

Section VI City Hall Auditorium Rental Rates (Effective May 9th, 2023)

RULES AND REGULATIONS

The City Hall Auditorium and kitchen may be rented to responsible parties upon written application to the City Clerk; said application to be acted upon in order in which they are filed. No verbal application shall be considered. Groups using the auditorium for the first time must check with the office so that they are familiarized with the location of the light switches and cleaning supplies.

The person or organization renting the auditorium will assume full responsibility for any damages to the building or its contents resulting from their use of the building. Groups sponsoring dances are required to provide a list of chaperones and attendants who will be present during the period of their use of the building. Chaperones are responsible for seeing that everyone stays within the auditorium and restrooms and are not roaming in other areas of City Hall.

SCHEDULE OF CHARGES – PAYABLE IN ADVANCE

Deposit fee for all uses (Fee will be refunded if no damage was done and it was cleaned.)	\$ 100.00
Rental fee:	\$ 75.00

Events Clause:

If rented for the use of classes or events, then there will be a discounted rate for multiple days rented in one month. Deposit fee still applies, and rental fees are as shown below.

Twice per month:	\$ 100.00
Three or more per month:	\$ 125.00

Section VII Bluff Valley Park Rental Rates (Effective May 9th, 2023)

RULES AND REGULATIONS

All groups using the pavilion are responsible for paying the deposit and rent in advance and picking up the required keys at the City Clerk’s office before the day of the event. If the event is to take place on a weekend, a representative of the group must take care of this before 4:30 p.m. on the Friday before the event. The City is not obligated to furnish keys or accept deposits if the responsible person forgot to do so.

KITCHEN AND RESTROOM FACILITIES

The park keys will provide access to the kitchen and restroom facilities in the pavilion. Just inside the kitchen, located on the West wall, is the circuit breaker, which controls all electrical functions of the pavilion. All functions are marked on the control panel. Please be sure that whatever you turn on when you arrive is turned off before you leave. The outside protective lights are left on at all times.

Renters using the pavilion are free to use the stove, refrigerator, and all kitchen facilities. Also located in the kitchen is a large wooden chest, which contains various toys and games. Please remember to return all these items to the chest before you leave.

Inside the men’s restroom is a closet, which contains cleaning and restroom supplies. Your key will open the door to this closet. Please be sure that you clean up the pavilion before you leave.

SCHEDULE OF CHARGES – PAYABLE IN ADVANCE

Deposit fee (Fee will be refunded if no damage was done and it was cleaned.)	\$ 100.00
Rental fee	\$ 75.00

Non-Profit Rental Policy

The City of Bessemer likes to work with our local non-profits because our non-profits are the life-blood of our community however, we also have to factor in our costs at the city. To find the balance, the City of Bessemer has instituted the following.

Any non-profit or governmental agency applies.

Regular rates apply for any event that has the following

- 1) Serves Alcohol
- 2) Charges an admittance fee
- 3) Strongly encourages donations such as having a suggested donation amount or passing around a plate for donations.

Half off rates and full deposit apply for any event that meets the following criteria

- 1) Doesn't serve alcohol
- 2) Doesn't charge an admittance fee
- 3) Doesn't strongly encourage donations such as having a suggested donation amount or passing around a plate for donations.
- 4) Requires assistance with setting up for events or requires the city to turn on the heat in the auditorium

Rates are waived and a deposit applies for any event that meets the following criteria

- 1) Doesn't serve alcohol
- 2) Doesn't charge an admittance fee
- 3) Doesn't strongly encourage donations such as having a suggested donation amount or passing around a plate for donations.
- 4) Requires no assistance with setting up for events and doesn't require the city to turn on the heat in the auditorium

Note: If a non-profit rents space at no cost or a reduced cost and doesn't properly return the space or leaves it dirty, they will not be given a discount in the future.

Note: The City Manager can choose to waive the deposit for a non-profit that has used the space in the past and has never had issues with cleaning and returning the space to as they found it.