

BALDWIN COUNTY PARKS & RECREATION DEPARTMENT
FACILITY RENTAL CONTRACT



Facility Desired: _____ # Hours Desired: _____
Date of Event: _____ Time of Event: _____
Type of Event/Purpose: _____ # of people attending: _____

Set-up and clean-up time will be added to the rental period.

Name: _____
Date of Birth: _____
Organization: _____
Address: _____
Contact #: _____
Email Address: _____

The renter agrees to personally accept responsibility for any damage sustained to the facility or premises by his/her group during the reserved time and to maintain order and control over persons in the group. The group must leave the facility clean or additional fees will be charged. Rental fees and security officer fees are due in full two weeks prior to the actual event, with half being paid at time of reservation. Failure to do so with result in termination of the rental agreement.

I have read all the rules and regulations established for use of the facility. I understand that they must be adhered to or reservations will be terminated. The Baldwin County Parks & Recreation Department reserves the right to refuse any rental. FACILITIES ARE NOT RESERVED UNTIL AGREEMENT IS SIGNED AND HALF OF THE FEES HAVE BEEN PAID. **FEES ARE REFUNDABLE ONLY IF CANCELLATION IS MADE TWO WEEKS PRIOR TO THE EVENT. ADDITIONALLY, NO REFUNDS WILL BE GIVEN IF ANY VIOLATIONS OF THIS AGREEMENT OCCUR.**

Renter Signature: _____ Date: _____
Staff Signature: _____ Date: _____

Rental Fee: \$____/hr X ____ hrs = _____

Security Fee: \$50/hr X ____ hrs = _____

= Total Amt Owed: _____

- 1/2 Due To Reserve: _____

= Balance Due: _____

(2 weeks prior to event)

pmt form

Rec #

Date

pmt form

Rec #

Date