

City of Foley – RENTAL APPLICATION

Applicant Name: _____

Organization Name: _____ 501 (c) ☐ Yes ☐ No

Applicant Physical Address: _____

Applicant Mailing Address: _____

City _____ State _____ Zip _____

Applicant Telephone numbers: () _____

Date of Event: _____ Event Times – Begins: _____ Ends: _____

Type of Event: _____

Number of Attendees: _____ Selling Tickets: Yes _____ No _____

Alcohol: ☐ Yes ☐ No *The Lessee must employ a Foley Police Officer(s) to be present during an event at the Civic Center where alcoholic beverages are consumed. (One officer per 100 people @ \$25 per hr)

Music: ☐ Yes ☐ No Type: _____ Name of Group: _____

Space Usage: ☐ Auditorium ☐ Warming Kitchen ☐ Council Chamber

Pricing

- Foley Resident Rate – \$350.00
- Foley Non Resident – \$400.00
- Commercial – \$500.00
- Council Chamber (Call for availability and pricing)
- Damage Deposit Required

Additional Fees will be charged for the following

- * Commercial Warming Kitchen \$150.00
- * Grand Piano – \$25.00
- * Ice Only – \$15.00
- * Projector Equipment – \$25.00

Applicant Signature: _____ Date: _____

TOTAL AMT. DUE _____ **OFFICE USE ONLY** CONTRACT NUMBER _____

1) **Function:** Approved Disapproved

2) Contract Issued _____

3) Signed Contract Received _____

4) Rental Deposit Received _____

5) Walk-Thru Scheduled _____

6) Police Officer Scheduled _____

7) Damage Deposit Received _____

8) Paid In Full _____

Amt. Pd.: _____ Date: _____ Amt. Pd.: _____ Date: _____ Amt. Pd.: _____ Date: _____

Rental Application – Points of Interest

•Business License/Special Events License

If you are renting the Civic Center or Council Chambers 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

Please notify a member of the Foley Civic Center management team if you will use any form of smoke, fog or flammables for your production. Open flames must be contained in glass that is taller than the flame and approval by Foley Fire Chief and/or Civic Center Management is required.

•Decorations/Building Etiquette

Bird Seed, Rice, Glitter, Confetti, Shaving Cream and any other like items are PROHIBITED both inside and outside of the Civic Center. Nothing can be pinned or taped to the stage curtains. 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 midnight. This includes clean up time.

•Alcohol

If alcohol will be available at event, it must be self-served or served by a licensed bartender. 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 947-2971).

•Cancellation Policy

Cancellations and date changes must be made 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 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 4 weeks.

•Payments

Check, Money Order or Cash payments. 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 \$500 is required.

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