



Windmill Market Event Rental Application and Rules

Thank you for your interest in holding your event at the Windmill Market. We look forward to working with you. Please review the rules regarding rental and complete the event information sections. A \$100 security deposit and a separate \$100 damage deposit are due upon submission of your application. Call 251-517-5444 or email angela@windmillmarket.org for any questions.

Please provide the following information:

Name of Applicant: _____

You must be at least 21 years of age to reserve this facility and sign this document.

Name of Contact Person: _____

Address/City/State/Zip: _____

Daytime Phone Number: _____

Date of Event: _____

Type of Event: _____

Set-up Time: _____ Start Time: _____ End Time: _____

Anticipated Attendance: _____

Will food/drink be served? _____

The \$100.00 security deposit is due the day of booking. This deposit will be credited towards your balance. The balance of all fees is due 14 calendar days prior to your event date. Cancellation of an event must be received in writing no less than 14 calendar days prior to the event. A separate damage deposit of \$100 is also due the day of booking. This deposit will be held and returned after your event, provided there is no damage to the facility or its contents.

The Windmill Market can be rented for periods of up to sixteen (16) hours between the hours of 7 a.m. and 11 p.m. Any set up done by the renter must be done during this time period. The hours and music must comply with the City of Fairhope's noise ordinance, and the building must be vacated by Midnight.

The Market provides, for an additional fee (See Rate Sheet), 2' - 6" x 8' banquet tables for your use. This includes one set up. All other tables and seating must be secured by the renter.

The renter and/or caterer serving food/drink will supply all necessary equipment to serve guests. The onsite kitchen is not available for use. Moe's BBQ and Mary Ann's Deli are both available for event catering. The renter may contact them directly for details.

All loose debris, including cups, plates and napkins must be removed from tables and the floor swept of debris. Garbage bags and cleaning supplies will be furnished. All garbage and debris will be removed from the building by the renter as needed during and at the close of the function. All garbage bags must be tied and placed in the garbage containers provided outside the facility.

Renters are responsible for their own clean-up of the facility. Anything brought in by the renter and/or caterer must be removed by the renter and/or caterer. It is the responsibility of the renter to ensure all rules and regulations are adhered to.

If alcohol is served, the renter must comply with the local governing authority regarding alcohol use.

If children are present during your function, they must be supervised at all times. Any damaged or broken items caused from lack of supervision will be the renter's responsibility.

Renters need to provide proof of event insurance with the Windmill Market named as an additional insured.

I have read this document carefully and I fully understand and agree to all of the policies and procedures herein.

Signature

Date

Printed Name

Event Rates

Rental Fee (full facility*)	\$300
After hours rate/per hour	\$60
Cleaning/Breakdown/Setup Fee	\$150
Sound System Equipment Use	\$50
8' Banquet Tables	\$8/per table

* Partial space rental is available upon request. Contact the Windmill Market for details.