Alabama Veterans Museum & Archives Event Venue Rental

114 W. Pryor Street
Athens, AL 35611
Phone: (256) 771-7578
Info@alabamaveteransmuseum.com

Sndy6732@gmail.com

Office Hours: Monday-Saturday, 7:00AM-3:00PM

Hours of Operation rented from 8:00 AM until 12:00AM
(Midnight) Monday through Saturday.

The Alabama Veterans Museum Event Venue is a versatile facility owned and operated by the Alabama Veterans Museum that is ready to accommodate a wide variety of events including banquets, reunions, wedding receptions, business seminars, employee training, arts and crafts shows, and even musical events. The center is a single multi-purpose room that can handle groups up to 500 persons, and also contains an all-electric catering kitchen. The facility is ADA compliant. All Renters of the Event Center shall enter into this Rental Agreement for use of the Event Center and its premises, and be subject to the policies, terms and conditions of herein in addition to any other requirements of law or Limestone County, Alabama.

 **FEE SCHEDULE**

**Sunday – Thursday**

First Hour $200.00

Each additional hour $ 75.00

Security Deposit $150.00

**Friday and Saturday**  $250.00 per hour

All day fee (8 a.m. to 12 a.m.) $2,200.00

Security Deposit $300.00

Security deposit is due upon signing of contract. This check is to ensure clean up etc.

Balance of rental fee is due no later than 14 days prior to event date.

Deposit will be forfeited if event is cancelled within 24 hours of start time.

Access to venue will begin one hour prior to event start time. If more time is required for set up, it must be included in rental time.

All items must be removed and venue cleaned within 2 hours of event conclusion, unless expressly written in this agreement.

Fee includes use of tables and chairs. (42) 60” (20) 65” tables

Children must be supervised in facility at all times.

**Alabama Veterans Museum & Archives**

**Rental Application**

**Renter Name (Full Legal Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Renter Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Renter Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Renter Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time event will begin/end: from \_\_\_\_\_a.m./p.m. to\_\_\_\_\_a.m./p.m.**

**Total hours rented: \_\_\_\_\_\_\_\_\_\_\_**

**Event Rental Fee Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deposit of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_collected on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(This deposit is to hold the venue and ensure cleanup, does not apply to actual rental fee)**

**Total rental fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Balance to be paid on or before: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approximate number attending:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will you need tables and chairs? Yes / No**

**If center tables/chairs are used, tablecloths must be provided.**

**Will your event require use of our sound system? Yes/No**

**(Upcharge will apply accordingly)**

**Will your event require use of our projection system? Yes/No**

**(Upcharge will apply accordingly)**

**Kitchen? Yes/No**

**Caterer Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Caterer Contact Name and Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All set up, tear down and clean up will be completed by renter.**

**To receive a full refund of the deposit the following conditions must be met:**

1. All keys returned

2. Kitchen and restrooms are clean.

3. Tables, countertops and chairs are clean.

4. Floors are clean.

5. Empty ALL trash into the dumpster outside.

6. Brooms/mops may be found in utility closet by bathrooms. (Please do not leave water in mop bucket.)

7. Outside area cleaned (**No Cigarette Butts on ground!)**

**I have read and understand the contents of the rental agreement and under those terms take full responsibility for the condition of the building and grounds during the specified contract period. I also understand I am responsible for the cleaning, repairs and or replacing of any property missing or damaged during the rental of the facility.**

**Alabama Veterans Museum & Archives, Lessor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Lesee.**