

North Alabama Agriplex Heritage Center Use Agreement

This Agreement made and entered into by and between the North Alabama Agriplex board and

\_\_\_\_\_, thereafter referred to as "Second party".

Heritage Center rents for \$20 per hour or \$100 for the day with a refundable deposit of \$20. The Poultry and Egg Pavilion rents for \$120 for one hour, \$140 for two hours, \$160 for three hours, \$180 for four hours, or \$200 for the day with a \$50 refundable deposit fee. The building rental is included for access to the bathrooms and classroom facility. Outdoor Kitchen is an additional \$15.

The North Alabama Agriplex Board is responsible for the Heritage Center and the Pavilion, and is willing to lease the Heritage Center and Pavilion to be used by the second party for the purpose of

\_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

On \_\_\_\_\_.

It is mutually agreed by the North Alabama Agriplex Board and the second party that:

1. Second party may use premises during the hours and dates mentioned above.
2. Second party agrees to pay the North Alabama Agriplex Board the total rental price of :
  - \$ \_\_\_\_\_ Rental Fee
  - \$ \_\_\_\_\_ Previous Day Setup Fee
  - \$ \_\_\_\_\_ Deposit
  - \$ \_\_\_\_\_ Total Due
3. The rental date will not be secured until the deposit is received.
4. If the facility is required the day before your event for setup, you will have to pay for half the day's rental fee to do so, unless the building is not scheduled and an employee is on premises.
5. Changes or cancellations requires a two week notification or second party will forfeit deposit.
6. The second Party will responsible for any personal or facility damage. If the Heritage Center and/ or the Pavilion is left in satisfactory condition the \$20 and/ or \$50 deposit will be refunded.
7. It is agreed that the consumption of alcoholic beverages and smoking is prohibited. If this rule is violated, the event will be cancelled and violators will be prosecuted.

Approved: \_\_\_\_\_  
(North Alabama Agriplex)

\_\_\_\_\_ Date

Partnering Agency – Exempt from some fees (See below)

Any agency that:

- Donates \$250 to the North Alabama Agriplex annually will get one free rental
- Gives in-kind donation of \$250 or more will receive one free rental.
- Provides programming to the North Alabama Agriplex Board will receive one free rentals per program provided.
- Volunteers totaling 15 hours will receive one free rental.
- Any organization that provides a grant or \$2,000 or more at least once every three years will receive 3 free rental per year.

# North Alabama Agriplex Heritage Center Building Request Form

Date - \_\_\_\_\_

Circle : BUILDING or PAVILION

Time - \_\_\_\_\_

Name of Contact - \_\_\_\_\_

Phone Number - \_\_\_\_\_

Address - \_\_\_\_\_

E-Mail - \_\_\_\_\_

Agency or Group - \_\_\_\_\_

Type Event - \_\_\_\_\_

Number of people in group - \_\_\_\_\_

Office Use Only \_\_\_\_\_

Confirmation sent: DATE - \_\_\_\_\_ Initials: \_\_\_\_\_

Fee charged: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Method: Cash Check Amount: \$ \_\_\_\_\_

Participant Number: \_\_\_\_\_

Audiovisual Equipment required: YES NO

Needs: \_\_\_\_\_

Setup: \_\_\_\_\_

The North Alabama Agriplex Heritage Center and outdoor Poultry and Egg Pavilion, 1714 Talley Ho Street, SW, Cullman, Alabama, is now available for rent for events and meetings.

Heritage Center rents for \$20 per hour or \$100 for the day with a refundable deposit of \$20. The Poultry and Egg Pavilion rents for \$120 for one hour, \$140 for two hours, \$160 for three hours, \$180 for four hours, or \$200 for the day with a \$50 refundable deposit fee. The building rental is included for access to the bathrooms and classroom facility. Outdoor Kitchen is an additional \$15.

### **Rental Guidelines**

A contact must be signed by the North Alabama Agriplex Board and the renting agency or group. Payment is due by the day of the rental.

There is a Refundable deposit of \$20 or \$50 that must be received before the rental is reserved. This deposit will be returned after your event, if the building is returned to its previous condition. In order to get your deposit back and use the facility again:

1. **This means all trash is to be removed to the dumpster.**
2. **If chairs and tables were set out, they need to be returned to their original places.**
3. **All large debris and trash needs to be swept and removed from the floor.**
4. **Return the thermostat to previous temperature.**
5. **Turn off lights and lock building, according to staff instructions.**
6. **If the deposit is not returned, due to the condition of the building, your agency or group will forfeit building rental in the future.**
7. **Changes or cancellation requires a two week notification or second party will forfeit deposit, but not future rental**
8. **Renting agency will be responsible for any personal or facility damage.**
9. **This rental does not include access to Red Hill Schoolhouse or Peinhardt Living History Farm building or property. Please stay out of the Red Hill Schoolhouse and Peinhardt Farm!**

The consumption of alcoholic beverages and smoking is prohibited, if this rule is violated, the event will be cancelled and violators will be prosecuted.

If the facility is required the day before the rental event for setup, you will have to pay for half of the day's rental fee to do so, unless the building is not scheduled and an employee is on premises.

75 chairs and 10 lightweight 6 foot tables are available for use. There are additional heavyweight tables and folding chairs if needed. The Heritage Center has an audio visual system with a sound board and speakers, projector, and pull down screen. If your group needs, this equipment please coordinate this with the Heritage Center staff. No laptop computer is provided.

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