

Set-Up/Compliance Form

Return completed form to the appropriate rental location.

Please initial in the applicable places, indicating that you have read and understand these conditions.

_____ (initial) **Rental Terms and Conditions**

I understand that rental is subject to approval by PARA, and the fees given on my receipt are only an estimate. I understand that additional fees may apply, based on the circumstances of my rental.

_____ (initial) **Rental Payment**

Full payment is due no later than 21 days prior to your rental. If payment is not received the rental will be considered null and void and deposit will be forfeited.

_____ (initial) **Set-up and Clean Up**

All rental parties understand rental time must include set-up, takedown, and clean-up for your event. The set-up and takedown of any decorations, equipment, catering, DJ, etc. must be completed during rental period. No early entry will be allowed, and all participants must depart the facility at the designated time indicated in the rental agreement.

_____ (initial) **Use of Kitchen**

The kitchen is a separate rental and must be rented to be utilized.

_____ (initial) **If requesting a set-up (tables, chairs, additional equipment, etc.)**

Set-up is requested at the time the reservation is made. All equipment is subject to availability and will be distributed on a first come, first served basis.

_____ (initial) **DJ Request**

Rental Party assumes full responsibility for any additional equipment brought into the facility, with limited power supply for band or DJ's equipment. Appropriate sound levels must be maintained, to be determined by PARA staff.

_____ (initial) **Teen Party Request**

Rental Party understands that Teen rentals are subject to additional rules and regulations as laid out in the teen party policy, available online and in any PARA office

_____ (initial) **Alcoholic Beverage Request**

Rental Party understands that the presence and/or consumption of any alcoholic beverage without a special beverage permit will result in rental ending with no refunds given. Rentals with alcohol are subject to additional rules and regulations as laid out in the Alcohol Beverage Agreement.

_____ (initial) **Sale/Sponsorship of Beverages**

Rental Party understands that the sale/sponsorship of beverages is limited to Buffalo Rock Pepsi products. All PARA Centers/Parks/Facilities are subject to a pouring rights contract with Buffalo Rock Pepsi. This only applies to rentals who will have beverages for sale at the event.

_____ (initial) **Rental Information**

Rental Party has read, understands, and agrees to abide by the Facility/Rental Information and Rules and the Center Rental Policies and Procedures. Any deviation from the rules set by PARA in this reply form or laid out in any of the rental information will result in forfeiture of facility deposit. Rental Party understands and agrees to the PARA cancellation policy, as detailed in the Rental Policies & Procedures.

If you have questions prior to your event, please contact the office manager at your rental location:

Belk Center 205.562.3200

Miller Center 205.758.0419

Faucett Brothers Center 205.331.5600

Phelps Center 205.562.3230

Hughes Center 205.562.3215

Tingle Center 205.277.8195

McAbee Center 205.562.3235