Selma-Dallas County Historic Preservation Society (SDCHPS)

Single Event Facilities License Agreement

Event, date, and times: _____

This Single Event Facilities Agreement is entered into by _____
(responsible party)

Mailing address: _____

Cell #: _____ Home #: _____

City, State & Zip: _____

Email: _____ Work #: _____

and the Selma-Dallas County Historic Preservation Society (SDCHPS).

A. SDCHPS will license user the use of space and facilities of Kenan's Mill requested herein on the date and time requested herein. The space and facilities within the building and grounds of the SDCHPS is for only the event described.

B. The event facilities will include the following that are checked on the right:

a.	Wedding Flat Rate on mill side only (Includes bandstand, bathrooms, cottage, and outdoor grounds mill side only)	$500	_____
b.	Rehearsal Dinner, use of Cottage	$200	_____
c.	Outdoor event on mill side only for 50 or less (inc bathrooms & bandstand)	$400	_____
d.	Outdoor event on mill side for over 50 people (inc bathrooms & bandstand)	$600	_____
e.	Additional fee for use of grounds across creek (including charcoal kiln and additional parking)	$500	_____
f.	SDCHPS personnel to open Mill and explain operation	$100	_____
g.	Cottage **only** (limit 25 people) meeting for 4 hours or less	$150	_____
h.	Cottage **only** (limit 25 people) meeting for 4-8 hours	$250	_____
i.	Bus Tours, 20 people minimum, $5.00/person over 20	$100 min	_____
j.	Photography Sessions, 2 hrs. min charge; each additional HR is $25/hr	$50 min	_____
k.	Security Guard—proof of contracted security guard (uniformed deputy or police officer) must be provided for all events where alcohol is served.		_____

All rates above are for 9 am to 9 pm access. $50/hr. beyond those times will be charged.

Facility fee _____

Overage fee _____

Discount _____

Rental fee _____

All garbage must be removed the day of the event or the deposit will be forfeited.

Deposit **$200.00**

Total Due: _____

50% of Total Due: _____ Date Due: _____ Date Paid: _____

Proof of Insurance Provided: Date Due: _____ Date Provided: _____

Final Payment: _____ Date Due: _____ Date Paid: _____

Failure to pay by date due will result in cancellation of booking and forfeiture of deposit.

C. The event will begin and end at the time stated herein: *(time includes prep, decorating time and clean up)*

Date: _____ Start time: _____ End Time: _____

Purpose of the event: *(please provide detailed description)*

_____

_____

The responsible party understands that the facility shall be cleaned **on the same day of the event**. All refuse and garbage must be removed from the premises on the same day to limit vermin and critter access. Everything should be exactly as you found it. **ALL** decorations (including confetti, polyester roses, rice etc.) are to be removed. Failure to do so will result in the forfeiture of the deposit.

The responsible party will make a deposit of **$200** for security of property damage that will be returned unless (1) damage is detected by SDCHPS representative or (2) unpaid rental fees are due.

Insurance: The renter for the event is required to provide proof of event insurance coverage for liability occurring during the rental period. Insurance coverage will include:

a. *Bodily injury (including medical payments and lawsuits)*

b. *Protection against third party bodily injury and property damage, and if alcohol is served, insurance must specifically include alcohol liability coverage.*

c. *Coverage for claims alleging physical damage to the venue*

d. *Proof of coverage must be submitted to the treasurer 30 days prior to the event.*

All users, guests and vendors shall observe all policies of the SDCHPS while using these facilities:

1. The Mill House bathroom is strictly reserved for the use of those renting the house. The barn contains men's and women's restrooms for guests.
2. Renters of the Mill House may use the kitchen for serving during meetings, but you must bring your own ice and coolers.
3. Tables and chairs in the house may not be taken outdoors. Any tables and chairs needed for outdoor use must be provided by the licensee.
4. Bandstand - If utilizing this space, please allow the SDCHPS representative to assist with setup. This includes power, lights, and fans.
5. If alcohol is to be consumed at outdoor events, security officers will be required: One officer for up to 100 people and two officers for over 100 people. (To be paid for by the Licensee, evidence of hiring required.)
6. No overnight camping is allowed.
7. No open fires, flames, fireworks and sparklers allowed anywhere on the premises.
8. No glass containers allowed on grounds at any time.
9. WARNING: Children must be supervised at all times. Absolutely no "horseplay" is allowed on the swinging bridge at any time.
10. Be aware that the creek is a danger. Children must be supervised at ALL times!
11. Pets are generally not permitted, however in consideration of all guests, service animals on a leash will be allowed. If an animal is to be included in a wedding ceremony, prior approval must be obtained before the event.

A 50% payment (rental plus deposits) is required when booking; this amount is refundable minus a $50 processing fee up to 30 days before the event. The remaining balance is due 30 days prior to the event. If inclement weather occurs, an alternate date may be scheduled if available. Failure to pay the balance on time will result in cancellation and forfeiture of deposits.

Cancellation Policy: The SDCHPS reserves the right to terminate this agreement for any of the following: (1) Failure to pay deposits and fees by appropriate dates, (2) Change of intended use of facilities not approved by SDCHPS, (3) Upon notice to the User that the event facilities are required for the purpose of the SDCHPS.

Use of Alcohol: Licensee agrees to comply with all applicable local, state and federal ordinances, statues, laws, and regulations. The SDCHPS in accordance with federal law, forbids the service of alcohol to minors. Any observation of this violation will result in immediate termination of the event. The sobriety of all guests is the responsibility of the User. **If alcohol is served, there must be a licensed uniform security guard present during the entire time of the event.**

Security: The SDCHPS reserves the right to require security for any event.

Legal Issues:

A. This agreement is for the sole benefit of the User and may not be sold or transferred.

B. User agrees that it will indemnify, defend and hold harmless the SDCHPS free and harmless from and against all claims for damages and injuries to persons or property arising out of or in any way connected with the User's acts or omissions by User's officers, agents, employees, and volunteers, vendors, guests, invites in their use and presence in the Event Facilities. User agrees that it will pay all costs of the event and will indemnify the SDCHPS against any claim or lien for unpaid costs.

C. This agreement grants User a license only to use the Event Facilities for the purpose and during the date and times set forth. This agreement is not a lease and conveys to the user no right of possession or other interest in the SDCHPS or the Event Facilities.

D. If legal action is taken by either party in connection with this agreement, the losing party will pay the court costs and legal fees and expenses of the prevailing party. This agreement is governed by the laws of the State of Alabama.

I have read, understand and agree to abide by all of the policies and rules listed in the Kenan's Mill Single Event Facility Rental Agreement set forth.

Applicant's Signature _____ **Date** _____

SDCHPS Representative _____ **Date** _____

Approved by SDCHPS Board Date _____

Wedding Contact Information

Responsible Party/User:_____

Address: _____

Email: _____

Cell Phone Number: _____

Other Contact Information: _____

Bride's Name: _____

Address: _____

Email: _____

Cell Phone Number: _____

Other Contact Information: _____

Groom's Name: _____

Address: _____

Email: _____

Cell Phone Number: _____

Other Contact Information: _____

Wedding Planner: _____ Cell Phone: _____

Email: _____