



CITY OF SEMMES, ALABAMA
HERITAGE PARK (MALONE CHAPEL)
3871 Wulff Road, Semmes Alabama 36575
251-649-8811

Fee Schedule/Lease Agreement

Lessee Name: _____ Date of Rental: _____

Address: _____ Phone Number: _____

Contact Person: _____

Type of Event: _____

The Heritage Park is for a period of (Check One)

- 1 Hour (\$75) Beginning Time: _____ Date of Event: _____
Ending Time: _____
- 6 Hours (\$300) Beginning Time: _____ Date of Event: _____
Ending Time: _____
- 8 Hours (\$400) Beginning Time: _____ Date of Event: _____
Ending Time: _____

****EACH ADDITIONAL HOUR IS \$50.00 PER HOUR****

I agree to all conditions set forth in the above Guidelines/Regulations.

Signed: _____

Print Name: _____

(Office Use Only)

Deposit Amount Paid: _____ Deposit Paid Date: _____

Amount Owed: _____ Amount Date Owed: _____

Events Coordinator: _____

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Reservation Guidelines/Regulations:

1. The City of Semmes and City-Related Activities take precedence over all other requests for use of these premises.
2. All Reservations are to be made through the office of the City of Semmes Events Coordinator. Office Hours are Monday through Friday 8am-5pm. Reservations are booked on a first come, first serve basis.
3. Any individual or organization using Heritage Park shall pay a rental fee and must sign a fee schedule and lease agreement (Attach hereto) and lessee shall be responsible for supervising all activities on the premises during the scheduled event.
4. A \$100 damage deposit is required on rental. It is refundable if the final walk-through by a city representative is acceptable including clean-up or damage.
5. SMOKING- No Smoking or use of tobacco products are allowed in or on the premises during any scheduled event.
6. NO ALCOHOLIC BEVERAGES shall be permitted anywhere on premises during any scheduled event.
7. Use of Equipment- Lessee shall be allowed to use the equipment, tables, chairs on the premises, but the equipment, tables, and chairs shall not be removed from the premises. Nothing on the premises can be moved with the permission of the City of Semmes Events Coordinator. If permission is granted to move an item it must be returned to its original place. Historic Displays are fragile and not to be removed at all.
8. Only Drips Less Candles allowed in Chapel. No open flames of any kind allowed on premises.
9. Outside throws allowed: Birdseed, Rose Petals, and Bubbles
10. Tents and dining tables allowed for set up outside for receptions.
11. All food/beverages must be served outside of Chapel and/or 1902 School House. ABSOLUTELY no Food/Drinks/Beverages in Malone Chapel for 1902 Semmes School House unless approved by City of Semmes Events Coordinator.
12. A list of all participating persons, caterer, florist, etc. should be given the City of Semmes Event Coordinator.

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13. Person using the Chapel is responsible for giving caterer a copy of guidelines, set up and take down. All rental furniture must be taken down immediately following the event and removed off premises unless other agreement has been made between Lessee and City of Semmes.
14. Hours of Operations: All events shall end by 10pm and the buildings should empty of all persons by 10:30pm. Events Coordinator must be notified following the event so premises can be inspected and locked up.
15. Decorations: Lessee shall not use any wall decorations. Only floor and table decorations are permitted. Absolutely no tape, hooks, pins, nails, and/or screws are permitted on walls, floors, and/or furniture.
16. Damaged Premises: Lessee agrees to pay the full cost of any repairs deemed necessary in the sole discretion of the City of Semmes for any damages caused by the Lessee or its guests or invitees or by any other person in connection with the event. Lessee accepts the premises in the current condition, as is, and agrees, that they are fully suited for the purpose of the event.
17. All Cleanup of Chapel must be done immediately following the event, all leftover food, cake, garbage, removed and floor swept, before damage deposit returned.
18. General Conditions: The premises shall not be used in violation of any regulation of law or and governmental body nor in any manner to create a nuisance or trespass, or in such manner as to endanger the construction capabilities of the premises. The Lessee, its guests and invitees shall use the parking area adjacent south of the premises and the parking area shall be left free of trash.
19. Release of Liability: In consideration of the use of the premises, The Lessee hereby releases, holds harmless and agrees to defend and indemnify the City of Semmes, their officials, officers, committee members, employees, or representatives from any liability or responsibility for any damages to the person or property of Lessee, Lessee's guests, invitees, or other persons, arising out of or any way connected with the Lessee's use of the premises.

Initials: _____

Date: _____

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Catering Guidelines:

1. General Bussing all of the inside and outside areas
2. All floors should be swept before leaving.
3. All Garbage should be Removed
4. Only Finger Foods allowed inside the Chapel, no cooking is allowed inside.
5. No Coolers, Catering Boxes, Etc. on wooden floors without proper coverings.
6. A final walk through with the caterer is required two weeks prior to the event.
7. All equipment used by the Caterer must be removed immediately following the event.

Initials: _____

Date: _____