

**Monroeville Water Works
Conference Center**

Reservation Request

Date: _____

Date of Reservation: _____

Name of Organization: _____

Name of Contact Person: _____

Telephone Number of Contact Person: _____ (Local Numbers Only)

Type of Function: _____

One half of rent must be paid at time of application. If cancelled, this portion will not be refunded. _____ **The balance is due no later than seven (&) days prior to the event.**
_____ **Should the balance and security deposit not be received in this office by 4:00 p.m. of the day before the scheduled event, the event is considered cancelled. No set up for the event will occur, no key will be given.**

Rental Fee Schedule:

Main Conference Room.....\$200.00
West Conference Room.....\$ 50.00

A security deposit is required and must be paid under separate check not later than seven (7) days prior to the event. _____ The security deposit check will be verified with the bank on which the check is drawn. _____ Deposits will be refunded if there are no damages to the building, furnishings, or appliances.

Security Deposit Schedule:

Main Conference Room..... \$300.00
West Conference Room..... 50.00

The conference center key must be returned before eight o'clock (8:00 a.m.) the morning after the night of the event. You should place the key in the night drop box at the Water Works Office on West Claiborne Street. Failure to return the key in the night drop box by the designated time will result in a \$25 forfeiture on the security deposit. If the key is still not returned by 12:00 noon the day following the event, there will be a \$200 forfeiture on the security deposit. _____

Indemnity Agreement

As part of the consideration for the use of the meeting facilities of the Water Works Board of the City of Monroeville, I/we the undersigned do hereby covenant, contract and agree as follows:

1. That I/we will fully and completely indemnify and hold harmless the Water Works Board of the City of Monroeville, and all of its agents, officers, directors, and employees, from and against any and all claims, demands, suits, and causes of action of any nature whatsoever for personal injury, death, or damage to property of any person (including attorney's fees and expenses of litigation) arising from or out of the use of such facilities by the undersigned.

2. That I/we will fully repay and reimburse the Water Works Board of the City of Monroeville for all damage to, loss or destruction of such facilities, or any equipment of property therein, which is the result of any negligence or improper use by any person or persons during such period of my/our use.

3. That I/we will fully abide by all rules and regulations prescribed by the Water Works Board of the City of Monroeville for the use of such meeting facilities.

I/we acknowledge receipt of a copy of the rules and regulations of the Water Works Board of the City of Monroeville for the use of its meeting facilities.

Dated this the _____ day of _____ 20_____.

Rules and Regulations
Monroeville Water Works
Conference Center

1. All applicable federal, state and local laws, ordinances and regulations shall be followed and observed.
2. **NO SMOKING** is permitted anywhere in the facility. No firearms or explosives shall be allowed or permitted in the meeting facility.
3. The facilities shall be used only for the purpose indicated on the rental application form.
4. No unsafe or dangerous acts, exhibitions or activities shall be permitted or allowed.
5. The person (s) who sign the rental application form for use of the facilities shall be responsible for the conduct of all persons in attendance during such period of use.
6. The Water Works Board reserves the right to cancel any rental agreement at any time, and the Water Works Board shall not be responsible for any damage, loss, or inconvenience caused by any such cancellation. All amounts paid for rental or damage deposit shall be refunded if the Board should cancel any rental agreement.
7. The Water Works Board specifically disclaims any warranty, guarantee or other representation that the meeting facilities are suitable for any particular purpose or event, and the Board shall not be responsible for any loss, damage, or inconvenience in such regard.
8. 50% of the rental fee shall be submitted with the rental application. The balance of the rental fee shall be paid no later than 7 days prior to the scheduled event. Failure to pay the rental balance on time shall result in cancellation of the rental and the Board shall retain the rental installment.
9. The Water Works Board of the City of Monroeville reserves the unqualified right to accept or reject any application for rental of such facilities.
10. Furniture and furnishings shall not be moved. All decorations must be approved in advance by the Water Works Management. **No Tape, Tacks, or Nails** of any type shall be used to install decorations. **Table coverings shall be required when food or drink is served.**
11. No fund-raising or Pay at the Door type events shall be conducted.
12. No red beverages will be allowed. Use of said beverages could result in a cleaning charge taken from the security deposit.