

SPRINGDALE
521 East Three Notch Street, Andalusia, Alabama 36420

PERMISSIVE USE AGREEMENT

Date of Event _____

USER'S Name _____

Address _____

City _____ State _____ Zip Code _____

Contact Person _____

Home Telephone: _____

Work Telephone: _____

Cellular Telephone: _____

E-mail _____

Bride: _____

Groom: _____

Location & time of vows: _____

PLEASE NOTE:

Hours of Operation for Springdale:

Monday – Thursday: 9:00 am – 10:00 pm

Friday, Saturday, & Sunday: 10:00 am – 11:00 pm

Rental rates given are for the above hours only.

**Any additional hours must be approved by the
City of Andalusia.**

Type of Event _____

“Introductory Rates”

MAIN HOUSE USE FEE: (per day) \$ _____

Friday, Saturday, or Sunday: \$375

Monday – Thursday: \$225

Hourly rate (3 hr min.): \$50 per hour

CARRIAGE HOUSE: (per day) \$ _____

(includes use of prep kitchen)

Fri/Sat/Sun: \$175

Monday – Thursday \$125

GROUNDS ONLY* (per day) \$ _____

Fri/Sat/Sun: \$100

Monday – Thursday: \$75

Additional Hours - \$25 per hour

*There are three outdoor areas that may be rented.
See diagram. Some outdoor areas may be rented
simultaneously and some may preclude other areas
from being rented. Restroom use included.

ALL OF THE ABOVE: (per day) \$ _____

Fri/Sat/Sun \$600 Package

Monday – Thursday \$450 Package

PORTABLE DANCE FLOOR: \$100 \$ _____

FURNITURE SETUP

& BREAKDOWN*: (per event) \$200 \$ _____

Includes: 120 folding chairs

20 round tables (60")

8 round tables (46")

12 cocktail tables (33")

4 rectangle tables (6')

Chair(s): # Inside* _____

Outside _____

Table(s): # Inside* _____

Outside _____

FURNITURE RENTAL: (per event)

Tables: 20 Round (60"): \$10 each \$ _____

8 Round (46") \$10 each \$ _____

12 Cocktail (33") \$5 each \$ _____

4 Rectangle (6') \$10 each \$ _____

Chairs: 120 white folding \$1 each \$ _____

OTHER: _____ \$ _____

TOTAL SPRINGDALE USE FEE \$ _____

DAMAGE DEPOSIT: \$500

See Springdale use rules #6, #13 & #15

SECURITY: (Uniformed Police) \$ _____

\$25 per hour

See Springdale use rules #9 & #17

Make payment to: _____

Subject to the USER’S compliance and agreement with the terms and conditions outlined below, including the attached *Springdale Use Rules*, The City of Andalusia hereby gives the undersigned USER permission to access and use SPRINGDALE on the date and for the Event shown above.

The Use Fee reserves the use of the MAIN HOUSE or DESIGNATED AREA for the hours shown on the previous page, which includes preparation and set-up time, event time, and clean up. Event time requirements will be reviewed at the time of final payment.

A request by the caterer or florist to enter the premises prior to the reserved time for the event will be honored if the USER agrees to pay for the additional hour(s). The cost charged for “additional hours” is outlined on the previous page.

IN ORDER TO RESERVE AN EVENT DATE, a minimum payment of **TWENTY FIVE PERCENT (25%) of TOTAL USE FEE MUST BE PAID AT THE TIME THIS AGREEMENT IS SIGNED**. If the event is cancelled, the amount of the refund will be determined as follows: cancellation more than ninety (90) days prior to the event date, one hundred percent (100%) of reservation and use fees previously paid will be refunded; cancellation between ninety (90) days and forty-five (45) days prior to the event date all fees previously paid will be forfeited; cancellation less than forty-five (45) days of the event date, a penalty of \$250.00 will be assessed by the CITY.

THE TOTAL SPRINGDALE USE FEE MUST BE PAID IN FULL AND RECEIVED BY THE CITY thirty (30) days prior to the Event date (_____ is full payment date). If the balance of the SPRINGDALE Use Fee is not received by the payment date specified above, the CITY OF ANDALUSIA will immediately release the reserved premises for use on the reserved date by another party and the penalty stated above will be assessed and retained by the CITY.

THE TOTAL SPRINGDALE DAMAGE DEPOSIT of FIVE HUNDRED DOLLARS (\$500) MUST BE PAID IN FULL AND RECEIVED BY THE CITY seven (7) days prior to the Event date (_____ is full payment date). If the SPRINGDALE Damage Deposit is not received by the payment date specified above, the CITY OF ANDALUSIA will immediately release the reserved premises for use on the reserved date by another party and the Use Fee penalty stated above will be assessed and retained by the CITY accordingly.

All received Damage Deposit(s) will be held by the CITY and returned to the USER *IF NO DAMAGE OCCURS*. **THE CITY WILL ASSESS THE SPRINGDALE PROPERTY IMMEDIATELY FOLLOWING AN EVENT TO DETERMINE THE DAMAGE DEPOSIT REFUND. THE DAMAGE DEPOSIT (\$500) WILL BE RETURNED, IN FULL, TO THE USER WITHIN TEN (10) DAYS OF THE EVENT DATE, IF NO DAMAGE IS DETERMINED.**

THE ATTACHED *SPRINGDALE USE RULES* ARE A PART OF THIS AGREEMENT and the USER, all guests at the Event and vendors associated with the Event must comply with the *Springdale Use Rules*. The USER will be responsible for the conduct and actions of the guests, caterer, photographer, florist, musicians, and anyone attending the Event. **THIS AGREEMENT AND THE SPRINGDALE USE RULES HAVE BEEN READ CAREFULLY AND IT IS UNDERSTOOD THAT ALL USE RULES WILL BE ENFORCED.** The undersigned acknowledges receipt of a copy of the *SPRINGDALE USE RULES*.

Signature of USER

Signature of City Clerk – Treasurer

Date: _____

QUESTIONS? -- Call (334) 428-1131

vanessa.nelson@cityofandalusia.com

TOTAL USE FEE TO BE PAID: \$ _____

	<u>Amount</u>	<u>Check #</u>	<u>Receipt #</u>	<u>Date</u>	<u>Received By</u>
REQUIRED RESERVATION FEE OF Twenty-five (25%) percent of total fees:	\$ _____	_____	_____	_____	_____
Balance of Use Fee(s):	\$ _____	_____	_____	_____	_____
Damage Deposit:	\$ _____	_____	_____	_____	_____

Director: _____
Name Telephone

Photographer: _____
Name Telephone

Caterer: _____
Name Telephone

Videographer: _____
Name Telephone

Cake: _____
Name Telephone

Bartender: _____
Name Telephone

Florist: _____
Name Telephone

Music/DJ: _____
Name Telephone