

City Of Satsuma Steele Creek Lodge
Rental Informational Sheet

Terms of Use

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

Agreement

I agree to the above terms of use for renting the City Of Satsuma Steele Creek Lodge and/or Pavilion.

Signature of Responsible Party

Today's Date

Reserved Date: _____ Occasion: _____

Arrival Time: _____ Departure Time: _____

Name of Responsible Party: _____

Driver's License Number: _____ State: _____

Address: _____

Home Phone #: _____ Work Phone #: _____

Cell #: _____ Alternate #: _____

Deposit Refund Check Should Be Mailed To:

Name: _____ Address: _____

Only If The Address Is Different From Above

****SECURITY****

Security is \$25.00 an hour with a minimum of \$ 100.00

Security Arrival Time: _____ Security Departure Time: _____

SCHEDULING

1. Scheduling arrangements are made through the Special Events Office, 5464 Old Highway 43 (P.O. Box 517), Satsuma, and AL 36572. Phone: (251)675-1440. Office hours are 8 AM – 4:30 PM, Monday-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 \$200.00 deposit 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 schedule less than two (2) weeks for the date the Lodge is needed, all fees may be required to be paid by cash or cashier’s check.
7. Cancellation/Refund policy: Refunds will be issued by check no later than 30 days less \$15.00 processing fee or 25% whichever is larger. All cancellation made with less than 30 days notice will forfeit 50% of all fees paid.
Initial _____
8. 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 \$125.00 for clean up. 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) Candles must be entirely contained, including flame, in a one-piece container.
 - 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. Please consult the Special Event staff for the best layout configuration for the activity. The City will be responsible for setting up the tables and chairs based on the requested set-up.
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

- 107 padded folding chairs
- 75 metal folding chairs
- 18 non-folding chairs
- 3 8 ft. rectangular tables
- 5 6 ft. rectangular tables
- 19 6 ft. round tables
- 5 4 ft. round tables

FACILITY INFORMATION

Capacity: Maximum 360 with chairs/ 303 with tables and chairs

Address: 368 Juniper Avenue

Rental Office: 5464 Old Highway 43

(251) 675-1440

fax- (251) 675-1442

Hours: 7:30 AM to 5:00 PM

BASIC RENTAL RATE

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

Lodge (residents) \$ 625.00

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/DAMAGE DEPOSIT \$ 200.00

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

SECURITY RATE PER HOUR \$ 25.00

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

CLEANING FEE PER RENTAL \$ 100.00

*CLEANING FEE REQUIRED IF RENTAL FEE IS WAIVED BY CITY

LIGHTS AND SOUND

Basic PA- 1 microphone 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.