of Regulations/Requirements will accompany the Rental Contract.**