



TOWN OF HIGHLAND LAKE
612 Lakeshore Drive
Highland Lake, AL 35121
(205) 625-6407
Email: tnhlndlk@otelco.net

ANCHOR RENTAL AGREEMENT

SCHEDULING AND RENTER INFORMATION

The party responsible for entering into this agreement (Responsible Party) must be in attendance during the scheduled time and is solely responsible for assuring that all policies are strictly followed by his/her group and is solely responsible for all damages and claims that may occur during the scheduled time.

EVENT INFORMATION

Date(s): _____ Type of Event: _____
 Projected Time of Use: _____ to _____ Total number attending _____ (Max 120)

RESPONSIBLE PARTY

The party entering into this agreement **MUST** be at least twenty-one (21) years of age. A copy of a photo ID shall be attached to this document.

Name _____ Contact Number _____

Address _____

RENTAL HOURS/FEEES/DEPOSITS

Rental Hours: 8:00 AM – 11:00 PM

Rental Fee: \$200.00 Highland Lake Property Owners / \$250.00 Non-Highland Lake Property Owners
 Make check payable to: **Town of Highland Lake**

Deposits: \$400.00 Damage Deposit and \$100.00 Cleaning Deposit
 Deposits will be returned upon satisfactory inspection of the Anchor.

For cancellations, call 625-6407 at least twenty-four hours before the rental date. One-half of the rental fee will be kept for cancellations made less than twenty-four hours before the rental date.

RENTAL STIPULATIONS

1. The Town of Highland Lake reserves the right to reject any rental it feels is not appropriate for the Facility.
2. Rentals should be made as far in advance as possible (but no more than one year in advance).
3. The Anchor will be booked on a First Come First Serve basis.



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4. The Anchor shall not be considered rented until the rental fee has been paid. Deposits must be received by no later than the week prior to the event.
5. The Anchor will be unlocked by the Police Department the day of the event.
6. **ALCOHOL** use at the Anchor is **Strictly Prohibited**. Use of **TOBACCO** products is **Strictly Prohibited** inside the Anchor.
7. There is a 120 person occupancy limit at any time during the use of the Anchor.
8. After inspection and it is determined that the renting party has properly cleaned the facilities (including tables, floors, kitchen, and restrooms) and there is no damage, the deposits will be refunded. (Deposit checks will be mailed to address of renter by the Town Clerk).
9. A Cleaning Check List will be provided upon receipt of the renter's copy of the signed Rental Agreement. Please check off all boxes and return to the Town Clerk.
10. All parties utilizing the facility shall act in an orderly fashion, and the Responsible Party bears sole financial responsibility for any damage occurring to the building, grounds, or equipment during their allotted time.
11. No addition to existing nails, screws, tacks, staples, or anything else that would cause damage will be used on the walls, woodwork, or anywhere else on the premises.
12. Non-conformance with these usage stipulations will result in cancellation of the usage, even if the rental time and period has not expired and will result in forfeiture of all monies paid.
13. The Responsible Party shall ensure that the facility is kept clean and ready for the next user.
14. The Responsible Party will ensure that ALL lights are turned off, that ALL doors are locked, and that ALL garbage is removed from the facility and placed in the provided dumpsters.
15. No property owned by the Town of Highland Lake should be removed from the Anchor.
16. Adjust heating/cooling thermostat. Winter-60. Summer-75.
17. If something is damaged or broken, please report this to the office.

NOTE: An Automated External Defibrillator (AED) is available in the Anchor for use in case of a cardiac emergency. It is located on the left wall at the kitchen entrance. Instructions on proper use are given when the door of the device is opened. **DO NOT REMOVE THE AED FOR ANY OTHER PURPOSE.**

AGREEMENT

I certify that I (The "Responsible Party") have read and understand the Anchor Rental Agreement and hereby agree to follow all the stipulations contained within. I also understand that I am wholly and completely responsible for all activities that occur during the allotted period that I have personally rented from the Town of Highland Lake. I also understand that the Town of Highland Lake shall not be responsible for any injuries and damages that may arise during my use of the facility. I also certify that The Town of Highland Lake will be held harmless for any and all claims of all kinds resulting from injuries or damages that arise during the use of the Anchor and I hereby agree to completely indemnify the Town of Highland Lake from said claims.

SIGNATURE OF RESPONSIBLE PARTY: _____

DATE: _____