



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 FOR ANY EVENT

All Events **MUST END** prior to **1 a.m.**

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 if alcohol is present*):

Name: _____ Telephone: _____

Room/Equipment Needs:

Chairs (#) ____ Tables 5 ft. round (#) ____ 8 ft. rectangular (#) ____ Set up fee \$50 (tables & chairs)

Take down fee \$50 (tables & chairs) Table cloth rentals \$15/each 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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The Studio 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 and 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 may 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.

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 Johnson Center

301 East Walnut Street, Troy, Alabama

The Studio Facility Reservation Guidelines

___ 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 turned off before exiting the facility. Failure to adhere will result in a portion of your damage deposit not being 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.

___ 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. **DOORS SHOULD BE LEFT UNLOCKED DURING AN EVENT TO AID AS AN EMERGENCY EXIT FOR 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) _____