



CITRONELLE HISTORICAL PRESERVATION SOCIETY

19000 South Center Street, Citronelle, AL 36522

RENTAL APPLICATION

NAME OF APPLICANT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

PHONE: (____) _____ (HOME) PHONE: (____) _____ (WORK) PHONE: (____) _____ (CELL)

EMAIL(S): _____

TYPE OF EVENT: _____

WHICH BUILDINGS ARE YOU INTERESTED IN RENTING?

(Check all that apply)

- ST. THOMAS EPISCOPAL CHURCH AND RECTORY
- ST. THOMAS EPISCOPAL CHURCH AND RECTORY FOR REHEARSAL
- CITRONELLE DEPOT MUSEUM RECEPTION HALL AND GROUNDS
- BOTH ST. THOMAS CHURCH/RECTORY & MUSEUM RECEPTION HALL/GROUNDS

REHEARSAL DATE: _____

REHEARSAL START TIME: _____

EVENT DATE: _____

SET UP TIME: _____

EVENT START TIME: _____

EVENT END TIME: _____

NUMBER OF GUESTS ATTENDING: _____

WILL ALCOHOL BE SERVED? YES ____ NO ____

IF YES, PLEASE BE SURE TO READ THE ATTACHED GUIDELINES AND POLICIES

(APPLICANT'S SIGNATURE)

(DATE)



CITRONELLE HISTORICAL PRESERVATION SOCIETY

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RENTAL AGREEMENT

This agreement is made between the Citronelle Historical Preservation Society, hereinafter the "Society", and _____, hereinafter the "Renter", for the purpose of renting St. Thomas Episcopal Church and Rectory and/or the Citronelle Depot Museum and Grounds located at 19030 and/or 19000 South Center Street in Citronelle, AL.

The following terms and conditions apply:

- 1) Renter must sign the attached Hold Harmless Agreement and the Rental Policies and Procedures stating they have read, understood and agree to abide by the policies and procedures set forth therein.
2) Renter agrees to forfeit their security deposit should a breach of policy or procedure occur.
3) Renter agrees to pay a deposit of half the rental fee (\$_____) and half of the security deposit (\$100) upon booking.
4) Renter agrees to pay the remaining balance (\$_____) and the remainder of the security deposit (\$100), ten (10) calendar days prior to the event
5) Renter may cancel this rental agreement thirty (30) calendar days prior to the event and receive a full refund, minus a \$10.00 administrative fee.
6) Renter will forfeit the initial deposit should the event be canceled with less than 30 calendar days notice. The security deposit will be refunded in full.
7) The security deposit will be refunded in full fourteen (14) business days after the event should, after inspection, all policies and procedures have been followed and no damage has been incurred.
8) This agreement is for the rental of:
- St. Thomas Episcopal Church and Rectory - \$300 on the ___ day of ___, 20__
- Citronelle Depot Museum and Grounds - \$300 on the ___ day of ___, 20__
- Both the Church/Rectory and Museum/Grounds - \$500 on the ___ day of ___, 20__
- St. Thomas Episcopal Church for Rehearsal - \$100 on the ___ day of ___, 20__

Rental Rate \$_____ All checks and money orders are to be made payable to:
Security Deposit \$ 200.00 Citronelle Historic Preservation Society
Total Rental Fee \$_____ P. O. Box 384, Citronelle, AL 36522

The initial deposit of \$_____ is due at time of booking, this ___ day of ___, 20___.
The remaining balance of \$_____ is due on the ___ day of ___, 20__.

(Renter's Signature and Date)

(Society Representative's Signature and Date)



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HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

This Hold Harmless and Indemnification Agreement (“Agreement”) is entered into by and between the Citronelle Historical Preservation Society, hereinafter the “Society”, and _____, hereinafter the “Renter”, on this _____ day of _____, 20____, in Citronelle, Alabama.

RECITALS

_____ desires to rent the Society’s premises and buildings, located at 19030 and 19000 South Center Street in Citronelle, Alabama for an event to held on the _____ day of _____, 20____, and at other times as mutually agreed upon between the parties. The intent of this Agreement is to indemnify the Society from any claims arising from and related to Renter’s use and rental of these premises.

AGREEMENT

FOR VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, the Society and the Renter agree as follows:

The Renter will indemnify and hold harmless the Society from any and all claims, actions, and judgments, including all costs of defense and attorney’s fees incurred in defending against same, arising from and related to Renter’s use and rental of the premises located at 19030 and 19000 South Center Street in Citronelle, Alabama. Renter’s actions include the acts of Renter’s guests, agents, contractors, and employees.

The Society shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event Renter shall indemnify and hold harmless the Society for any such claims paid, including the Society’s reasonable attorney’s fees incurred resulting from such claim.

In the event any claim or suit is brought against the Society within the scope of this Agreement, Renter shall pay for legal counsel chosen by the Society to defend against same.

This Agreement shall encompass claims resulting from (1) the provision and use of alcoholic beverages, (2) the provision of food or use of a catering service, and (3) any other service hired by the Renter as independent contractors.

In the event either party files suit in a court of law to interpret or to enforce the terms of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred in defending against any third party claim, to its reasonable legal fees and costs incurred in such action to interpret or to enforce the terms of this Agreement.

This Agreement shall be be interpreted under the laws of the State of Alabama.

(Renter’s Signature and Date)

(Society Representative’s Signature and Date)



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RENTAL GUIDELINES AND POLICIES

Rental agreements are between the Citronelle Historical Preservation Society, hereinafter the “Society” and the “Renter”.

RENTAL RATES

St. Thomas Church and Rectory	\$300.00
Depot Museum and Grounds	\$300.00
Church, Rectory, Museum and Grounds	\$500.00
Mandatory Refundable Security Deposit	\$200.00
Rehearsal in Church on the Night Before Event	\$100.00
Rehearsal Same Day as Event	No Charge

- A deposit of 50% is required to book a date.
- Events canceled 30 calendar days in advance will receive a full refund of deposit minus a \$10.00 administrative fee.
- Events canceled with less than 30 calendar days will not receive a refund of the deposit.
- Event balance is due ten (10) days prior to the event.
- The prices quoted above include a cleaning fee.
- Cash, check, and major credit cards accepted.
- Should everything be in order, the Renter’s Security Deposit will be refunded within 14 business days.

ALCOHOL

- No self-serve containers or kegs are allowed for alcoholic beverages.
- The Society is released from any and all liability concerning the presentation, consumption, and/ or distribution of any alcoholic beverages.
- Renter shall adhere to Alabama Law concerning the sale, distribution, and consumption of beer, wine, and/or liquor upon said premises.
- Renter assumes all responsibility for the amount of alcohol served to their guests and the Society is absolved of any responsibilities pertaining to alcohol or the serving of same to guests of Renter.
- Cash bars and tip jars are not allowed.

NO SMOKING/ SMOKING AREAS

- There is to be no smoking inside the Church, Rectory, or the Museum.
- Smoking is allowed on the East side of the Museum only at the bottom of the ramp.
- Smokers are expected to use provided receptacles to extinguish and dispose of cigarettes and cigars.
- Renter is responsible for damage to the Society property due to guests smoking in undesignated areas.

CANDLES, OPEN FLAMES, LUMINARIES, FIREWORKS, SPARKLERS, AND MATCHBOOKS

- All interior candles in the Church must be pre-approved by the Society.
- No open flames are allowed in the Museum or on the grounds with the exception of warmers for food.
- Warmers must have a protective pad and be monitored by the Renter or by a member of the catering staff at all times.
- No fireworks or sparklers may be used. No exceptions.
- No matchbook favors may be given out. No exceptions.

GOING AWAY TOSSES

- For safety reasons, rice, rose petals (real or artificial), bird seed, confetti, serpentine, string confetti, soap bubbles or anything akin may not be thrown or used inside the Church, Rectory, Museum or on the respective porches or steps.
- Biodegradable items such as real rose petals, lavender, bird seed or bubbles may be used on the grass only and should be distributed to guests outside. We ask that you do not use rice as it is not bird friendly.

MINISTERS, MUSIC, AND DANCING

- The Renter is responsible for securing a minister to perform wedding ceremonies.
- The St. Thomas Episcopal Church includes an organ that can be used by the renter.
- The Renter is responsible for providing musician(s).
- To prevent scuffing and damage to the wooden floors dancing is not allowed in the Museum.

RENTAL GUIDELINES AND POLICIES

DRESSING AREAS

- The church rectory is provided for the bride, her attendants, and mother(s) of the bride only.
- The Society does not offer dressing rooms for men or entertainers, and we ask that they come dressed.

FURNITURE RE-ARRANGING

- No furniture is to be removed from the Church, Rectory, or Museum.
- No inside furniture is allowed outside.
- No outside furniture is allowed inside.
- Any re-arranging of furniture will be performed by the Renter under the supervision of a Society representative.

TENTS AND OTHER RENTAL EQUIPMENT

- It is the obligation of the Caterer to ensure the setting up, breaking down and removal of all outside furniture and tents.
- All rental furniture must be broken down and placed in a designated area or left inside the tent before the end of contracted time.
- If you have a guest count exceeding 100, it is required that you rent portable restrooms.
- Storage of outside furniture in the Church, Rectory and/or the Museum is prohibited.
- Arrangements may be made for rental items to be left on the premises for later pick-up including tents. However, if an event is booked for the following day, all items must be removed. This may incur additional charges from rental companies.
- The Society does not provide for the security of items left on the grounds overnight. The Renter may wish to hire security or contact the local police department to request increased patrol of the area.

PERSONAL ITEMS

- All personal items brought to the Church, Rectory, Museum and grounds by the Renter and their guests must be removed the day of the event.
- The Society is not responsible for any damaged, lost or stolen items brought on the premises including the bride's area and grounds.
- Any item not retrieved for over thirty (30) days will be forfeited.

USE OF THE GROUNDS AND OTHER BUILDINGS

- Use will be limited to designated areas only.
- The train cars and the Hygeia Cottage are not for use by Renters.
- Photographs may be taken on the front porch of the Hygeia Cottage.

PARKING

- Unpaid parking is available on the East side of Depot Museum and Grounds.

FLORISTS AND DECORATIONS

- Renter or Florist is responsible for removing flowers at the end of the contracted time.
- There are to be no floral arrangements or decorations of any kind placed on the inside or outside walls of the Church, Rectory, or Museum.
- Only floor, table and altar arrangements are allowed.
- Wires may be used to attach decorations and/or arrangements to outside railings and other conducive locations.
- All decorations must be removed within one hour after the event's designated end time.
- All interior candles in the Church must be pre-approved by the Society.
- No open flames are allowed in the Museum or on the grounds. No exceptions.
- No nails, staples or glue are allowed on any surface inside or outside the Church, Rectory, Museum and Grounds.
- Florists may not clip greenery from grounds.
- Florists must provide their own equipment.
- The Society is not responsible for containers or equipment used or left on the premises.

LIABILITY INSURANCE

- Renters are not covered by the Society's liability insurance and, by signing this agreement, are renting the facilities at their own risk.
- Renters may purchase individual liability insurance.

CATERING GUIDELINES AND POLICIES

ALCOHOL, BARS, AND BARTENDERS

- No self-serve containers are allowed for alcoholic beverages.
- No kegs allowed.
- The Society is released from any and all liability concerning the presentation, consumption, and/ or distribution of any alcoholic beverages.
- The Caterer shall not allow beer, wine, or liquors of any kind to be sold, given away, or used upon said premises in violation of Alabama Law. The Caterer assumes all responsibility for the amount of alcohol served to their guests and the Society is absolved of any responsibilities pertaining to alcohol or the serving of same to guests.
- Cash bars and tip jars are not allowed.
- Any ice chests used must have a poly tarp underneath them.

DELIVERIES

- No food or alcohol may be delivered until the day of the event.
- Rental equipment may be delivered prior to the day of the event as long as another event is not already in progress.
- The date and time of delivery must be cleared with the Society.

WEDDING CAKE

- No cake is allowed to be served on napkins.

KITCHEN PRIVILEGES

- The limited kitchen facility in the Museum may not be used for food preparation.
- There is no cooking allowed in the kitchen.
- The microwave, stove and oven may be used to warm food only.

MISCELLANEOUS

- No deep-frying or grilling is allowed in the Museum.
- Any deep-frying or grilling on the grounds must be pre-approved.
- All chafing dishes must have protective pads under warming containers.
- Any equipment on the exterior of the building needing power must be approved by the Society prior to event.

TENTS AND OTHER RENTAL EQUIPMENT

- It is the obligation of the Caterer to ensure the setting up, breaking down and removal of all outside furniture and tents.
- All rental furniture must be broken down and placed in a designated area or left inside the tent before the end of contracted time.
- Storage of outside furniture in the Church, Rectory and/or the Museum is prohibited.
- Arrangements may be made for rental items to be left on the premises for later pick-up including tents. However, if an event is booked for the following day, all items must be removed. This may incur additional charges from rental companies.
- The Society does not provide for the security of items left on the grounds overnight. The Renter may wish to hire security or contact the local police department to request increased patrol of the area.

AFTER THE EVENT

- Caterers are responsible for cleaning up all food, beverages and dishes inside and outside the Museum.
- All food must be removed from the Museum following the event.
- There are limited receptacles for trash in the Museum and on the grounds. Renter or Caterers should provide additional and adequate receptacles for disposal of trash.
- All trash must be removed from the premises at the time of departure.
- At least one member of the rental party or catering staff is required to stay on premises until the Society representative leaves.

LIABILITY INSURANCE

- Caterers are not covered by the Society's liability insurance and the renter should ensure that caterers have their own liability insurance.



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RENTING THE ST. THOMAS EPISCOPAL CHURCH, RECTORY AND THE CITRONELLE DEPOT MUSEUM AND GROUNDS

FREQUENTLY ASKED QUESTIONS

Do I need an appointment when I stop by?

Yes, we do everything here at the Society by appointment only. Please contact us to schedule an appointment.

How many guests can the Church and Museum accommodate for a wedding, reception or party?

The Church will seat 50 people comfortably and the Museum seating capacity is 50. For larger events you may use the grounds of the Museum and rent additional seating and/or tents.

Does the Society offer catering services?

The Society does not offer catering service. You may choose from any catering company in the area.

Is there room inside the Museum for a band or DJ?

If your attendance is under 30, there may be room for a band or a DJ, otherwise, it suggested that you set up a tent on the grounds to accommodate large parties.

Does the Society supply outdoor chairs, tables or tents?

The Society does not supply outdoor chairs, tables or tents. Ceremony chairs, outdoor reception furniture and all tents should be rented from a rental company.

Is there a dressing area?

The Church Rectory is provided for the bride and her attendants. We ask that all gentlemen and entertainers arrive dressed.