

# APPLICATION FOR USE OF ORANGE BEACH EVENT CENTER AT THE WHARF

We the undersigned hereby apply for the use of The Orange Beach Event Center at the Wharf and, in connection with said application, furnish the following:

1. We wish to use: \_\_\_\_\_ Entire Facility -or- \_\_\_\_\_ Break out space \_\_\_\_\_ Main Hall  
\_\_\_\_\_ T-Shape \_\_\_\_\_ Kitchen \_\_\_\_\_ Lobby

2. Date(s) requested: Move in Date/Time: \_\_\_\_\_ 3. Event Name: \_\_\_\_\_  
Event Date (s)/Time: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Move out Date/Time: \_\_\_\_\_ Open to Public? \_\_\_\_\_

4. Renter/Organization Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Legal Name of Organization: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

5. Approximate number of persons expected (Adults & Minors): \_\_\_\_\_

6. Will there be any alcohol on the premises during the event? \_\_\_\_\_  
If alcohol is to be served, it must be served by a Responsible Vendor; if it is self-served, it must be monitored by someone 21 years of age or older. Also, Law Enforcement Personnel may be required. If cash bar is used or alcohol is sold, renter/caterer will be required to obtain proper ABC licensure. The renter may also be responsible for providing liquor liability insurance.

We further stipulate that we have read and understand all the rules and regulations according to Resolution No.11-142 as set forth by the governing body of the City of Orange Beach for the use of this facility and will abide by same and understand that if any required chaperons and/or law enforcement personnel are not present the function will be terminated.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fees paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ City Personnel: \_\_\_\_\_

Fees due: \$ \_\_\_\_\_ Date due: \_\_\_\_\_

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## The Orange Beach Event Center at the Wharf Usage Cancellation Policy

Any and all cancellations and/or date changes must be in writing and signed by the same person who signed the application and paid the rental fees and must be given to the Event Center Coordinator not less than 30 days prior to the event. Fee refunds will be made, by check, less a \$10.00 or 20% handling charge, whichever is greater and will be delivered by mail. No fee refunds will be made for cancellations made within 30 days of the event.

I have read and understand the above policy.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

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## INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by the City of Orange Beach to use the Orange Beach Event Center at the Wharf, I hereby indemnify and hold harmless the City of Orange Beach, its agents, servants and employees from any and all claims and causes of action that may arise from injury to me or third parties using the facilities at the Orange Beach Event Center at the Wharf who are injured or suffer property damage that is in any way caused by my use of the Orange Beach Event Center at the Wharf. This indemnity and hold harmless agreement is given to the City of Orange Beach to protect the City and its agents, servants and employees from cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the Orange Beach Event Center at the Wharf.

Person or Company giving Indemnity: \_\_\_\_\_ Date: \_\_\_\_\_