



NORTH HIGHLAND MEMORIAL COMMUNITY CENTER

779 MLK DRIVE, P. O. Box 680502

Prattville, AL 36068

Email: northhighlandmcc@att.net

Website: www.northhighlandmcc.org

Telephone: Eller Savage (334) 399-1919 or Pam Pickett (334) 312-4846

DATE(S) NEEDED: _____ **TIME NEEDED:** _____

TYPE OF FUNCTION: _____ **NUMBER GUESTS EXPECTED** _____

SET-UP TYPE: _____ **TABLS NEEDED:** _____ **KITCHEN**

USE: () YES () NO

NAME OF GROUP OR INDIVIDUAL REQUESTING RESERVATION:

CONTACT: _____

Name

Address

Phone No.

The above-named organization and the adult(s) whose signature appear below assumes full responsibility for all property and fixtures within the confines of the Center during the entire reserved time. All damage occurring during the time applied for by the above individual or group will be paid for to the extent that NHMCC will be placed in the same order as it was prior to use by the above-named group or individual.

RENTAL FEES:

Auditorium Room/M-P Room \$500.00. A deposit fee of \$250 must be paid to reserve the building.

Total Due _____ **Amt. Rec'd: \$** _____ **Rec'd By** _____

Balance Due: \$ _____ **Received By:** _____

Community Funeral/Repast - \$300 \$ _____

Television Connection Usage - N/A \$ _____

Public Announcement System - \$25.00 \$ _____

Cancellations must be submitted at least 2 weeks before event. NHMCC will charge a 20% cancellation fee.

Cancelled By: _____ **Date:** _____

Refund Fee Paid: \$ _____ **Date:** _____

SIGNATURE _____ **Date:** _____



NORTH HIGHLAND MEMORIAL COMMUNITY CENTER **RULES AND REGULATIONS**

___ Minors cannot reserve the Center. If minors are present during an event, adults **MUST** also be present. In addition, and for safety reasons, events or parties for minors **may require three (3) security guards with current City of Prattville Business License but must require at least one for the duration of the event/party.**

___ The person signing the reservation form assumes all responsibility for the rental of the building. If there is a problem with the building tidiness, etc., please call Eller Savage (334-399-1919) or Pam Pickett (334-312-4846). Not doing so could hold you responsible for all damages during the rental period. In addition, the person(s) signing this reservation is responsible for safely spacing all parked vehicles.

___ Two hundred and fifty dollars (\$250.00) of the **rental fee (\$500.00)** must be paid to hold the date(s) desired and must be paid at the time the reservation is made. A signed copy of the application must also be on file at the time reservation is made.

___ Rental fee balance must be paid in full at least **two (2) weeks** prior to the event. **No decoration or set-up will be permitted until the fees are paid in full.**

___ Should an event be cancelled, the rental fee that was paid will be refunded, provided a 2-week notice is given. **However, a 20% cancellation fee will be charged.**

___ Keys will not be issued. Designated personnel of NHMCC will open and close the doors, turn on/off lights, air-conditioning/heating systems, and other equipment provided within the building.

___ Only command strips shall be attached to any walls or fixtures **(NO TAPE/ NAILS)**. **Pictures shall not be removed from the wall nor furniture removed from the foyer.**

___ It is possible that more than one event will be scheduled during the rental of the NHMCC.

___ The building will be left in the manner that it was found. Floors will be swept, and spills will be mopped. Brooms and mops will be provided. To prevent damage to the floors by sliding ice, beer, or soft drinks in containers across the floor, dollies are provided. Please use them.



___ Please clean the counter tops and stove. Empty out the refrigerator. Garbage cans with plastic liners will be provided in the kitchen for the disposal of **ALL** food. If sufficient, and ice is available in the ice machine, it will be shared with others renting NHMCC if requested.

___ **Do not** remove any kitchen supplies or equipment from the building. If equipment or supplies from the kitchen are used in any other part of the building, they must be returned to the kitchen, washed and put in their proper place.

___ **Do not** pour grease down the sink or into the grassy area outside the kitchen door and do not put food down the drain. Garbage cans with liners are provided in the kitchen for food disposal.

___ **THE KITCHEN STOVE AND MICROWAVE MUST BE USED ONLY FOR WARMING FOOD. THE FIRE DEPARTMENT PROHIBITS FRYING AND COOKING FOOD.** The kitchen or any of its equipment may not be used unless NHMCC has been reserved and the fees paid.

___ Trash **must** be taken to the dumpster just outside the kitchen door. Sufficient trash cans and bags will be provided.

___ **NO SMOKING (including Vaping)** will be permitted inside the building at any time. Designated smoking areas will be placed on the outside of the building.

___ **DO NOT POUR** coffee, sodas, tea, etc., down the drains of water fountains located in the hallway. Do not allow children to do this. The drains will be used only for water flowing from the fountains.

RENTAL FEES: The fees below are based on social events such as school reunions, class reunions or special occasions that individuals or groups may choose to celebrate. If the purpose for the rental of NHMCC is to make a profit, then the fee for the use of the assembly room will be twice the amount shown.

Multi-purpose Room: (No alcoholic beverages permitted) 1-4 hours - \$250.00, with or without kitchen; additional hour - \$75; seats approximately 25 people.

ASSEMBLY ROOM: (with or without kitchen) 1-6 hours \$500.00

*Additional hour \$ 75.00

*Seating capacity: Seats approximately 180 people for dining without a dance floor.

*A rental fee of \$250 will be required to hold the desired date, which is part of the assembly room rental cost stated above.



___ Tablecloths are not furnished with the rental of this facility. However, white cotton tablecloths are available for round tables at \$5 each.

___ Community Funerals or Repasts - \$300; TV Connection Usage - N/A.
Public Announcement (PA) System - \$25.

___ There will be a cleaning/incidental fee - \$150.00

___ Next day pick-up fee (If you must leave something in the building after your party for next day pickup) - \$150.00

___ After event pickup. (If you must pick something up same day but after your event has ended and NHMCC personnel have left the building) - \$75.00

Rental Checklist and Understanding

___ **PREPARATION OR TIME FOR DECORATING:** A maximum of 3 hours, strictly enforced, will be permitted for wedding rehearsals and other events, which will be in addition to the six (6) hours mentioned above. There will be a \$75 fee per additional hour(s).

___ **Security:** When alcohol is being served, 2 security guards are required and must have a **permit from the City of Prattville**. They must be at NHMCC at the same time the event is scheduled to begin, or the doors will remain locked. No exceptions will be permitted. Security guards must stay at NHMCC until the event is terminated and the parking lot has been cleared of all cars.

___ **Food and Beverages:** Food and beverages must not be consumed in the foyer or entrance to the Center.

___ **Arrival:** After the preparation or decorating crew has left NHMCC, the renter may return for the beginning of the event **no earlier than one hour prior to start time.**

___ **Closing Up:** Promptly at forty-five (45) minutes before the event is scheduled to be terminated, NHMCC personnel will turn on the overhead lights in the assembly room.

- a. Music, etc. must immediately cease.
- b. Guests must exit the assembly room and NHMCC.
- c. Clean-ups will begin.

ALCOHOLIC BEVERAGES



NHMCC personnel will investigate and evaluate the records of those who request permission to consume alcoholic beverages socially to adhere to the rules and regulations of the City of Prattville and the State of Alabama. Only private social events will be approved. They may take the form of school reunions, class reunions or other special occasions that individuals or groups may choose to celebrate. **THE APPLICANT IS FOREWARNED THAT NHMCC IS EXTENDING A PRIVILEGE TO THE COMMUNITY OF PRATTVILLE AND ABUSE OF THIS PRIVILEGE SHALL NOT BE PERMITTED UNDER NO CIRCUMSTANCES.**

If alcoholic beverages will be available for any of the social events mentioned above, the following will apply:

___ I understand that I must employ Security Guards with current City of Prattville Business License. The guard(s) must be present during the time alcoholic beverages are available. Before the event, a copy of the paperwork from the guard(s) must be provided to NHMCC to be filed with the rental agreement. During your event, NHMCC personnel will check to make sure the guards are present. If the guards are not present, your event will be immediately cancelled.

NOTE: If minors (under the age of twenty-one) are present, the instance they are observed with the possession of or the consumption of alcoholic beverages, the event will be immediately cancelled.

___ I understand that my event can be checked by North Highland Memorial Community Center personnel on duty or by any law enforcement officer. If the rules and regulations are not followed, the event will immediately **BE CANCELLED AND NO REFUND OR RENTAL FEES WILL BE RETURNED.**

___ **I agree to be held liable for the action of my guests**, including injury to people while attending this function, and for any damage that might occur to the facility and the contents of the facility during the time of my rental. Further, I will hold the North Highland Memorial Community Center harmless against any claim arising hereunder.

Caution: When opening champagne bottles, **do not aim** bottles at any person or at the ceiling. The cork may cause injury to people or damage the ceiling tile. We recommend that the cork be covered or held in some manner to prevent such accidents.

___ No alcoholic beverages may be sold or included in the price of meals, tickets, etc.

___ No alcoholic beverages may be given to minors.



___ No illegal or controlled substance drugs may be in the building or on the premises at any time.

___ Alabama Law Concerning Draft Beer in Autauga County: It is not illegal to possess draft beer in Autauga County, but it is illegal to sell, serve or distribute it.

Only counties which have been through the legislative process (Macon and Lee counties, etc.) can serve draft beer.