

## RESOLUTION NO. 11-142

### A RESOLUTION ADOPTING THE RULES AND REGULATIONS FOR THE OPERATION OF THE ORANGE BEACH EVENT CENTER AT THE WHARF LOCATED AT 4671 WHARF PARKWAY

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ORANGE BEACH,  
ALABAMA, as follows:

- I. The City of Orange Beach will have priority use of the Orange Beach Event Center. The facility and/or the individual rooms may be rented to individuals or groups when available. The Event Center Coordinator is allowed to issue and enforce such rules and regulations, policies and procedures as is deemed necessary for the proper and efficient operation of the facility. The Event Center Coordinator is allowed to set rules that are in accordance with all applicable state laws, municipal ordinances and policies set by the mayor.
  
- II. RESERVATIONS
  1. Reservations shall be on a first come, first served basis.
  2. Persons or groups wishing to reserve the facility must complete, date, and sign an
    - a. Application for Use of Event Center form,
    - b. Cancellation Policy, Indemnity/Hold Harmless Agreement, and
    - c. pay the required rental deposit in order for the reservation to be confirmed. No reservations will be confirmed until the deposit is paid.
  3. Cancellations or date changes must be in writing and signed by the same person (or representative from same group) who signed the application and paid the rental fees and must be given to the Event Center Coordinator not less than thirty (30) days prior to be eligible for a refund. Fee refunds will be made by check, less a \$10.00 or 20% handling charge, whichever is greater. No refunds will be made for cancellations made within 30 days of the event.
  4. Rental rates shall be as follows:
    - a. Entire Exhibit Hall: \$1000 per day (\$250 deposit is required to hold the date);  
Main Hall: \$600 per day (\$200 deposit is required to hold the date);  
Breakout Room: \$300 per day (\$100 deposit is required to hold the date);  
Kitchen Usage Fee: \$150 per day (\$150 deposit is required to hold the date if rented separately).
    - b. A \$100 fee will be assessed if the renter chooses to use the facility after 12am (for example, if the event extends past midnight), an additional \$200 fee will be assessed if the rental occurs on a recognized City Holiday.
    - c. Paid Room Night Discounts: If the members of the renting group pay for 100 or more room nights at Orange Beach accommodations, they will be eligible for a discount of the Event Center rental fee. The paid room nights at Orange Beach accommodations must be verifiable through Gulf Shores/Orange Beach Tourism, or some other preapproved tracking mechanism. The discounts off of daily rental fees available are as follows: 100-199 room nights—25% discount; 200-299 room nights—35% discount, 300+ room nights—50% discount. This discount only applies to rental fees, does not apply to other fees that may be incurred by renter.
    - d. Local Civic groups may apply for a 50% reduction in rental fees. Cleaning fees and hourly fees will still apply to any and all groups renting the facility.

e. Ancillary Power Fee: If the event requires ancillary power to be run (to be installed by City Staff), an additional fee of \$75 per 110 outlet will be assessed; Communications Fee: a \$100 fee per event will be assessed if the renter desires to hook up to phone lines and/or access existing wireless internet service.

5. The rental fee includes tables, chairs, one-time set-up for 400 people or less. It also includes usage of the stage, screens and projectors (if main hall is rented). There is an additional fee for usage of the kitchen of: \$150.
6. The City of Orange Beach, its departments and city sponsored functions, shall be exempt from rental fees provided the functions will improve the skills, finances, or betterment of the sponsoring department or promote the City of Orange Beach for the good and benefit of the citizens of Orange Beach. This does not relieve any entity from clean-up, cleaning fees, security responsibilities or any of the Rules & Regulations set forth in this Resolution.

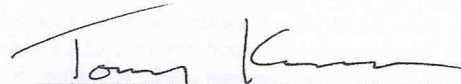
### III. RULES AND REGULATIONS

1. The floor plan for desired set up is to be given at the time of booking. Maximum seating and/or crowd capacity will be as per the Fire Code. Fire and exit lanes will be open at all times. Chairs will not be disconnected and moved into aisles.
2. Access to the building must be arranged with the Event Center Coordinator.
3. Usage of the parking lot is included with rental. Overflow parking is located in the parking lot behind the Rave Theater, east of the Beach Express.
4. Security Personnel and/or chaperones must be approved by the Orange Beach Chief of Police and will be present during entire event. Events requiring Security Personnel and/or chaperones include any event open to the public where alcohol is being served or any function at which security is deemed necessary by the Event Center Coordinator and/or the Orange Beach Chief of Police.
5. The furniture, tables and chairs and other fixtures will not be removed from the facility.
6. The Event Center Coordinator will be the final authority regarding decorations:
  - a. The Orange Beach Event Center does not provide linens.
  - b. Decorations must be placed on the day of the event. No equipment or materials will be accepted for storage prior to the event without arrangements being made with the Event Center Coordinator. There will be a fee for this service.
  - c. No painting of any type will be permitted inside the facility.
  - d. All decorations are to be free-standing. No nails, tacks, brackets or self-adhesive tape will be allowed on or in the walls, ceilings, floors, or any material that will deface, mar, or damage a finished surface.
  - e. No shaving cream, toilet paper, silly string, rice, birdseed, sparklers, bubbles, glitter, confetti (including decorative jewels), or the like will be thrown or used for decoration inside or outside the facility. All candles must be self-contained. If any of these is found on the floor there will be additional clean-up/damage fees.

- f. All decorations must be removed following an event before the renter leaves the premises. Decorations that are to be shared with other groups may be left in place if prior arrangements are made with and approved by the Event Center Coordinator.
7. In order to maintain health standards as required by state and county regulations, all users of the kitchen must comply with the following:
- a. After food serving has been completed, and before leaving the complex, all kitchen fixtures will be cleaned. Tables will be cleaned.
  - b. All food items, catering items, plates, utensils, etc will be removed before the renter leaves the premises.
  - c. If the renter is using a caterer, the business must be licensed to operate in the City of Orange Beach. The renter and/or caterer serving food/drink will furnish own pots, pans, trays, plates, saucers, cups, serving dishes, glasses, and silverware all of which will be washed before use.
  - d. If alcohol is served (not sold), it must be served by a person 21 or older. If a cash bar is used or alcohol is sold, renter/caterer must show proof of proper ABC licensure. Renter may also be required to provide liquor liability insurance.
  - e. Grease shall be disposed of properly by renter or caterer.
  - f. It is the responsibility of the renter to inform the caterer and other vendors of the rules and regulations. The caterer and/or renter are responsible for ensuring that the kitchen is clean and returned back to us as delivered.
8. Garbage and Debris:
- a. All loose debris, including cups, plates, napkins, cans, and bottles on tables, countertops, and other areas throughout the building must be removed and disposed of properly before leaving the premises.
  - b. Only garbage bags will be furnished by the City. Any other accessories will not be furnished by the City.
  - c. All garbage and debris will be removed from the building by the renter as needed during and at the close of the function before leaving the premises.
  - d. All garbage bags must be tied and placed in the dumpster provided outside the facility. All overflow debris is to be hauled off by the renter.
  - e. The City will not clean up debris left by a decorating group.
9. Permission from the Event Center Coordinator will be required for any person or group to bring into the building and use an appliance with special power requirements and an additional fee may be applied.
10. If a sound or lighting system is required it must be furnished by the renter.
11. Any damaged or broken items caused from lack of supervision will be the renter's responsibility.
12. All personal equipment, supplies, decorations, and other materials will be removed at the close of the activity.

13. No inventory items will be loaned or permitted to be removed from the premises under any condition.
14. An additional clean-up fee at the rate of \$100.00 per hour will be charged for any time and/or required personnel necessary to complete the responsibilities of the renter. The renter will also forfeit any right to rent the facility in the future.
15. Additional fees will be charged for any damaged or missing items which include, but are not limited to, any broken or missing items from the facility and carpet and/or tile restoration.
16. The Orange Beach Event Center is a smoke-free facility. In compliance with Sec.38-63 of the Code of Ordinances, City of Orange Beach, "smoking is prohibited..." It is the renter's responsibility to ensure that all personnel at their function are made aware of and adhere to this Ordinance.

ADOPTED this 20<sup>th</sup> day of September, 2011

  
\_\_\_\_\_  
Tony Kennon, Mayor

ATTEST:

\_\_\_\_\_  
Cathy Constantino, MMC  
City Clerk