

PEARCE MEMORIAL PARK ASSEMBLY HOUSE AGREEMENT

Upon your request, we have reserved the Assembly House for you on

Date: _____ Name: _____

Type Event: _____ Key

#: _____

We are happy to extend the use of the Assembly House facilities to you and hope that it will give you and your group great pleasure. In order that the Assembly House, be used and maintained properly, the following rules and regulations have been established governing the reservation and maintenance during the time of your reservation.

Responsible Party

1. Must be 25 years of age or older
2. Provide Driver's License or Picture ID (Required)
3. The City has the right to deny the rental of the building.
4. Must be present during the event at all time
5. You may NOT go in the day or night before your reservation to decorate or set up.
6. ALL EVENTS must end no later than 12:00 a.m. No Exceptions!!!!
7. You must have all your belongings out of the building and all your cleaning done the night of your event.
8. Any business hired to provide services for your event is required to obtain a City of Jackson Business License before the event. (Caterers, Florists, Decorators, Bands, DJ's, ETC) Any business that you enlist needs to be informed of all the rules and regulations of the Assembly House. If any damage is done by any business that is hired by you, you are responsible for that damage.
9. In order for your deposit to be refunded you must adhere to all the rules stated in this agreement and all other paperwork you were given regarding the rental of the Assembly House.

General Responsibilities

1. As far as we know, The Assembly House is turned over to you in good condition and the City of Jackson will expect to be compensated in full for any and all damage incurred by or during the use of the building. It is suggested that you check the premises and report anything of an unusual nature as soon as you go into the building (251-246-2461).
2. Keys and all equipment must be returned to City Hall immediately or no later than the next day.

(You may drop off keys in the night drop around back if City Hall is closed) NO REFUND IF KEYS ARE NOT RETURNED.

3. Payment and/or deposit must be made in advance and in accordance with the fee schedule. Refunds will be made according to the fee schedule.
4. Rental is for Assembly House ONLY. rental DOES NOT give access to the pool or Golf Course. Pool and Golf Course are for Members only.
5. Inflatables, bouncers or water slides are NOT ALLOWED!
6. No sliding is permitted on the big hill behind the Assembly House.
7. NO confetti or other products that are not dissolvable on the grounds.
8. **MAXIMUM CAPACITY OF 300** people in the building. (FIRE CODE!!!!)

Kitchen Responsibilities

1. DO NOT pour any type of grease down any of the sinks in the building. You are responsible for bottling up your own cooking grease in a sealed container and disposing of it properly. It can not be dumped onto the ground at the facility. Inspections will be done to check after each event.
2. Kitchen Appliances, if used, must be thoroughly cleaned after use. If found unclean after your event, \$75.00 will be taken from your deposit refund.
3. All Kitchen Appliances must be turned off.
4. Counter Tops must be cleaned
5. All Garbage, trash, and/or food must be removed from the building for proper sanitation maintenance. The dumpster is located outside the kitchen doors.
6. Tash can liners are in four of the large garbage cans in the kitchen. If you need more, you will need to bring some with you. We are not able to leave extra supplies at the building because some renters tend to take them home.

Security/Police

1. Renters are required to pay \$30 per hour with a minimum of \$120 for a policeman/security officer for security/safety purposes. Security will be provided by an off-duty Jackson Police Officer.
2. Security is required for all events unless the city determines that security is not necessary.
3. Security Fees must be paid in advance.
4. The Jackson Police Department has a schedule of events and will enter the building to determine if all Municipal Ordinances and Assembly House rules are being followed. If they determine the function to be in violation of ANY ordinances or rules, they will shut down the event. NO money will be refunded, including the deposit.

Building Conditions

1. AIR CONDITIONERS MUST BE TURNED OFF AFTER YOUR EVENT!!! Your deposit will not be refunded is any units are left on.
2. No tables or chairs are to be removed from the building.

3. Only Floor Decorations are allowed. DO NOT attach, by stapling, taping, nailing or attaching in anyway anything (including decorations, light etc.) to any surface.
4. Do Not move or change any furniture from present location. This includes Mirrors and Pictures.
5. Do Not allow the doors to remain open while running the air conditioning and heating system.
6. NO coolers of any kind are allowed inside the building except in the kitchen. (Must not Leak)
(Coolers should be brought thru the kitchen door and not the foyer.)
7. No open flame of any kind is allowed for safety reasons. All Candles must be set inside glass containers where the flame is lower than the glass.
8. You are responsible for setting up the tables and chairs. The City will have the tables and chairs put up after your event.
9. Do Not Drag tables/chairs across the floors.
10. The city will perform routine cleaning such as sweeping and mopping but the tables and chairs must be wiped off after the event. We do not supply the cleaning products as they tend to go missing. Clorox clean-up wipes work well for cleaning the tables and chairs.
11. Do Not Roll Carts across the floors. All Carts are to remain in the kitchen. This prevents the floors from being damaged/scratched.
12. Floors will be checked and Tables and Chairs Counted after each Event. If there are any damages or anything missing you will NOT receive a REFUND.
13. Windows and doors are checked after each event. If any windows are cracked or broken, you will be responsible to pay the cost of them getting repaired and/or replaced. The windows are very expensive. The smallest one is \$1,000.00
14. If there are scuff marks or marks of any kind on the walls in any part of the building, you will be responsible for paying the City the cost of having them repaired and/or repainted.
15. There are to be no changes to any electrical or mechanical components at the building. This includes the fuse box and the outside breaker box.

Alcohol/Cover Charges

1. Alcohol cannot be sold at any event unless you have a Special Events Alcohol License to sell alcohol. This includes serving alcohol at events that charge admission. Getting the license is a lengthy process so you need to apply for it several months in advance. If you are caught selling alcohol without a license, you will be arrested and your event closed down immediately. This is a violation of the State Law and City of Jackson Alcohol Ordinance. NO REFUND WILL BE ISSUED!
2. If Alcohol is on the premises all State Laws and City Ordinances pertaining to alcohol must be followed.

3. A cover charge/admission at the door or tickets sold before the event are NOT ALLOWED unless you have purchased a special events business license.
4. A special events license must be purchased at least one week in advance on your event. The license is \$60.00.

Other Information

1. Youth clubs reserving the building must have their sponsor (25 years or older) sign the agreement and pick up the keys.
2. All Youth functions must be supervised at all times.
3. All School related functions must be approved by the principal or headmaster.
4. Activities of a strictly religious nature are excluded. This is to avoid the facility being used in lieu of a regular church building. Socials of a religious group are not excluded.
5. The building can not be rented on a regularly scheduled basis. After each meeting, it can be reserved for the next meeting. Special cases will be considered on their merit.

FOR AFTER HOURS OR WEEKEND PROBLEMS CONTACT JACKSON POLICE DEPARTMENT AT 251-246-4484 AND THEY WILL CONTACT SOMEONE WITH THE CITY.

I have read the above instructions included in the Assembly House Agreement, the Assembly House Information Sheet, Assembly House Fee & Deposit Schedule instructions and understand them. I agree that conditions regarding reservations and use of the Assembly House will be met, and that instructions concerning maintenance will be followed. I accept full responsibility for any loss or damage during my reservation and agree to pay the City of Jackson for any such damage. I understand that failure to abide by any of the rules set forth in this agreement or any laws or ordinances of the City of Jackson will result in the forfeiture of my deposit.

NAME

DATE

CITY EMPLOYEE

DATE

****In the event you or any of your guests have an accident or are injured during your event you will not be covered under the City's insurance. By signing below you are agreeing that you have read and understand this statement.

RENTER: _____ DATE: _____

****If there is a natural disaster or power outage that is beyond the control of the City of Jackson, you will not hold the City of Jackson responsible. This also means that you understand that we will not refund your fee back to you.

RENTER: _____ DATE: _____

ASSEMBLY HOUSE RENTAL INFORMATION

H.W. PEARCE MEMORIAL PARK ASSEMBLY HOUSE
320 VANITY PARK DRIVE
JACKSON, AL 36545

NAME: _____

ADDRESS: _____

DRIVER'S LICENSE # _____

HOME PHONE: _____

CELL PHONE: _____

EVENT DESCRIPTION AND DATE:

EXAMPLE: wedding, party/birthday party, concert, etc..

DESCRIPTION: _____

DATE: _____

WILL ADMISSION BE CHARGED:

YES _____

NO _____

WILL ALCOHOL BE SERVED:

YES _____

NO _____

WILL ALCOHOL BE SOLD:

YES _____

NO _____

WILL ALCOHOL BE BROUGHT
BY PEOPLE ATTENDING:

YES _____

NO _____

NAME OF CATERER: _____

NAME OF D.J. / BAND _____

SIGNED: _____

CITY EMPLOYEE: _____

IF ANY OF THE ABOVE INFORMATION THAT YOU HAVE PROVIDED IS FALSE,
YOUR DEPOSIT WILL NOT BE REFUNDED AND/OR THE EVENT WILL BE
CLOSED DOWN BY THE JACKSON POLICE DEPARTMENT.