



THE STUDIO

301 East Walnut Street, Troy, Alabama

FACILITY RESERVATION FORM

User Information: _____

Status of User: Individual Business Organization City of Troy

Name of User: _____

Address: _____

Phone: _____ Email: _____

If Business, Organization, or City of Troy please list an authorized contact person to be responsible for all communication.

Name: _____ Cell Phone: _____

Event Information: _____

***** NO TICKETS MAY BE SOLD AT THE DOOR OF ANY EVENT**

All Events MUST END prior to 1am.

Wedding/Reception Personal Party Live Performance Conference

Class Other: _____

Event Name: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

• Name and telephone number of Security Guard: _____
(must be approved by management)

Telephone: _____

Room/Equipment Needs: _____

Chairs (#) _____ Tables 5ft. round (#) _____ 8ft. rectangular (#) _____

Stage Set up Fee \$50 Take Down Fee \$50

Table Cloth Rental \$9/per cloth White # _____ Black # _____ Total _____

OFFICE USE ONLY: _____

	Date	Method Of Payment
<input type="checkbox"/> One-Day Rental Fee (\$500)	_____	_____
<input type="checkbox"/> Date Reservation Fee Received (\$250) Non-Refundable	_____	_____
<input type="checkbox"/> Facility Rental Fee Received (\$250) 4 weeks in advance	_____	_____
<input type="checkbox"/> Damage and Key Deposit Received (\$150) 4 weeks in advance	_____	_____
<input type="checkbox"/> Certificate of Insurance Received	_____	_____
<input type="checkbox"/> Refunded Damage and Key Deposit	_____	_____
<input type="checkbox"/> Remove Posters (\$150)	_____	_____
<input type="checkbox"/> Refund refused (Reason) _____	_____	_____



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Facility Reservation Guidelines

Date of Event _____ Date Fees and Insurance Due _____

*****INVALID UNLESS READ AND INITIALED**

Date reservations for TPCAC facilities may be made up to 8 months in advance of the desired date. A \$250 non-refundable fee must be paid to secure a date on the TPCAC Facility Reservation calendar. The date is not secured until the date deposit (\$250) is received, the Rental Agreement form has been turned in. A date deposit receipt will be issued once the money and form have been turned in and the event has been approved. **No assumptions should be made for the rental of the facility until the confirmation receipt has been received .**

Rentals on the following holidays, New Year's Eve, New Year's Day, Thanksgiving Day, Christmas Eve, Christmas Day, must be approved by the Facility Usage Committee:

A renter with no rental history through the Troy-Pike Cultural Arts Center may be required to supply references as deemed necessary prior to approval. Similarly, a group may be requested to submit in writing details of their organization, an explanation and nature of the event, agenda, the number of guests expected, and any special needs or requirements. The TPCAC Facility Usage Committee reserves the right for approval of all activities to take place at the Studio, and may reject any activity for reasons such as content deemed inappropriate.

A CERTIFICATE OF LIABILITY INSURANCE must be provided 30 days in advance of the event.

The policy must name the Troy-Pike Cultural Arts Center as additionally insured for \$1,000,000. If alcohol is served, a state licensed security guard **MUST** be in attendance. The name and telephone number of the security guard must be provided on the facilities reservation form.

THE REMAINING BALANCE AND A COPY OF THE INSURANCE POLICY SHOULD BE RECEIVED 30 DAYS BEFORE YOUR EVENT. If it is not received within 30 days of the event, the event will be canceled and all fees will be forfeited.

If alcohol is sold, a third-party vendor with a liquor license must handle all transactions. Alcohol may not be sold through individual groups or persons. The third-party vendor must carry a separate insurance policy for his/her sales.

IF ALCOHOL IS SOLD OR SERVED, A STATE LICENSED SECURITY GUARD MUST BE PRESENT. THE GUARD'S CONTACT INFORMATION MUST BE LISTED ON THE RENTAL AGREEMENT FORM.

The authorized contact person shall be responsible for scheduling a time to pick-up and return the key to the facility. Only one key will be distributed per event. The key holder should coordinate with any vendors or other persons who may need access to the building. Staff members should not be asked to unlock the building. If the key to the facility is lost by the user, an additional \$250 will be charged to cover the cost of changing the locks on the building.



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Facility Reservation Guidelines (continued)

_____ The user is responsible for the set-up and clean-up of the event. The User is to leave the facility as it was found upon entering the facility. The designated number of tables and chairs requested by the user will be available in the facility, but it is the responsibility of the user to set-up the items as needed for the event.

_____ The Studio has an occupancy limit of 190 people, per City of Troy fire code.

_____ All trash should be placed outside in the blue city trash cans provided. If you fill the trash cans, please haul away and dispose of the additional trash. Do not place trash bags outside unless they are in the proper trash can. If any trash is left in the facility, the damage deposit will not be returned in full. Ten large black trash bags will be left for each event. Each trash can will have a liner in it and one underneath the bottom of the existing bag. If you anticipate having more than 10 bags of trash, please bring additional bags.

_____ All air conditioning units, heaters and lights must be off before exiting the facility. If any of these items are left on, a portion of your damage deposit will not be returned.

_____ No personal items should be left in the facility, including the prep rooms located on either side of the entrance. This includes decorations, food, catering supplies.

_____ The use of nails, screws, etc. on walls, tables or other equipment is prohibited. Removable tape may be used on the brick walls, but not on the painted wall.

_____ Track lighting in the Studio should not be tampered with unless special permission is granted to the user.

_____ Users shall observe, obey, and comply with all city, county and federal laws. Approval for use will not be granted to persons less than 21 years of age.

_____ Smoking is not permitted anywhere in the building.

_____ No open flames are allowed in the facility. This includes candles, fireworks and pyrotechnics. If candles are used, they should be enclosed by glass.

_____ No pets are allowed within the facility with the exception of service animals.

_____ Please note that fog machines are not permitted in the facilities.

_____ All required fire exits must be kept clean, clear and unobstructed at all times. **BOTH FRONT DOORS SHOULD BE LEFT UNLOCKED DURING AN EVENT TO AID IN AN EMERGENCY EXIT OF ALL EVENT PARTICIPANTS.**

_____ Any misrepresentation as to the nature of the use or activity to occur at a TPCAC facility, the number of attendees expected, contact or payment information or any other falsification on rental application documents will result in the immediate cancellation of the proposed use or event and forfeiture of fees paid. Any such misrepresentation may result in denial of future rental requests and/or legal action.

Major exceptions to the above rules may be made at the discretion of the Director.

I have read the guidelines and will inform all participants to ensure that they adhere to them:

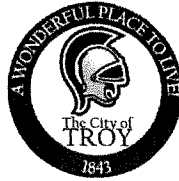
(Signature)

(Date)

MICHAEL STEPHENS
Chief

BRANDY COX
Fire Marshal

CITY OF TROY



FIRE DEPARTMENT

MIKE RHODES
Battalion Chief

CURTISS SHAVER
Battalion Chief

JOSH HAMM
Battalion Chief

Fire & Life Safety Codes and Procedures

In an effort to promote fire and life safety in the community, below are some general fire and life safety Do's and Don'ts to help keep your event a safe, enjoyable, and fun filled experience. These Codes and procedures follow The International Fire Code or IFC, as adopted by the State of Alabama and the City of Troy. If you have any questions or concerns, please feel free to contact me and I will be glad to assist you any way I can.

1. All Exits, doorways, hallways, and passageways to Exits, must be free and clear of any tables, chairs, stages, wet bars, etc. at all times. A minimum 36" path to the Exits and/or Aisles must be maintained.
2. Exits and Exit passageways, and/or building egress routes may not be covered by curtains, partitions, or any other decorative materials to conceal their location at any time.
3. Building life safety features, such as Exit signs, Fire Alarm visual devices (strobes), Fire Alarm Pull Stations, Fire Sprinkler appliances or markings, Emergency Lighting, Fire Extinguishers, etc. may not be covered or concealed in any fashion, in whole or in part.
4. Curtains, draperies, fabric hangings and other similar combustible material suspended from the ceiling or walls shall not exceed 10% of the wall area if in an UN-Sprinklered building, or 75% of the wall area if Sprinkled. These materials must also be rated as flame retardant.
5. Use of candles is permitted with an abundance of caution upon placement and securing away from flammable materials. Open flames, heaters, torches, lanterns, etc. that use flammable liquids or attached LP gas fuel containers are prohibited. Sterno type cans for heating of food is accepted.
6. Decorative vegetation such as Hay Bales, and Natural Cut Christmas Trees are strictly prohibited in Assembly Occupancies (Events Halls, Auditoriums, Churches, Restaurants, Etc.) that are without an approved Fire Sprinkler System. Live flowers and plants are acceptable.
7. All Exit doors must be un-locked, accessible and fully operational while the building is occupied.

The Troy Fire Dept. and the City of Troy, would like to thank you for being safety conscious, and assisting us with insuring that all of your attendees, friends, and loved ones, experience a safe, and fun filled event by following these Fire & Life Safety Codes and procedures. Again, if I can answer any of your questions or concerns, please feel free to contact me, and either myself or another Fire Dept. representative will assist you as quickly and informative as possible.

Regards,

Brandy Cox
Troy Fire Marshal
334-566-5943

P.O. Box 549 • Troy, Alabama 36081 • Tel: (334) 566.5943 • Fax: (334) 670.6803 • www.troyal.gov
Fire Station #1: 300 Walnut Street • Fire Station #2: 200 South George Wallace Drive

FOR EMERGENCIES DIAL 9-1-1.