

City of Alcester
Morningside Event Center
Event Center Rental/Facilities Agreement

The City of Alcester and the undersigned Renter(s) hereby agree to rent the following facilities at the rental rates set forth below for the following dates and times:

Event Date: _____ Time: _____ to _____

Renter's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Rental Rates for Event Center (Up to 275 guests)

Rate includes Room, Tables, Chairs, and Microphone

Damage Deposit- (Check will be handed back if no damage is found) \$200.00

½ Day (M-Fri) All Day (M-Fri) ½ Day (Weekend) All Day (Weekend)

Full Room	\$200	\$300	\$375	\$475
Half Sharing	\$125	\$175	\$200	\$300
Four Corner Sharing	\$75	\$100	\$150	\$175
Non-Profit Organization	\$100	\$125	\$150	\$200
Meeting Room (15-20 guests)	\$35	\$35	\$35	\$35

Reservations

- For an event to be scheduled and guaranteed, City of Alcester/ Morningside Event Center must receive a deposit of 50% of the room rental fee at the time the agreement form is signed by renters. The remainder of the rental fee is required one day before the event, or sooner.

Initials _____/_____

- Reservations are on a first come/first serve basis. Reservations are considered confirmed after payment of the deposit is paid by renters. Event center reservations can be made up to 14 months in advanced.
- ½ day rentals will be in five (5) hour increments. Any event over the five (5) hours will be charged a full day rental. This includes setup and tear down time.

General Rules/Policies

- No cooking is allowed in the event center. Cooking involving hot oil must be done outside or cooked off the property.
- No tape, nails, tacks, staples, pushpins, or other affixations are allowed on the walls
- No sitting or standing on tables or standing on chairs
- Per State Fire Code- no blocking of any exit in the building
- Flame burning candles are discouraged for safety concerns. If candles are used, plastic runners or tables must be used to protect the flooring
- Children must be supervised at all times
- The setup of any portable bar, beverage table and/or any buffet serving line must be approved by the event coordinator
- No glitter or gum is allowed for decorating
- The users of the facility will be restricted to only use of the facilities rented and/or amenities
- City of Alcester/Morningside is not responsible for any items left behind, before, during or after an event.
- The renters ARE NOT ALLOWED to bring in own alcoholic beverages. This is against City of Alcester Ordinances.

Clean-Up Responsibilities

- All deep cleaning is the responsibility of the City of Alcester/Morningside Event Center for an event. The renter is responsible for the cleaning of any decorations and any items the renter brought into the event center. Any trash must be taken to the dumpsters by renter.

Damage(s)

- If the City of Alcester/Morningside Event Center property has been damaged, the renter will be charged for all damages to the event center. Any damage will be billed to the renter at the cost of materials and labor plus 10% to fix all damage(s).

Initials _____/_____

Hours of Operation

- Events may not last past 1:00 a.m. This 1:00 a.m. deadline includes all cleanup and tear down time. The renter will be charged \$125 per hour if the event and/or cleanup goes past 1:00 a.m. The renter is in charge of their guests leaving in a timely manner to make sure the renter has enough time to cleanup before the deadline.

Decorations

- Decorations may not be fastened to the walls with tacks, nails, staples, tape, or pins. The renter may tape to windows or frame work, but all tape must be removed from windows and frame work when the renter cleans up. If the renter wants to bring in candles, the candles must be enclosed in a glass or non-flammable holder. There may not be any glitter or confetti brought into the event center. If the renter has any questions about certain decorations or what can be used, please talk to the event coordinator.

Food

- If any event doesn't want the event center to prepare the meal, then all food must be prepared by, brought onto the property, and served by the renter. If the renter has a caterer, all caterers must be approved by the event coordinator prior to the event. (\$100 fee for outside caterer). The renter or the caterer company shall coordinate with the event coordinator four (4) days in advance to confirm arrival time.
- Caterers using kitchen/dining room are responsible for the cleanup of the areas.

By signing this agreement form, the renter acknowledges that he/she have received, read, and agrees to all the above terms of the event center.

Renter's Signature: _____ Date: _____

Event Coordinator Signature: _____ Date: _____

Initials _____/_____