

THE LODGE AT SHERLING LAKE
4449 Braggs Highway
Greenville, AL



It is the intent of The City of Greenville to make The Lodge at Sherling Lake (“The Lodge”) available for the use of residents of Butler County as well others in the surrounding area. All events are subject to approval by the City of Greenville. Reservations can be made by contacting the City of Greenville Mayor’s Office, 334-382-7111, for the use of any part of The Lodge or its grounds. A reservation is considered confirmed when the rental agreement is approved by the City Representative and a monetary deposit has been received.

RENTAL FEES EFFECTIVE MAY 12, 2021

Wedding Rehearsal Dinner, Wedding, Wedding Reception	\$750.00 per day / \$750.00 refundable deposit
All other events	\$500.00 per day / \$750.00 refundable deposit
Rentals Monday thru Thursday	\$250.00 per day / \$750.00 refundable deposit

LODGE RENTAL AGREEMENT

Reservation Information:

Name of Organization/Individual: _____

Address: _____

Cell Phone: _____ Work Phone: _____

Email Address: _____

Today's Date: _____ Date of Event: _____

Type of Event: _____

Hours of Event including set up and clean up: _____
(facility must be vacated by 10:00 pm)

Expected Attendance: (**Occupancy load is 60**) _____

Rental Fee

*The rental fee, as determined on page 1, will be \$_____ due thirty (30) days prior to use of the facility. The City of Greenville has the option to cancel the reservation if the signed agreement and rental fee is not received in full thirty (30) days before the event. **Additional fees may be charged if more than one day is needed for preparation for the event.***

Security Deposit

A damage/security deposit of \$_____ is due upon making reservation. This deposit will secure the date of event. It will be held until after the event to cover any potential expenses related to damages or cleaning required beyond the normal wear and tear. Any portion of the deposit not used will be refunded. If damages exceed the security deposit, the renter will be responsible for any additional costs incurred.

Payment for the deposit and rental fee must be separate. The fee for returned checks will be the maximum amount allowed by current law and could result in the loss of the venue for the event.

RULES AND GUIDELINES

- Renters must be 25 years of age to rent The Lodge.
- Rentals on holidays are not permitted.
- Reservations will not be accepted more than 12 months in advance.
- No promiscuous/unlawful events are allowed.
- Rental hours are from 8:00am to 10:00pm on a per day basis. Premises must be left clean and vacant by **11:00pm**. Failure to do so will result in a forfeit of \$150 of the deposit.
- The Lodge kitchen is equipped with a refrigerator, stove, dishwasher, small ice maker and coffee maker. The Lodge also offers WiFi capability.
- A key to The Lodge can be picked up the day before the event from The City of Greenville Mayor's Office. The key must be returned to the Mayor's office by noon the first business day after the event. Failure to return the key by the designated time will result in a \$50 forfeiture of the damage deposit.
- The removal of furniture from The Lodge is strictly prohibited. Furniture may not be re-arranged without permission. Any inventory items such as dishes, kitchen or cleaning supplies, etc. will NOT be permitted to leave the premises under any circumstances.
- No nails, tacks, brackets, self-adhesive tape of any type or any material that will deface, mar, or damage a finished surface will be allowed on or in walls, ceilings, floors. (This includes silly string.) Decorations are allowed, but nothing may be nailed, tacked, taped, hung, stapled or affixed in any way to the facility, inside or out. The following decorations are specifically prohibited: confetti (static and cannons), glitter, stickers, spray paint, liquid paint, burning objects, helium balloons, rice, streamers, poppers or sparklers. Bubbles, helium balloons and flower petals may be used in outdoor areas only. All decorations, materials and/or equipment must be delivered and set up on the same day as the event, and removed at the conclusion of the event unless other arrangements are pre-made.
- Lodge equipment and supplies will not be used by anyone other than those paying for the use of The Lodge.
- Permission will be required for any person or group to use any appliance with special power requirements.
- Any person or persons caught damaging or defacing any part of The Lodge, inside or out, will be prosecuted to the fullest extent of the law. The renter has the option to

inspect the premises immediately upon the receipt of the key and report any damages immediately to the Mayor's office. In the event the renter fails to report any existing damages, it will be presumed that any damage discovered to the building, furnishings or area surrounding The Lodge were created or caused during the event and therefore are the responsibility of the renter.

- The renter is responsible for providing licensed and insured security personnel, both for the safety of their guests and the safety of the facility, if the Mayor's office deems it is necessary.
- Responsible use of alcoholic beverages is allowed. A cash bar is not allowed under Alabama Alcohol Beverage Control Board rules without first obtaining a special events license. If alcohol will be sold at the event, purchasing \$1,000,000 of event insurance is required.
- All vendors must have a City of Greenville business license.
- Tents may be erected on the grounds near the building.
- No smoking or use of tobacco products is allowed inside The Lodge. Smoking is permitted on grounds. Renter is responsible for designating an area with a place to properly dispose of cigarette butts.
- Use of the fireplace is permitted. The renter is responsible for supplying wood. Any fires built in the fireplace must be distinguished upon departure. Ashes may be left.
- Use of the Big Green Egg is permitted. ONLY 100% ORGANIC LUMP CHARCOAL MAY BE USED and can be purchased at Greenville Cash & Carry or Quality Cooperative, Inc.
- Excessively loud music is prohibited.
- Following use of The Lodge and/or its grounds, all garbage and trash must be placed in receptacles provided. If there is excess trash/garbage, it is the responsibility of the renter to remove it prior to vacating the building. Failure to completely remove trash will result in charges being deducted from the renter's security deposit.
- The Lodge provides six 60" round tables and two 8' long tables. These, along with approximately 75 metal folding chairs, are stored in the nearby storage shed. It is the responsibility of the renter to set up tables and chairs to their liking. All tables and chairs used for the event must be cleaned prior to storage and returned to the shed at the end of the event or risk forfeiture of the security deposit. Tablecloths are not provided.
- All lights and heat/AC must be turned off and all doors to The Lodge must be locked before vacating the premises. If leaving after dark, the last person leaving The Lodge

must secure the gate at the top of the hill.

- The City of Greenville will not be responsible for any items or properties belonging to renters or guests that are lost, stolen, damaged or destroyed while on or around the premises.
- The City of Greenville will not be responsible for injuries/occurrences incurred while on the premises.

CANCELLATIONS

Cancellation by Renter – The Mayor’s office shall be notified by phone or email of any reservation that is to be cancelled by the renter. Cancellations made before 10 days prior to the rental period are allowed; however, after that time, the renter will forfeit \$50.00 of the deposit.

Cancellation by City - The City may cancel any booking when The Lodge is required for City functions, Municipal, or due to a national or regional emergency even when the conditions of rental may have been accepted and signed and the rental fee paid. The renter agrees to accept City’s right to cancel any booking and consents to such cancellation and has no claim at law or equity for any loss or damage in consequence of such cancellation. In this circumstance, the renter is entitled to a refund of the rental fee.

EVENT INSURANCE

Please check box that applies to this event and sign below.

YES, alcohol will be served at this event.

NO, alcohol will not be served at this event.

If YES, I acknowledge The Lodge rules and guidelines and agree to the conditions found therein.

Print Name

Signature

Event Insurance Provider Info:

Company Name

Amount Insured

Contact Person

Contact Number

Indemnity Agreement: As part of the consideration for the use of The Lodge at Sherling Lake, I, the undersigned, do hereby covenant, contract and agree as follows: That I will fully and completely indemnify and hold harmless the City of Greenville, and all of their agents, directors, officers, and employees, from and against any and all claims, demands, suits, and causes of action of any nature whatsoever for personal injury, death, or damage to property of any person (including attorney's fees and expenses of litigation) arising from or out of the use of such facilities by the undersigned.

I also agree to adhere to all local, state and CDC guidelines regarding COVID 19.

UPON EXECUTION OF THIS RENTAL AGREEMENT, USER AGREES TO ABIDE BY AND CONFORM TO ALL THE RULES AND GUIDELINES AS STATED.

Renter's Signature: _____ Date: _____

City of Greenville Representative Signature: _____

OFFICE USE ONLY

Agreement Approved: ____/____/____ By: _____

If applicable, copy of Event Insurance Policy (attach insurance certificate)

DAMAGE DEPOSIT \$ _____ Date Paid: ____/____/____ ck# _____
(REFUNDABLE)

TOTAL RENTAL FEE: \$ _____ Date Paid: ____/____/____ ck# _____
