



Event Rental Agreement

273 Granade Avenue / Chatom, Alabama 36518 / 251.847.2218 or 251.401.1807 / contact: Alicia Atcheson, wilcoxgallery@gmail.com

Date of inquiry ____/____/____ Date of event: ____/____/____

Contact person: _____ Email: _____

Phone #: (Cell) _____ (Work) _____ (Home) _____

Address: _____

Event Details

Type of Event: ☐ Reception ☐ Cocktail party ☐ Meeting ☐ Wedding ☐ Other _____

Event Time: _____ to _____ (All events must end no later than 11:00 pm)

Person responsible for event & setup: _____ phone or email _____

Please describe the event:

Will admission be charged: ☐ YES ☐ NO

Will alcohol be sold: ☐ YES ☐ NO

Will alcohol be served: ☐ YES ☐ NO

Will alcohol be brought
by people attending: ☐ YES ☐ NO

**Alcohol use is prohibited for events with minors present.*

Terms and Agreements

The Wilcox Foundation staff and board reserve the right to refuse rental of the Wilcox Gallery due to staff availability or other issues.

Any fund-raising function must be sponsored by an organization and must be approved by the Wilcox Foundation. No commercial for profit rentals will be allowed in which items or goods are sold.

Youth clubs reserving the Wilcox Gallery must have their sponsor sign the rental agreement. All functions must have adults present at all times.

Children attending the functions must be supervised at all times by an adult.

In order to obtain entrance to the facility, the renter will need to contact a member of the Wilcox Foundation (phone numbers listed below) and arrange a meeting time to open the facility. No keys will be given to the renter. The Foundation member will be responsible for locking and unlocking the facility.

RESTRICTIONS: Do not attach anything by staples, nails, or tape (including decorations, pictures, banners or flags) to any surface. Do not change or move furniture from any of the rooms, except folding chairs and tables as needed. NO pictures presently hanging in the building can be removed or replaced by the renter.

DAMAGES: Each event must have a designated host or hostess. He/she is responsible for any breakage, loss or damage, as well as the condition in which the facilities and grounds are left. The renter must be present at the event at all times.

EQUIPMENT: A limited number of tables and folding chairs are available for use. The renter is welcome to use the appliances located in the kitchen. Any accessories such as candlesticks, vases, plates, etc., must be furnished by the renter of the facility for their use.

PARKING: Parking for attendees will be on the street, unless otherwise designated: _____

SMOKING: No smoking is permitted inside the house. Please pick up cigarette butts outside if your guests smoke.

SET-UP/CLEAN-UP: Set-up and clean-up is the renter's responsibility. The need for additional grounds keeping or a parking attendant on the date rented is the renter's responsibility. All items are to be removed from the building at the end of the function including items used by a florist or caterer. There may be another function the next day. The Wilcox Gallery is not responsible for articles left in the facility or on the grounds.

There can be no food or garbage left inside the Wilcox Gallery. This includes the refrigerator. Cans for disposing of garbage are located behind the facility. Once clean-up has been completed, the garbage cans are to be taken to the street, so they can be picked up by the garbage service. **If you have more garbage than will fit into the cans you are responsible for taking that with you and disposing of it. If extra garbage is left outside the cans, your deposit will NOT be refunded.**

If you find something wrong at the Wilcox Gallery, please notify the Wilcox Foundation immediately so someone can inspect the problem. If you need assistance during regular business hours, please call 847-2218. If it is after hours or on the weekend you may contact Foundation members: Alicia Atcheson, 401-1827; Susan Turner, 689-7361; or Jackie Davidson, 401-5802.

REFUND OF DEPOSIT: The Wilcox Gallery will be inspected after each event. If the Wilcox Gallery is found to have any damage after your event or any rules are not followed, the deposit will not be refunded. Upon satisfactory inspection, the deposit will be refunded to the renter within one week of the event.

INDEMNIFICATION: The Wilcox Foundation accepts no responsibility for the safety of you or your guests. In the event your or any of your guests have an accident or are injured during your event, you will not be covered by the Wilcox Foundation's insurance.

By signing below, the renter acknowledges reading and understanding the above instructions and does hereby further agree to indemnify and hold harmless the Wilcox Foundation and Gallery from any liability whatsoever for any injury or theft that may occur as a result of the renter's use of the Wilcox Gallery. The renter agrees that all conditions regarding reservations and use of the Wilcox Gallery will be met and accepts full responsibility for any loss or damage during the reservation and promises to pay the Wilcox Foundation for any such damage.

Deposit & Payment

Fees charged for rental shall be as follows:

- Monday - Thursday \$100.00/day 8 a.m.-11 p.m.
- Friday, Saturday or Sunday \$175.00/day 8 a.m.-11 p.m.
- Weekend Package (Fri-Sun) \$300.00

In addition, there is a \$100.00 deposit to be paid at the time the reservation is made to hold the date.

Payment for use of the Wilcox Gallery must be made in advance and in accordance with the fee schedule. Should it become necessary, a refund will be given. Failure to cancel a rental reservation at least 14 days prior to the scheduled event will result in forfeiture of the deposit and any rental fees already paid.

Rental fee for ____/____/____ will be \$_____

Renter _____ Date _____

Wilcox Foundation
Date

If any of the above information you have provided is false, your deposit will not be refunded and/or the event will be closed down by the Chatom Police Department.