



Indoor/Outdoor Rental Agreement

P.O. Box 1419, Pelham, Alabama 35124 | 205.620.6426

Facility Space	Cost	Security Deposit
Multipurpose room - Seats up to 60 w/ tables and chairs. Up to 80 w/ only chairs - classroom style	\$75 per hour	\$25 deposit
Two Regulation Size Basketball Courts	\$200/Hour or \$750	\$50 deposit
One Regulation Size Basketball Court	\$140/Hour or \$500	\$50 deposit
Depot Conference Room - Seats up to eight (8)	\$40/hour	\$25 deposit
Four Beach Volleyball Courts	\$100/2 hours or \$600	\$25 deposit or \$200
Two Beach Volleyball Courts	\$50/2-hour block or \$300	\$25 deposit or \$50
Fun Go Holler Baseball/Softball Field	\$80/2-hour block	\$25 deposit
Football Field - Game or Practice	\$40/hour or \$300/day	\$25 deposit or \$50
Parking Lot 1: Volleyball Courts 80 parking spaces + four (4) handicap spaces	\$200/hour	\$50 deposit
Parking Lot 4: Recreation Center 112 parking spaces + five (5) handicap spaces	\$400/4-hour block	\$50 deposit
Parking Lot 5: Football/Tennis Center 92 parking spaces + four (4) handicap spaces	\$400/4-hour block	\$50 deposit
Parking Lot 6: Football Practice Field 23 parking spaces	\$150/4-hour block	\$50 deposit
Parking Lot 7: Baseball/Softball Fields 5 and 6 72 parking spaces + three (3) handicap	\$400/4-hour block	\$50 deposit
Parking Lot 8: Back Parking Lot 167 parking spaces + three (3) handicap spaces	\$150/4-hour block	\$50 deposit
Dog Park Gravel Parking Lot Approximately 40 spaces	\$150/4-hour block	\$50 deposit

Staffing

Pelham Parks & Recreation provides one full-time and one part-time staff member to help with the disposal of trash and field setup and/or maintenance. Additional staff members may be requested at an additional rate of \$30/hour.

Event Times

The duration of the event, including setup and breakdown, is outlined in this agreement and must be adhered to. If the event does not end at the agreed-upon time, a fee of \$50.00 per additional hour will be applied.

Payment

A deposit is required at booking to guarantee the desired space. Full payment for the rental space is due the day of the event. Pelham Parks & Recreation requires that a credit card be placed on file at the time this agreement is signed. We accept CASH, CHECK, VISA, MASTER CARD, DISCOVER CARD, and AMERICAN EXPRESS. A processing fee of 3% will be charged as a separate transaction on your credit card statement and will not appear on your final invoice.

Miscellaneous

Inflatables and bounce houses are allowed but require liability insurance with the City of Pelham listed as an additional insured. Table clothes and table decorations are allowed. Wall decorations and glitter are prohibited. Please dispose of balloons properly and do not release them into the air. Please dispose of all food, beverages, and decorations. Any trash must be placed in the provided trash cans.

Food

Outside food and beverages are allowed, including food trucks. **Alcohol is strictly prohibited.** Fire, flames, and/or other flammable devices are prohibited. Pelham Parks & Recreation and the City of Pelham are not responsible or liable for food preparation, food serving, or illness caused by food served at private events. NOTE: All food trucks must have a Pelham Business License. Documentation MUST be given to Pelham Parks & Recreation prior to the event. An Additional fee to utilize the parking lot may apply.

Cancellation/Refund Policy

30 Days or more	100% Refund
29 Days or less	Deposit Forfeited

A 100% refund will be issued for cancelations by Pelham Parks & Recreation for any reason. For cancellations, please contact Parks & Recreation Supervisor.

Damage

The client assumes full responsibility for the space being rented and agrees to pay Pelham Parks & Recreation and the City of Pelham for any and all damage or loss caused by the client/user and of customer/user's guests, invitee and/or any person or organization contracting with the client/user to provide any service or goods before, during or after the function, or by any other person or persons on said premise attending or because of client/users event. The client/users shall indemnify and hold Pelham Parks & Recreation and the City of Pelham safe and harmless for damage or liability for damage or injury to the person or property of Pelham Parks & Recreation and the City of Pelham, or any other person or entity. The client must submit a copy of liability insurance listing the City of Pelham on the policy or purchase a one-day special event policy. If the event exceeds 100 attendees, the client must submit this information to Pelham Parks & Recreation at least two weeks prior to the event.

Inclement Weather

Pelham Parks & Recreation and/or City of Pelham staff reserves the right to close any and all outdoor areas due to inclement weather and unplayable or unsafe conditions.

Conduct

Pelham Parks & Recreation and City of Pelham staff reserve the right to remove any person(s) associated with an event whose behavior is unbecoming and violates the City of Pelham's Code of Conduct.



Rental Agreement

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DATE RECEIVED: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

EVENT DATE(S): _____

EVENT START TIME: _____ EVENT END TIME: _____ ESTIMATED ATTENDANCE: _____

CREDIT CARD NUMBER LAST 4 DIGITS: _____

EXPIRATION DATE: _____ CCV: _____

SPACE REQUESTED

- | | | |
|--|---|---|
| <input type="checkbox"/> Multipurpose Room | <input type="checkbox"/> Fungo Holler Baseball/Softball Field | <input type="checkbox"/> Beach Volleyball Court
2 or 4 courts? _____ |
| <input type="checkbox"/> Depot Conference Room | <input type="checkbox"/> Football Field | |
| <input type="checkbox"/> Outdoor Basketball Court
1 or both courts? _____ | <input type="checkbox"/> Parking Lot
Which one? _____ | <input type="checkbox"/> Indoor Basketball Court
1 or both courts? _____ |
| <input type="checkbox"/> Other (If other, please explain) _____ | | |

PURPOSE OF THE EVENT

- | | |
|---|---|
| <input type="checkbox"/> Private Event | <input type="checkbox"/> Travel Ball Practice |
| <input type="checkbox"/> Meeting/Seminar | For Multi. Travel Ball Practice dates _____ |
| <input type="checkbox"/> Other (If other, please explain) _____ | |

Event Space Set-up (tables & chairs):

SIGNATURE OF APPLICANT

DATE