



DECATUR PARKS & RECREATION

# SPECIAL EVENT FORM

At OSB - Depot  
(Please print all information)

FACILITY TO BE USED \_\_\_\_\_ DATE TO BE USED \_\_\_\_\_

PRIVATE OR PUBLIC EVENT? \_\_\_\_\_

NAME OF ORGANIZATION/INDIVIDUAL \_\_\_\_\_

SET-UP & CLEAN UP TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

ACTUAL TIME OF EVENT: FROM \_\_\_\_\_ TO \_\_\_\_\_

Approximately how many people? \_\_\_\_\_

Equipment being taken to the museum. Please be specific. \*OSB ONLY: Please see attached addendum regarding alcohol on the property.\*

\_\_\_\_\_  
\_\_\_\_\_

Describe the activity or purpose for which museum is to be used. Please be specific.

\_\_\_\_\_  
\_\_\_\_\_

The organization named above and the adult (or adults) whose signature(s) is (are) affixed hereto assumes full responsibilities for all property and at the Old State Bank. Any and all damages occurring to the park landscape, etc., during the time used by the above organization (or by the signer below), will be paid to the extent that the facility will be placed in the same order as it was just before the above group's using it. *This request is pending until confirmed by email or a phone call.*

\_\_\_\_\_  
Person in Charge Email Address

\_\_\_\_\_  
Mailing Address City State Zip Code

\_\_\_\_\_  
Cell Phone Work Phone

\_\_\_\_\_  
Signature of the person in charge Date Signed

Please turn in this request for approval to the Old State Bank or email it to Suzanne Langdon at [slangdon@decalur.-al.gov](mailto:slangdon@decalur.-al.gov). Call Suzanne with questions, 256-280-1666.

Facility Rent is charged beginning with the requested opening time and ends at the time of closing. Any portion of an hour shall be charged as a full hour. All payments are to be made payable to City of Decatur in advance.

Please provide vendor contact info below, if using any (name & phone number):

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DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Rental Fee \$75.00 per hour: Total Hours \_\_\_\_\_

Event Notes: \_\_\_\_\_

Scheduled Worker(s) for rental \_\_\_\_\_

Approval by \_\_\_\_\_ Date \_\_\_\_\_

Total Rental Fee Due \_\_\_\_\_ Payment Due by \_\_\_\_\_

Payment Received on \_\_\_\_\_ Form of Payment \_\_\_\_\_

Payment Received by \_\_\_\_\_

Complimentary Use approved by \_\_\_\_\_ Date \_\_\_\_\_

Explanation for complimentary use: \_\_\_\_\_

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## **ADDENDUM TO RENTAL OF OLD STATE BANK CONCERNING ALCOHOL**

In addition to all terms and conditions agreed to by the parties in their contract to reserve the Old State Bank of Decatur, the party seeking to reserve this venue also further agrees as follows:

1. That he/she will not serve alcoholic beverages, possess same or allow others to possess same at the Old State Bank (OSB) without the express written permission of the Director of the OSB.
2. That is permission is so granted by the Director of the OSB that the party reserving the OSB will abide by and comply in all ways all laws and regulations of the United States, State of Alabama, City of Decatur, Morgan County, Alabama and all other entities which have jurisdiction over the possession and serving of alcoholic beverages while on the property of the OSB, Founders Plaza, Founders Park, and the Daikin Amphitheater. This compliance includes but is not limited to compliance with the Code of Decatur and its regulations with regard to alcoholic beverage service and possession with regard to the Arts and Entertainment District. These rules currently allow alcoholic beverages in specified limited quantities, purchased from a licensed alcoholic beverage vendor within the Arts and Entertainment District. All rules of the Alabama Beverage Control agency (ABC) must also be complied with including, but not limited to, rules with regard to service of alcoholic beverages by a licensed bartender as well as all rules prohibiting service of alcoholic beverages to minors or others ineligible to be served. Any party reserving the OSB expressly agrees not to bring any alcoholic beverage onto the property of the OSB, Founders Plaza, Founders Park, and the Daikin Amphitheater unless such action is authorized by law and all applicable rules and regulations.
3. That the party reserving the OSB is responsible for obtaining and discerning the applicable alcoholic beverages and regulations referred to above and acknowledges encouragement by the OSB Director to consult with a licensed vendor or alcoholic beverages within the Decatur Arts and Entertainment District prior to proceeding further.
4. That if the party reserving the OSB violates any rule or regulation above that the Director of the OSB may terminate said reserving party's event and/or take any other reasonable action without refund of the monies paid by the reserving party.