

**Lakeview Rental Agreement**  
**City of Valley**  
**P.O. Box 186, Valley, Al 36854**

Today's Date: \_\_\_\_\_

Legal Name of Renter: \_\_\_\_\_  
(Verified by Valid Government Issued Photo Identification)

Designee: \_\_\_\_\_ Phone: \_\_\_\_\_  
(If renter cannot be on premises the entire time)

Street Address: \_\_\_\_\_  
City State Zip

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Email Address: \_\_\_\_\_**  
**Your email address is only used to notify you when payments are due & when your deposit is ready for pick-up.**

Rental Date: \_\_\_\_\_ Time (s) Start: \_\_\_\_\_ End: \_\_\_\_\_

Purpose: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Amount of rental: \_\_\_\_\_

Amount Paid including deposit: \_\_\_\_\_ Collected By: \_\_\_\_\_

Rental Amount Paid at time of Reservation: \_\_\_\_\_

Balance Due by: \_\_\_\_\_

In the event of any damage to the property you will be notified in writing and charges will be taken out of your deposit. If damages are more than deposit it will be charged to your checking account or you will be invoiced for the repair of the damages. You will be responsible for any damages occurring and if unpaid collection practices will be enacted under the civil laws of the State of Alabama. In addition, you will be deemed ineligible for further rentals of City of Valley properties.



**Lakeview Property Rules, Regulations, and Rates**  
**City of Valley**  
**P.O. Box 186, Valley, Al 36854**

***Available Rental Times***

Sunday – Saturday  
8:00 am – 12:00 am EST  
Clean-up until 1:00 am  
Note: Time includes Set-Up

***Rental Rate***

\$400.00 per day  
\$200.00 Additional day before/after

***Required Deposit***

\$300.00 cash deposits are held and returned after rental site is inspected)

Half of the rental fee is payable when the reservation is made with other half due one week prior to rental date, with NO exceptions. Deposit is due at time reservation is made and must be paid by cash.

Reservations may be made by check, cash or credit card; please make your check payable to City of Valley. Reservations must be made a minimum of (2) weeks in advance of intended event. Reservations where alcohol is requested must be made thirty (30) days in advance. No reservation will be made until half of fee and deposit are paid. Cancellations must be made a minimum of two (2) weeks in advance to receive a full refund, one (1) week in advance to receive half deposit. Please allow two (2) weeks for refunds to be returned.

In the event of any damage to the property the amount will be deducted from your deposit. If damage is more than deposit fee, you will be notified in writing and invoiced for the balance of the costs of repair. The City of Valley reserves the right to refuse rental to anyone at any time. Checks returned for any reason will be subject to collection and an additional fee of \$30.00.

- **SMOKING IS PROHIBITED INSIDE ANY CITY OF VALLEY FACILITY**
- **NO ALCOHOLIC BEVERAGES WITHOUT PRIOR APPROVAL OF VALLEY CITY COUNCIL**
  - **NO CONTROLLED SUBSTANCES**
  - **NO LEWD BEHAVIOR OR LOUD NOISE WILL BE ALLOWED**
-

## Lakeview Property Rental Agreement City of Valley

- **I understand that a copy of this agreement will be given to me at the time of the reservation. If, for some reason I do not get a copy, I understand that my initials below indicate that I have read and understand all the requirements for this rental.**

\_\_\_\_\_ *please initial*

### *Instructions for Use*

- Key may be picked up the day of the rental at the Valley Community Center. If it is a Sunday rental arrangements will be made to pick up key before 1:00pm. Please make sure you return the key the day after the event. The Community Center is open Monday thru Friday 5:00 am – 8:30 pm and Saturday 7:00 am – 6:00 pm. There is no drop off box.
- Deposit will be returned after facility is checked by Valley Recreation Department staff. For Weekend rental (Friday, Saturday and Sunday) the deposit will be ready after 12:00pm on Wednesday.
- Facility may be rented the day before or day after your rental date, please do not assume it will not be rented either day.
- No changes may be made to the structure or the affixed items such as lighting, window blinds, etc.
- There shall be no adhesive material placed on walls of building and no glitter to be used in the building. Music, public address systems, amplifiers, and crowd noise must be kept to acceptable levels.
- The City of Valley will not be responsible for personal items left. Please make sure all items are removed before you leave.
- The City of Valley is not responsible for accidents occurring on site.

\_\_\_\_\_ *please initial*

### *Cleaning Requirements*

- **All cleaning must be completed by 10:00am the following morning or renter will be charged an additional \$100.00 .**

- Appropriate trash receptacles are located on the property.
- All counter tops and tabletops must be cleaned with a cleaning solution and dried. Counter tops and tabletops must be free of trash or food crumbs. Cleaning solution is provided.
- Furniture may be moved as needed; provided it is moved back before you leave.
- All trash cans in building must be emptied and trash removed and placed in outside garbage containers provided.
- The outside area of the facility should also be left clean of all garbage.
- All lights should be turned off and all outside doors secured.
- Before leaving set air conditioning to 85 degrees and heat to 55 degrees.

\_\_\_\_\_ *please initial*

### *Business License and Permits*

- Anyone that you are paying to provide a service for you at your event such as caterers, decorators, DJ's, bands, rental equipment, etc. must be listed on the attached sheet. If they do not have a business license they must contact Valley City Hall at 334-756-5220 no less than one week prior to the event to obtain the necessary documents.

\_\_\_\_\_ *please initial*

***Alcohol Usage***

- Renter will be allowed to serve beer and wine after meeting the following requirements:
  - The attached form must be filled out completely to obtain approval by the City of Valley Council at least one month prior to event. Council meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month with the exception of November and December. The renter will be notified whether or not they have been approved once it has gone before Council. There must be at least two people listed on the attached form and they must live in Alabama.
  - Once approval is given, renter will be expected to pay for one or more off-duty City of Valley Police Officer(s) at the rate of \$25.00 per hour depending on expected attendance. Police officers will be scheduled for the event through the Valley Recreation Department.
  - The approval will only be for beer and wine. No hard liquor will be allowed to be served.

\_\_\_\_\_ ***please initial***

***Note: This property is owned by the City of Valley, Alabama  
and is subject to patrol and inspection by members of the  
Valley Police Department, Valley Recreation Department or City of Valley Administration at any time.***

## REQUEST FOR ALCOHOL PERMIT

Please fill out the following form in its entirety in order for the request to be put before Valley City Council. Everyone who is responsible for the event should be listed. If the event is a wedding the Bride and Groom must be included. There must be at least two people listed on the below form and they must live in Alabama.

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## OUTSIDE VENDORS

**Event:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

Please list all vendors you plan to use for your event.

Please make a copy of this sheet if needed

Name of Business: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_