

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

Date Rented: \_\_\_\_\_

Security Needed: \_\_\_\_\_

**City of Satsuma Steele Creek Lodge**  
**Application for Rental**

**Terms of Use**

Any person renting the Steele Creek Lodge is responsible for obtaining a copy of the City of Satsuma Ordinance Number 367,390,373 and must follow **ALL** rules and regulations described in the ordinance. If any rules are broken or any damage occurs to the area, the security deposit of \$200.00 will become the property of the City of Satsuma and will not be refunded to you. Everyone must be off premises by the departure time One o'clock A.M. is the latest possible departure time. By signing this form, you agree to be bound by all terms and conditions contained in Ordinance Numbers 367,373,390,460 and any signs posted at the Steele Creek Lodge.

**Agreement**

I agree to the above terms of use for renting the City of Satsuma Steele Creek Lodge, Grounds, and/or Pavilions. I have read and understand the rules, regulations, and rates set forth in Ordinance Number 367,373,390,460 a copy of which is attached hereto and incorporated herein, and agree to be bound by all terms and conditions contained therein.

\_\_\_\_\_  
Signature of Responsible Party

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

	Totals	Date Received
<b>Deposit 1/2 of Rental</b>	_____	_____
Friday - Saturday	_____	_____
Resident Price \$750.00		
Non-Resident Price \$850.00		
Weekend Package (Fri. & Sat.)	_____	_____
Resident Price \$1150.00		
Non-Resident Price \$1250.00		
Monday - Thursday	_____	_____
Resident Price \$425.00		
Non-Resident Price \$525.00		
Sunday Price	_____	_____
Resident Price \$500.00		
Non-Resident Price \$600.00		
<b>Clean-Up Fee \$100.00</b>	_____	_____

Security \$25.00/hour to be paid directly to officer

**\*\*Prompt return of key to Lodge is required before your refund will be mailed...**

<b>Name of Responsible Party:</b>	
Driver's License Number	State:
Address:	
Home Phone Number:	Work Phone Number:

DEPOSIT REFUND CHECK SHOULD BE MAILED TO:

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**\*\*ONLY IF THE ADDRESS IS DIFFERENT FROM ONE ABOVE\*\***

<b>Name of Organization/Party:</b>	
Reserved Date:	Occasion:
Security Arrival Time:	Security Departure Time:

CITY OF SATSUMA, ALABAMA  
STEELE CREEK LODGE AND PARK

DATE \_\_\_\_\_

NAME \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

Type of Function \_\_\_\_\_ Number attending \_\_\_\_\_

Date needed \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Date rec'd \_\_\_\_\_ Check Cash

Cleaning Fees \$ \_\_\_\_\_ Date rec'd \_\_\_\_\_ Check Cash

Deposit \$ \_\_\_\_\_ Date rec'd \_\_\_\_\_ Check Cash

Date returned \_\_\_\_\_

Key Authorization issued \_\_\_\_\_ To \_\_\_\_\_

- 1) Check the page for accuracy.
- 2) Read over the User Responsibility on page two
- 3) Sign on page two as where indicated
- 4) Return the signed copy to me with your deposit. Make the check payable to the City of Satsuma.
- 5) Your deposit is due at the time we reserve your date. The deposit is deposited in our bank and a check will be issued to you following the function, if the property is left in acceptable order and there is no damage. Please refer to the User Responsibility list as you prepare to exit the building after your function.

## STEELE CREEK LODGE AND PARK RENTAL AGREEMENT

Welcome to the Steele Creek Lodge and Park facility. The facility is located at 368 Juniper Avenue, Satsuma, Alabama. The mailing address is City of Satsuma, P.O. Box 517, Satsuma, Alabama 36572.

### GENERAL RULES

- A. The general purpose of Steele Creek Lodge and Park is to provide meeting and activity space to business and civic organizations and residents of the City of Satsuma.
- B. The facility may be used for activities such as civic organization meetings, civic organization sponsored events such as fund raisers, other public activities, parties and luncheons. The facility may be used as a meeting space for small conventions of not more than 300 people.
- C. An adult is considered to be 21 years of age or older. Only an adult may rent the facility. When a function is attended by minors, one adult must be present for every ten minors.
- D. Keys to the facility will be checked in and out to scheduled users by the facility rental staff or the police dispatchers located at the Satsuma Police Department upon presentation of a Key Authorization issued by the City rental staff.
- E. Equipment and supplies located in the facility are the property of the City of Satsuma. No City property will be loaned or permitted to be removed from the premises under any condition.
- F. **No smoking** is allowed in the building at any time.
- G. All rentals are based from 9:00 A.M. to 1:00 A.M.

### SPACE AND EQUIPMENT

- Meeting room measures 4500 sq. ft.
- 225 Chairs
- 25- 6' Round Tables
- 6 – 8' Rectangular Tables
- 3 – 6' Rectangular Tables
- one (1) commercial refrigerator
- Two (2) range/ovens
- 1- Microwave

The above list contains the updated count tables and chairs as of February 14, 2011. **If you are expecting more 225 guests, you are responsible for providing the excess tables and chairs to seat those guests.** Also please be prepared to bring your own supplies such as dish soap and dishtowels.

### CANCELLATION/REFUND POLICY

In the event of cancellation of your rental, your deposit will be forfeited without a refund of deposit **except for the following circumstances. If you give ninety (90) days advance notice of cancellation, and the date(s) are re-rented for an amount equal to or greater than the original rental amount, then the City will refund your deposit. If you reserved the lodge for more than one day, and only some of the dates are re-rented, the City will refund your money on a pro-rated basis (i.e. if you are cancelling your reservation for three (3) days and only two (2) days are re-**

rented, the City will refund two-thirds of your deposit). Any change of your reservation after a deposit has been paid is considered as cancellation of the rental and your deposit will be forfeited. A new deposit will be required for the new rental date(s).

**USER RESPONSIBILITY (READ THIS SECTION CAREFULLY)**

- A. The user is responsible for furniture set up and break down. Stack unused chairs or place folding chairs in one direction on chair rack.
- B. Decorations shall be limited to tabletops or free standing. No tape, tacks, pins or any other kind of adhesives will be used on the walls or ceilings.
- C. No rice, birdseed, confetti, glitter, or like material will be allowed inside or outside the facility. **BALLOONS** and **CANDLES** are **NOT** allowed inside the Lodge.
- D. The user is responsible for turning off lights and turning off the air conditioner/heaters before exiting; making sure all exterior doors and windows are locked and returning the key to the Satsuma Police Department the night of your event or to City Hall by 9 a.m. the following business day.

**X** \_\_\_\_\_  
**Lessee**

**DAMAGE AND OR CLEANING**

Damage to the facility or failure to leave the facility clean could result in the non refunding of the security deposit, cancellation of any remaining scheduled events and /or pursuit by the City for collection of damages sustained by the City facility.

**AGREEMENT**

By executing this agreement and paying the appropriate fee, the undersigned Lessee agrees that he/she has read and understands the above information regarding terms and responsibility, agrees to the terms, and further that any damage to the Steele Creek Lodge facility will be the responsibility of the Lessee and paid by the Lessee.

\_\_\_\_\_  
Special Events Staff

\_\_\_\_\_  
Date

**X** \_\_\_\_\_  
**Lessee**

## SCHEDULING

1. Scheduling arrangements are made through the City Hall (in front of Steele Creek Lodge), 5464 Old Highway 43, (P.O. Box 517), Satsuma, and AL 36572. Phone: (251) 675-1440. Office hours are 7:30 AM – 5:00 PM, Monday-Thursday and 7:30 AM–11:30 AM, Friday.
  2. Although the primary mission of Steele Creek Lodge and Park (the Lodge) is to provide space for local civic and cultural event, and social occasions, the Lodge will also be available to augment available meeting space at area hotels/motels and conference center in attempt to attract “out of town” groups to the area.
  3. To rent the Lodge, the applicant shall execute a rental agreement and any other document(s) required by the City and pay applicable fees.
  4. If the reservation takes place through the mail or other carrier, the applicant will have fourteen (14) days from the date the applicant is notified to return the fully executed document (s), along with the required rental deposit. At the time the documents (s) and rental deposit have been received by the City, the confirmed reservation will be made. If the document (s) and deposit have not been received by the end of the fourteen (14) day period, the tentative reservation will be cancelled.
  5. Upon signing of all contractual agreements, a deposit equal to ½ of the rental amount will be required. This deposit may be paid by either cash or check. The deposit is deposited in our bank and a check will be issued to your following the function if the property is left in acceptable order and there is not damage.
- Initial** \_\_\_\_\_
6. When an event is scheduled less than two (2) weeks before the date the Lodge is needed, all fees may be required to be paid by cash or cashier’s check.
  7. The balance of any set fees will be due and payable before the issuance of the key and may be required to be paid by cashier’s check or cash.

## RULES AND REGULATIONS

1. Steele Creek Lodge and Park are governed by and must comply with all federal, state and local laws and ordinances.
2. No convention, commercial or civic organization, or social event held at the Lodge shall allow beer, wine or alcoholic beverages of any kind to be **sold**, or used in violation of Federal, State of Alabama or City of Satsuma regulations. All alcoholic beverages served shall be State of Alabama Taxes.
3. Fees Waived:
  - a) Athletic and civic organizations affiliated with the City of Satsuma parks and schools located in the city will be allowed use of the lodge and the fee waived as long as the event is scheduled Monday-Thursday. Each group will still be responsible for paying the \$200 deposit and \$100.00 for cleanup. Each group or organization will be allowed one (1) event per year to be waived.
  - b) The City Council may consider waiving the fee for other groups, if determined that the event will serve a public purpose.
4. Performances, exhibitions or entertainment on the Lodge premises will only be that which is approved by the City.
5. Special decorations must be cleared through the Special Events staff.

- a) No driven nails, hooks, tacks or screws shall be placed on any part of the premises.
  - b.) Decorations placed in the Lodge and along roadsides by any party must be removed when the renter vacates the premises.
  - c) **NO WAX CANDLES** are allowed.
  - d) No rice, birdseed, confetti, glitter or like matter will be allowed inside or outside the facility.
  - e) No balloons will be allowed inside the building.
6. The capacity of the Lodge is 360 with chairs/ 303 with tables and chairs. This number will vary depending up each layout.
  7. The Lodge must abide by all established fire and emergency regulations. Therefore, the user shall not admit to the premises, or a portion thereof, a number of persons greater than the capacity and regulations allow, or as can safely and freely move about. The decision of the special Events staff shall be final in this respect.
  8. Access to the Lodge or use of special equipment must be arranged with the Special Events staff.
  9. No furniture, fixtures or equipment will be placed so as to obstruct passageways and emergency avenues or egress.
  10. Doors, entrances, or openings that reflect or admit light into any place in the building, including hallways, corridors and passageways, and also heating/air conditioning appliance, ductwork and lighting fixtures, shall not be covered or obstructed.
  11. Insurance for commercial events (trade shows, etc.), and conventions must be provided by the using party as required.
  12. All debris including cups, paper plates, napkins, cans and bottles must be removed from tables, floor and building exterior and placed in containers.
  13. Users of Steele Creek Lodge and Park are not allowed to post or exhibit any signs, advertisement posters or cards of any description on the sign at the entrance to the Lodge, front or any exterior parts of the building.
  14. Religious group may use the Lodge for meetings, conventions, dinners, etc, but will not be permitted to use any of the facilities as a permanent sanctuary on a regular Sunday or weekday basis.
  15. No smoking is allowed in the building at any time.
  16. Any person or persons caught damaging or defacing any part of the Lodge inside or out, or caught stealing any item or items inside or out, will be prosecuted to the fullest extent of the law.
  17. This lease agreement shall not be transferable unless approval is granted in writing by the City.

## SPACE, EQUIPMENT AND PERSONNEL RATES

1. The basic rental fee includes heat, air conditioning, normal lighting and water service, the basic public address system and cleaning. Chairs, tables and kitchen access are included in the fee.
2. The City reserves the right to require a damage deposit or bond based on the type of function or activity.
3. Restrooms, other rooms, and equipment shall not be used for any purpose other than that for which they were intended, and no rubbish, paper, etc., shall be thrown therein.
4. Any damage to the Lodge or grounds by an individual or group shall be the responsibility of the lessee and shall be paid for by the lessee.
5. The City will not be responsible for safeguarding of displays and equipment placed by conventions, trade shows, or other activities.
6. Steele Creek Lodge and Park policy allows only trained personnel to utilize and hand equipment and audience control during events.
7. No inventory items, such as chairs, tables, podiums, etc., will be loaned or permitted to be removed from the premises under any condition.
8. Steele Creek Lodge and Park renter, at their own expense, may be required to provide a policemen/security officer for security/safety purposes at private social functions. Security will be provided by an off duty Satsuma Police Officer, at a rate listed on the rate sheet, unless otherwise approved by the Chief of Police. Security must be provided during events that include alcohol or when more than two-hundred (200) persons are attending the event. Additionally, the renter shall provide security if the city's Police Department determines that security is necessary for any event. Security must be approved the Satsuma Police Department no later than five (5) days prior to an event.
9. Meeting Space 4500 ft
  - 225 Round Black Iron Stack Chairs, Black Fabric
  - 25 - 6' Round Tables
  - 6 – 8' Rectangular Tables
  - 3 – 6' Rectangular Tables

## FACILITY INFORMATION

**Capacity: Maximum 300 with chairs/ 225 with tables and chairs**

Address: 368 Juniper Avenue

Rental Office: City Hall, 5464 Old Highway 43 Satsuma, AL 36572

(Mailing: P.O. Box 517)

(251) 675-1440

Fax (251) 675-1442

Hours: 7:30 AM to 5:00 PM Monday – Thursday

7:30 AM to 11:30 AM Friday

**BASIC RENTAL RATE**

*Friday and Saturday: 9:00 A.M. TO 1:00 A.M.*

Lodge (residents)	\$ 750.00
Lodge (non-resident)*	\$ 850.00
Weekend Package (Friday & Saturday)	
Residents	\$1150.00
Non-Residents*	\$1250.00

*Sunday:*

Lodge (residents)	\$ 500.00
Lodge (non-resident)*	\$ 600.00

*Monday- Thursday*

Lodge (residents)	\$ 425.00
Lodge (non-resident)*	\$ 525.00

\*For persons residing, or firms, corporations, associations, or schools, located outside corporate limits of the City of Satsuma.

RENTAL DEPOSIT \$ \_\_\_\_\_ (1/2 Rental Amount)

An approved lease and the rental deposit are required to secure a booking.

CLEANING FEE PER RENTAL \$100.00

\*Cleaning Fee still required if rental is waived by city

SECURITY RATE PER HOUR \$ 25.00

To be paid directly to the officer providing the security. Minimum of \$100.00

**LIGHTS AND SOUND**

Basic PA- 1 mic w/ stands included in rental fee

**OTHER CHARGES:**

Other incidental fees, reset fees and/or personnel fees may be incurred by the rent of Steele Creek Lodge and Park. Fee charges will be based on the current expense to the City of Satsuma.

Please sign stating that you have read and understand the Rules and Regulations.

X \_\_\_\_\_ (Please Sign)

\_\_\_\_\_ (Please Print)