



# CITY OF NORTHPORT

*Our Mission: To Provide Efficient and Effective Services; To Promote a Sense of Community; To Enhance the Quality of Life.*

## NORTHPORT CIVIC CENTER RENTAL AGREEMENT

- All details must be entered by the person responsible for rental
- All fees/deposits paid to confirm a reservation at Northport Civic Center.

Permit # \_\_\_\_\_

FACILITY – ROOM REQUESTED: \_\_\_\_\_

DATE OF REQUESTED RESERVATION: \_\_\_\_\_

TIME OF EVENT: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PURPOSE OF RENTAL/ TYPE OF EVENT: \_\_\_\_\_

APPLICANT REQUESTING RENTAL: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT CONTACT NUMBER: \_\_\_\_\_

APPLICANT EMAIL ADDRESS: \_\_\_\_\_

Check the item (s) applicable to your rental:

- ☐ Will there be admission fees/sales or money exchanged
- ☐ Will there be a live band or DJ
- ☐ Are there any unusual/additional electrical or equipment needs? If yes, please explain.

**PLEASE SELECT YOUR SETUP NEEDS.** All requests are subject to availability. First come, first served. If you have additional questions/set-up requests, please contact the front desk at Northport City Hall. Round Tables: 5 ft. seat 6-8 people. Rectangle Tables: 8 ft., seats up to 8 people.

TOTAL # EXPECTED: \_\_\_\_\_

TABLES: ☐ Round ☐ Rectangle

NUMBER OF TABLES NEEDED: \_\_\_\_\_

Layout attached: ☐ Yes ☐ No If no, please explain:

I understand that I will be fully responsible for conforming to the Facility rental rules and regulations and that I will be held liable for all actions during this activity/rental. Drugs, alcohol, and firearms are prohibited in any City of Northport facilities.

---

**Signature of Applicant**

---

**Date**

*\*If you choose to type your name in the Signature of Applicant field, you hereby agree to the City of Northport Electronic Signature policy.*

### **Responsibility Release**

In consideration of being allowed use of above named facility/room, I hereby assume all responsibility for said group. I understand that City of Northport assumes no responsibility or liability for lost, stolen, or misplaced items. I release City of Northport and its employees, from all claims, actions, causes of action and rights recovery or reimbursement of any type that any participant has or may have in the future which arise from or are related in any manner to the facility / room rental (including but not limited to claims of bodily injury and property damage or loss), and I assume all risks and hazards incident to such rental and transportation to and from the same. **No refunds will be given if responsible party cancels date of event. No option of changing the date of event once initial deposit has been made.** This instrument is signed both individually and on behalf of the participants present at rental.

---

**Signature of Responsible Party**

---

**Date**

*\*If you choose to type your name in the Signature of Responsible Party field, you hereby agree to the City of Northport Electronic Signature policy.*

## **Regulations Agreement**

- A. City of Northport assumes no liability or responsibility for any loss, destruction or damage to any property (including decoration, equipment, supplies, etc.) or injury or death of any person on the premises.
- B. Responsible Rental Party must ensure that event does not disturb or interfere with the use of the facility outside of the specific premises being used.
- C. Responsible Rental Party will follow all municipal and state laws and City of Northport regulations and will not permit or allow any illegal or offensive activity at the event.
- D. Responsible Rental Party agrees to defend, indemnify and hold City of Northport ( and its agents, servants, and employees) harmless from all damage to property or injury or death to any person resulting from or in connection with the event , except for any intentional act by a City of Northport agent, servant or employee.
- E. Although City of Northport assumes no control over the event; it may insist upon its right under this agreement to stop or suspend the function if it determines ( at its discretion) that danger to any person or property could result if continued, or if the event disturbs or interferes with the operation of the facility or nearby facility.
- F. Responsible Rental Party will not represent or imply that the event is sponsored, promoted, or arranged by City of Northport. If requested by City of Northport, Responsible Rental Party will permit the posting of a notice on the premises that City of Northport is not a sponsor, arranger or promoter and that the Responsible Rental Party is solely responsible for the safety and conduct of the event.
- G. Security provisions by law enforcement officers may be required as deemed necessary by City of Northport. Responsible Rental Party assumes all costs, fees, etc. associated with provision of security.
- H. Under no circumstances can a person have any type of alcoholic beverage within the Northport Civic Center or Meeting Room.
- I. No person may have in his or her possession an open container of an alcoholic beverage outside of the designated premises under any circumstances. This includes, but is not limited to, the sidewalks, parking lot, hallways, lobby, or behind building.
- J. If food is stated and scheduled to be provided at the function, Responsible Rental Party must provide food for the said event.
- K. When doors are unlocked by City of Northport Employee for the scheduled event time , someone from the Responsible Rental Party is required to be present in the facility at all times until an employee from City of Northport arrives to lock facility.
- L. Under no circumstances will decorations be pinned or nailed to wall, only adhesive products that can easily be removed without damage to the wall.
- M. No food or drink in the lobby of the Civic Center. Food and drink are only allowed with the auditorium.
- N. All set up requests and expected number of guests must fall within Northport Fire Codes set forth.
- O. Responsible Rental Party is required to pay ½ of total amount in order to secure date
- P. Three weeks prior to the requested rental date, remaining balance is due, along with layout.
- Q. No event can be rescheduled if initial date of event is cancelled.
- R. No refunds will be given if date of event is cancelled by customer.
- S. 3 hour minimum is required with any rental of the facility.