

Effective date of this document: 11-01-2010

Town of Loxley Facilities

Loxley Civic Center and Loxley Town Hall

Application/Contract Instructions

General Information (An Overview)

- A. About the application** – Follow the instructions completely. If there are any questions call the Loxley Civic Center office for help at (251)964-7733. **Print** all information clearly. The application will act as your contract and will be referred to as *document* for the remainder of the instructions. You must sign the document prior to turning it in. Unsigned documents will not be considered. Only turn in the section marked “Application/Contract.” Do not turn in these instructions. Keep them for your records.
- B. Deadlines** – The completed document must be submitted to the Loxley Town Hall no less than thirty (30) days prior to the date(s) requested for use of a facility. **50% of all fees are due** when the document is turned in. All money paid to the town for the rental of one of the facilities will be with an approved personal check, certified check, money order, or cash. At this time, the Town does not accept credit card payments. **The remainder of the lease fees/damage deposit is due no later than seven days prior to the requested date(s).** All fees will be paid at the Loxley Town Hall or sent via mail to:

Loxley Civic Center Rental (or Loxley Town Hall Rental)
attn: Accounts Receivable
P. O. Box 9
Loxley, AL 36551.

- C. Process** – You may not submit an application/contract for a date that has not been pre-approved by the Loxley Civic Center Director or Events Coordinator. Your application will be denied. Once a date has been agreed upon, the person or group leasing the building (Lessee) will fill out the application, sign it, and submit it with the appropriate money to the Loxley Town Hall. The Loxley Civic Center does not have the means to accept money or to issue receipts.

Once the signed document has been accepted by the Town, the mayor will approve or disapprove the rental. Upon approval the document will be sent to the appropriate department for processing. Civic Center rentals will be coordinated by the Loxley Civic Center Director. Town Hall rentals will be coordinated by the Loxley Town Clerk’s office. If the document is disapproved all money paid to the Town will be refunded to the applicant.

- D. Event Day** – Event Day is defined as being an agreed upon period of time that the Lessee has secured for an intended activity. The use of the facility outside these agreed upon hours will have additional fees assessed. Additional hours of use must be specified and approved prior to this document being turned in. Hours of use not agreed upon by both parties will result in the loss of the damage/key deposit. **The use of the Loxley Civic Center after midnight requires special permission. The Town Hall cannot be rented after midnight.**

Additional Hour Rates:

Hours outside the contracted twelve hours on the day of the event:	\$15.00 per hour
After midnight hours:	\$35.00 per hour
Non-contracted hours:	Loss of Deposit

Effective date of this document: 11-01-2010

- E. Security Requirement** – Specific functions require the Lessee to have a police officer present during the event. The Civic Center Director will provide security for the event at the expense of the Lessee through the Loxley Police Department. The Lessee will pay additional fees to the Town of Loxley to cover the expense of police officer(s) wages, estimated patrol car expenses, fuel and equipment rental. Presently that rate is \$35.00 per hour. Fees must be paid prior to the event.
- F. Technical Requirement** – The Loxley Civic Center can provide specialized lighting, sound and visual equipment. If the Lessee desires to use this equipment, an approved, specialized technician may be needed. The Civic Center will provide the technician at the Lessee's request. It is the responsibility of the Lessee to compensate the technician at an agreed upon rate.
- G. Application and Fees** – All individuals intending to use the Loxley Civic Center or Loxley Town Hall **must** fill out this document. The document may refer to single or recurring use. **The fees set by fee schedule attached to this document are non-negotiable.** The Loxley Civic Center has set fees for the use of its facilities that are below average for similar locations. Arrangements may be made for those groups who schedule multi-meeting or recurring functions. Any special arrangements must be made through the Civic Center Director and approved by the Mayor.
- H. Refund Policy – *READ THIS THOROUGHLY!***

 - a. If the application is denied, all money paid will be refunded.
 - b. If the user withdraws the application prior to thirty (30) days of the event, all money will be refunded.
 - c. If the event is cancelled less than thirty (30) days, but prior to fifteen (15) days, a 25% handling fee will be assessed.
 - d. If the event is cancelled less than fifteen (15) days, but prior to seven (7) days, a 50% handling fee will be assessed.
 - e. If the event is cancelled less than seven (7) days, all money paid is forfeit.
 - f. If the event is cancelled by the Town of Loxley, a natural disaster, or other act of God, all monies will be refunded.

Civic Center

Kitchen Use

- A.** The kitchen is licensed by the Alabama Department of Public Health as a full service kitchen. The city's insurance company, however, limits the use of cooking and preparing food in the kitchen. Since there is not a commercial vent hood, fryers cannot be used. Meats must be prepared elsewhere. An event may bring grills to cook on the lawn adjacent to the facility. Other foods may be prepared in the kitchen using methods provided by the center.
- B.** The kitchen consists of the following items: Commercial refrigerator, large capacity freezer, convection oven, six eye stove plus griddle with dual ovens, bread and food warmer, stainless steel preparation tables, microwave, three compartment steam table, tea maker, three compartment stainless sink, hand washing sink, coffee makers, tea maker, and 500 lb. capacity ice machine.
- C.** The user is responsible for supplying all serving utensils, preparation items, serving bowls, cooking and warming pots, flatware, table cloths, paper goods, coffee and condiments. The Civic Center Director will advise the user on locations to secure necessary supplies.
- D.** The Loxley Civic Center does not provide a food service. If the event requires the use of a caterer, one must be secured by the Lessee. **ALL CATERERS MUST BE APPROVED BY THE CIVIC CENTER.** The Director has a list of approved caterers.

Security

Certain events require the Lessee to have on-site law enforcement for the duration of the event. This law enforcement presence will be provided by the Loxley Police Department. If Loxley is unable to provide proper security for the event, they will contact the Sheriff's Department as another source of manpower. If unavailable, the Civic Center Director will make provisions for the security through alternative means. The Civic Center Director is responsible for securing the appropriate law enforcement officers for each event that requires security. The event sponsor will be invoiced via the contract at a rate of \$35.00 per hour per police officer.

Types of Events Requiring Security

- **Any event serving alcohol** is required to have security. It does not matter the quantity or type of alcohol being served; any alcohol for any reason requires security. The Civic Center Director will confer with the Chief of Police on the number of officers required based on the type of event and the number of people expected. Normally, one officer is needed for every one hundred persons consuming alcohol.
- **Any event in which the majority of the participants are teenagers** is required to have security. A majority is considered seventy-five (75%). The Civic Center Director will confer with the Chief of Police on the number of officers required based on the type of event and the number of people expected. Normally, one officer is needed for every one hundred teenagers.
- **Any event that elicits emotional responses from its participants is required to have security.** A ticketed event such as wrestling that purposely intends to get audience participation as part of the show is an example of this particular type of event. Rallies and speeches in which the event sponsor intends to give the participants the ability to express controversial viewpoints are also required to have security. Examples of these kinds of events might be pro-choice/anti-abortion rallies or speeches that are intended to inform, but might inflame civic passions. Political rallies where all candidates running for offices have been invited to speak are also required to have security.

Types of Events Security is Suggested, but Not Required

- It is suggested that any event that leaves valuables, merchandise, and other property in the center overnight have security. The Town of Loxley is not responsible for lost and stolen personal or corporate property of any kind. The Town does not have insurance on the building for this purpose. The event sponsor may choose to sit with property overnight or may select other affiliated persons to do so. If this is the case, the Civic Center Director must be made aware of the intentions to alert the Loxley Police Department. Event sponsors may not hire security firms or police officers from other departments to sit as security at the Loxley Civic Center. If the event sponsor determines the need for security, the Civic Center Director will contact the Loxley Police Department to secure officers for the task.

Penalties for Failing to have Appropriate Security

- For events requiring security where no incident takes place, but it is found that the Lessee is in breach of contract, the Lessee will lose the damage/key deposit.
- For events requiring security where an incident takes place, the Lessee is responsible for the actions of the participants. The police will determine what action to take.
- For events not requiring security, but security is suggested, the Lessee will take complete responsibility. The Town will not be held liable for any loss when security has been recommended.
- Any violation of the policy will result in the Lessee not being able to lease the building in the future.

Event Liability Insurance

The Town of Loxley holds liability insurance on the property, the safety and the condition of such. It is not liable for any actions created by persons holding special events at the Civic Center. There are some events that will not be allowed to be held on the premises of the Loxley Civic Center or at the Loxley Town Hall unless they hold event specific insurance.

Events Requiring Liability Insurance

- Any event in which the participants have any chance of being injured because of the nature of the event. Wrestling; martial arts competitions; woodworking demonstrations; shows dealing with chemicals, pesticides, or fertilizers; shows exhibiting or selling guns and ammunition; power tool demonstrations; or any event requiring the movement of vehicles or machinery are examples. The Civic Center Director will determine if an event needs event insurance. The Lessee may contact the Civic Center Director for a list of insurance companies in the area that supplies event liability insurance.
- Any event or show in which the event sponsor will have collectibles that have a large monetary value. Coin and money shows; antique shows including automobiles, guns, or furniture; etc. need to have event specific liability insurance.

Events Not Requiring Liability Insurance

- Town sponsored events; plays; dances; senior events; recurring exercise classes; ballroom dance classes; etc. do not need event specific liability insurance. Privately led classes may want to consider their options.

Setup and Cleanup of All Facilities

It is the responsibility of the event sponsor or Lessee to set up for an event, including furniture. The Civic Center will provide the necessary furniture and equipment, if available. Setup assistance may be secured from the Civic Center Director for a nominal fee (See Fee Schedule) or by making arrangements with contract individuals not supplied by the Civic Center. It is the responsibility of the event sponsor or Lessee to make sure all paper and food items are appropriately disposed of at the end of the event. Trash items will be taken to the dumpster at the north end of the parking area. The kitchen will be free of all food items and the refrigerator will have all event food items removed. The center will provide trash bags and janitorial items to help in the general cleanup. The Civic Center crew will take down furniture items and clean the floors, bathrooms, foyer, kitchen floor, etc. End of event cleanup is the responsibility of the event sponsor or Lessee. The town meeting hall will be cleaned as found. Failure to comply with this section will result in a loss of a portion, if not all, of the damage/key deposit.

Alcohol Use at the Civic Center (Not allowed at the Town Hall).

- Alcohol may be served at the Civic Center upon approval.
- Alcohol **MAY NOT** be sold at the Civic Center. There is no way to secure a temporary liquor license in Loxley. A restaurant's liquor license is not transferrable from the primary location of the business.
- **ANY** alcohol related event requires one security guard for every one hundred (100) persons consuming alcohol. The event sponsor or Lessee is responsible for notifying the Civic Center Director so that arrangements can be made to have security on premises during an event.
- Any damage incurred, on premises or in the parking area, is the responsibility of the event sponsor.
- Alcohol is prohibited at any event where children are present unless the event is a family reunion.

Teen Specific Events

Teen specific events are those identified by the event sponsor to be primarily for persons between the ages of twelve (12) and twenty (20). It shall be determined by the Civic Center Director how many adults will be required to be present during the event. Although the Loxley Civic Center allows teen specific events to be held, there are several guidelines and requirements for the person holding a teen specific event.

- The Civic Center Director or his/her appointed designee will check the party to determine if these guidelines are being followed.
- Security is required for any teen event having more than twenty-five (25) teen age participants. One policeman is required for every one hundred (100) teen participants.
- There has to be one (1) adult on premises for every four (4) teenagers. An adult is considered to be anyone twenty-one and older.
- If an incident occurs that the police feels threatens the safety of participants in the event, the event sponsor or Lessee must agree to shut the party down.
- No alcohol can be on the premises during a teen specific event.
- No one under the age of twenty one (21) may lease the Loxley Civic Center.
- The first sign of drugs or alcohol in the parking area will give reason to shut down the teen event and all parties associated with the offense will be arrested.
- Music played inside the building will be controlled and will not consist of a volume that will disturb the local citizens who live around the Civic Center.
- Failure of the event sponsor or Lessee to control the teen specific event causing damage to the facility or the surrounding properties will lose all deposits. Any damage caused that is monetarily above the amount of the damage deposit will be assessed and billed to the Lessee.

Recurring Events, Ticketed Events, and Business Meetings

Recurring events are those functions that occur on a regular basis. Recurring events can be meetings, exercise classes, senior functions, dances, plays, concerts, etc. A recurring event is one that will be held more than once over a period of several days or periodically, once a month or once a week.

Ticketed Events are those events that sell admission.

- Recurring Events are charged 15% of the total amount of money collected for the event.
- Ticketed Events are charged a usage fee of \$250.00 plus a \$200.00 key deposit (that will be returned at the end of the event) per reserved date, plus 10% of the total ticket sales. The minimum fee for the usage of the building is \$250.00. The Civic Center Director and the Event Sponsor will agree on how to determine how many tickets are sold.
- Property owner associations and other meetings occurring in the evening that do not charge a fee for their service will be assessed a usage fee of \$50.00.
- Local businesses that hold periodic events will be charged a \$50.00 usage fee for the small meeting room and a \$100.00 usage fee for the large meeting room. This fee is not intended for one time uses or parties. This fee is intended to offset the cost of utilities and paper items in the restrooms.

Effective date of this document: 11-01-2010

Billiard and Craft Room Usage

- The Civic Center has two rooms on either side of the stage that may be used upon request.
- Children and teens are not allowed in the rooms without adult supervision.
- The billiard table cannot be used without adult supervision.
- Damage policy applies to items in these rooms: pool sticks, balls, rack, felt on table, water damage, art supplies, etc.

Key/Damage Deposit Policy

The damage deposit is set as a deterrent and will be completely reimbursed if the following occurs.

- The key is returned.
- The facility is cleared of trash, used paper and food by either the Lessee or contracted designee.
- No physical portion of the facility is damaged (*Additional money may be assessed if large damage occurs*).
- None of the facilities food items or perishables are damaged by an act of the Lessee or the Lessee's representatives. (*Example: Food loss due to the freezer being left open Additional money may be assessed if large damage occurs*).
- If upon the final check out inventory, none of the Civic Center's kitchen equipment is missing.
- None of the audio/visual equipment supplied by the Civic Center is damaged or stolen.
- The alcohol and security policy is followed.
- The contract is followed by the Lessee (event sponsor).
- The deposit will only be returned to the Lessee unless the Lessee requests the deposit be sent to someone else.

The Civic Center Director will go over the application, the facility and its equipment operation with the Lessee (event sponsor) to insure that the Lessee has a working knowledge of the facility, understands the expectations of the Town, and understands what is expected at the end of an event.

Smoking Policy

The Town of Loxley has implemented "An Ordinance Prohibiting Smoking in the Workplace and Public Places." The ordinance "No. 2008-18" can be found on the Internet at www.townofloxley.org. To summarize, the ordinance simply states that there is no smoking in public buildings or within fifteen (15) feet of any door.

Cancellations

If the Lessee cancels the event, the Lessee must reimburse the Town for any and all expenses incurred by the Town on behalf of the Lessee. The Town will reimburse any money paid by the Lessee according to the schedule set under "General Information, Section H."

The Town has a right to cancel an event in cases of natural disaster or emergencies and require the Lessee to immediately vacate the premises or to take any action that may be deemed appropriate at the discretion of the Town. In cases involving emergencies, when an event is cancelled, all money paid to the Town will be reimbursed to the Lessee unless the Lessee is the direct cause of the emergency.

The Town has the right and responsibility to cancel any event deemed obscene, contrary to community standards, out of control, or simply in breach of contract. All monies will be reimbursed with the exception of cancellations due to breach of contract. This includes use of the building for events that were changed without the Civic Center Director being informed and the new use reviewed and approved.

Effective date of this document: 11-01-2010

Acceptance of the Facility

The Lessee will meet with the Civic Center Director or the Civic Center Director's designee to accept the conditions of the building, its equipment, and condition. This meeting will take place prior to the event either on the day of the event or the workday (Monday – Friday) preceding the event. It is the responsibility of the event sponsor/Lessee to communicate with the Civic Center Director if the facility is not acceptable for the intended use. All decisions concerning the appropriateness for the use of the facility will be made jointly by the Director of the Civic Center and the Lessee before the event takes place. If the event sponsor/Lessee accepts the building as is presented, it will be determined as such by the Director. No money will be refunded if the building is accepted.

Decorating the Civic Center

- A. The Lessee will submit a plan for any decorations that are not free standing to the Civic Center Director for approval before any such decorations are installed.
- B. No holes may be drilled in the walls, floors, or other parts of the building.
- C. No nails, hooks, tacks, or screws may be driven into any part of the Civic Center.
- D. **Absolutely no tape** or other adhesive can be affixed to the walls, ceilings, or floors of the Civic Center.

Control of the Premises and Keys

- A. The premises, including all keys to the facilities, are at all times under the control of the Town of Loxley. Simply stated, if the Town says to shut down an event the Lessee is responsible to do so.
- B. The Town will provide one key to the Lessee that will unlock the entrance doors to the building. The Lessee is responsible for picking up the key by 4:30 PM on the work day (Monday – Friday) prior to the event.
- C. No copies of the key are allowed.
- D. Reimbursements of damage/key deposit will not be made until the key is turned in as per the key policy.
- E. Loss of the key by the Lessee will result in forfeiture of the damage/key deposit as all the locks will have to be replaced.
- F. At completion of an event the Lessee will make sure all doors to the facility have been locked, the refrigerator and freezer doors have been secured and all items belonging to the Civic Center are back in place.

Effective date of this document: 11-01-2010

Additional Information

Multiple events may be scheduled in the Loxley Civic Center during the regular week. No more than one event will be scheduled during any eight hour period on the weekends. In other words, an activity wishing to use the facility in the early morning to early afternoon on a Saturday or Sunday would have no bearing on an event scheduled for the evening. If the event requires additional time to prepare, however, the facility will be scheduled for a single event on those days. An example of an event that would take extra time to prepare would be a wedding reception. A meeting in the small meeting room, held in the morning, would not, however, affect the setup for an event held in the main auditorium.

The fee schedule varies depending on where the applicant/event sponsor or business is located. Local residents get a break because they pay taxes and purchase utilities from the Town of Loxley. Many of our neighbors in Baldwin County purchase goods and services from businesses located in Loxley. Meeting space is available for businesses during the week. All businesses and property owner's associations are required to pay a usage fee to help offset the cost of utilities and supplies used at the Loxley Civic Center. Evenings and weekends, however, are considered prime lease times and must be priced accordingly. Because of logistical demands presented when preparing for a business event, the primetime cost to businesses to lease the building is higher than that of the individual.

Town Hall

Special Circumstances

The Town Hall is similar in many ways to the Civic Center. There are, however, certain aspects that differ.

- A. No food or drink is allowed at the Loxley Town Hall.
- B. No parties of any kind are allowed.
- C. No alcoholic beverages may be served.
- D. All setup and cleanup is the responsibility of the Lessee.
- E. There is no stage area available for performances.
- F. Only the main auditorium is available for lease.

Filling Out the Document

Fill out the accompanying document completely making sure all required information is included. Sign and date the last page. Take just the document and the required down payment to the Loxley Town Hall or mail it to the address provided. Make sure you have put Attn: Accounts Receivable in the address. Once the payment has been posted, your application will be forwarded to the Civic Center Director for processing. You will be notified within the week whether your application was accepted or not. **Only Documents completed properly, signed and dated will be processed.**