

Pine Level Community Center Rental Agreement



Location: 116 County Road 40, East
Pine Level, Alabama 36066

We view our renters as temporary stewards of this history. Your cooperation ensures this building remains a community treasure for another century.

PERMITTED USE

- The facility shall be used solely for the purpose described below.
- No illegal activities shall be conducted on the premises.
- The Renter shall not sublease or transfer this Agreement to a third party without the prior written consent of the Town.
- Use of the facility must comply with all applicable federal, state, and local laws and ordinances.

1. PARTIES

This Rental Agreement ("Agreement") is made on _____, _____, _____,
Month Day Year
 between the **Town of Pine Level** ("Lessor"), and the individual or organization listed below ("Renter"):

Name	
Organization	
Contact Name	
Phone	
Email	

2. EVENT DETAILS

Event Date	
Purpose of Event	
Estimated Attendance	
Rental Start Time (including setup)	
Rental End Time (including cleanup)	
Total Hours	

3. RENTAL FEES & DEPOSITS

The following fees apply to the use of the Community Center. All fees must be paid in full no later than thirty (30) days prior to the event.

Item	Rate	Total
Auditorium Max Capacity: <ul style="list-style-type: none"> • Seated events: Up to 324 guests • Standing events: Up to 350 guests • Tables/Chairs events: Up to 151 guests 	\$100 per hour	
Auditorium Max Capacity: See above. All Day Rental	\$300 all day	
Auditorium Stage Max Capacity: Up to 20 persons	\$50 per event	
Meeting Rooms Max Capacity: <ul style="list-style-type: none"> • Seated events: Up to 49 guests • Standing events: Up to 49 guests • Tables/Chairs events: Up to 48 guests 	\$75 per hour	
All events must comply with posted fire-safety limits and capacity guidelines.		
Chairs	\$20 flat fee	
Tables	\$25 flat fee	
Security Deposit due 30 Days Prior to Event		
Auditorium Deposit	\$75	
Meeting Room Deposit	\$50	
Total Due		

Note: The Security Deposit will be refunded provided the facility is left in its original condition and all rules are followed.

4. TERMS AND CONDITIONS

- **Cancellations:** Cancellations made more than 30 days in advance will receive a full refund. Cancellations made after this period may forfeit the deposit.
- **Setup and Cleanup:** The Renter is responsible for all setup and the removal of all decorations, trash, and personal items. The facility must be swept and surfaces wiped down before departure.
- **Prohibited Items:** Smoking, vaping, and illegal substances are strictly prohibited inside the facility. Use of glitter, confetti, or nails/staples on walls is not permitted.
- **Liability:** The Lessor is not responsible for lost, stolen, or damaged personal property. The Renter agrees to indemnify and hold the Lessor harmless from any claims or damages arising from the use of the Lessor's property.
- The Town of Pine Level reserves the right to make exceptions to the Guidelines and Policies.

5. INSURANCE REQUIREMENTS

- For events with an estimated attendance exceeding fifty (50) persons, the Renter may be required to provide proof of general liability insurance with a minimum coverage amount of \$1,000,000 per occurrence, naming the Town of Pine Level, Alabama as an additional insured party.
- Proof of insurance must be provided to the Town no later than ten (10) business days prior to the scheduled event date.

6. TERMINATION FOR CAUSE. The Town may terminate this Agreement immediately if the Renter violates any terms or conditions contained herein. In the event of termination for cause, no refund shall be issued.

7. SIGNATURES

By signing below, the Renter acknowledges they have read, understood, and agreed to the terms of this Agreement.

Lessor Signature	
Date	
Renter Representative Signature(s)	
Date	