

CITY OF DECATUR, ALABAMA
DAIKIN AMPHITHEATER RESERVATION APPLICATION
905 CANAL STREET NE, DECATUR, AL 35601

THIS APPLICATION SERVES AS A REQUEST TO RESERVE FOUNDERS PARKS' DAIKIN AMPHITHEATER

DATE REQUESTED: _____

NAME OF ORGANIZATION OR INDIVIDUAL: _____

ADDRESS: _____

CELL: _____ E-MAIL: _____

TIME OF EVENT: FROM _____ TO _____ SET-UP TIME: _____ BREAK-DOWN TIME: _____

APPROXIMATE NUMBER OF GUESTS: _____ HAVE YOU PREVIOUSLY USED THIS FACILITY? _____

WILL YOU BE CHARGING A FEE TO ATTEND? _____ IF SO, HOW MUCH? _____

WILL YOU BE RESERVING THE OLD STATE BANK OR THE PEDESTRIAN MALL IN FRONT OF THE BANK? _____

IF YES, PLEASE STATE WHICH ONE OR BOTH. _____

AND IF SO, PLEASE CALL THE HISTORIC & PRESERVATION COORDINATOR, DAVID BRELAND, AT 256-341-4818.

DESCRIBE THE ACTIVITY OR PURPOSE OF INTENDED USE (BE SPECIFIC): _____

NOTE: IF YOU ARE RESERVING THE AMPHITHEATER FOR A WEDDING OR ANY OTHER EVENT THAT REQUIRES A REHEARSAL/PRACTICE THE EVENING BEFORE, THEN PLEASE LET US KNOW AT THE TIME OF BOOKING OR WHEN YOU TURN IN YOUR APPLICATION SO THAT WE CAN BLOCK THAT DATE AND TIME FRAME AS WELL AS THE ACTUAL FUNCTION DATE. THANK YOU.

THERE IS LIGHTING AND ACCESS TO ELECTRICITY ON THE STAGE OF THE AMPHITHEATER. IF YOU NEED SOMETHING FROM THE DECATUR PARKS & RECREATION DEPARTMENT, FOR EXAMPLE EXTRA GARBAGE CANS, ETC., PLEASE LET US KNOW SO THAT WE MAY HELP ACCOMMODATE. NOTE THAT THERE MAY BE CHARGES APPLIED FOR EXTRA SERVICES. PLEASE BE SURE TO FOLLOW PROPER PROCEDURES IN ORDER TO MAKE YOUR EVENT A SUCCESSFUL AND PLEASANT ONE BY CONTACTING THE FITTING DEPARTMENT(S) OR ORGANIZATION(S) INVOLVED IN SETTING

over →

UP YOUR EVENT. IF THIS RESERVATION IS PART OF A LARGER DOWNTOWN FUNCTION THEN YOU ARE REQUIRED TO CONTACT **CONNIE TORBERT** AT THE **DECATUR DOWNTOWN REDEVELOPMENT AUTHORITY (DDRA)** AT **256-353-0075** TO COORDINATE WITH ALL INVOLVED PARTIES. THE CITY OF DECATUR, ITS OFFICIALS, EMPLOYEES, REPRESENTATIVES, AND AGENTS *ARE REQUIRED* TO BE ADDED AS ADDITIONAL INSURED ON YOUR LIABILITY INSURANCE POLICY.

THE SIGNING OF THIS APPLICATION PROVES THAT YOU UNDERSTAND ALL TERMS ABOVE AND THAT THE PARKS & RECREATION DEPARTMENT IS NOT RESPONSIBLE FOR ANY ACCIDENTS ON THE PROPERTY. IF ANY DAMAGES OCCUR, PLEASE CONTACT US AS SOON AS POSSIBLE. THIS IS THE FIRST STEP IN THE PROCESS OF RESERVING THE DAIKIN AMPHITHEATER. THANK YOU.

SIGNATURE

DATE

(FOR DEPARTMENTAL USE ONLY BELOW THIS LINE)

DEPARTMENT APPROVAL BY: _____ DATE: _____

TOTAL RENTAL FEE DUE: _____ COMPLIMENTARY USE APPROVED BY: _____

PAYMENT RECEIVED ON: _____ RECEIPT #: _____ PAYMENT RECEIVED BY: _____

EXPLANATION FOR COMPLIMENTARY USE: _____

DEPARTMENTAL COMMENTS: _____
