



- A. Fill out form electronically and email to [stephanie@exploreathensal.org](mailto:stephanie@exploreathensal.org) OR
  - B. Print form and return to Athens-Limestone County Tourism Office: 100 N. Beaty Street Athens, AL 35611
- Questions? Call 256-232-5411.

\_\_\_\_\_  
Name of Responsible Party

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Phone Number

\_\_\_\_\_ to \_\_\_\_\_  
Time of Event

\_\_\_\_\_  
Email (Please Print)

Rental Amount: \_\_\_\_\_

**FEE SCHEDULE:** 4 hours/\$200  
8 Hours/ \$230  
\$50 Deposit Fee

***Cash and cards are not accepted, only checks.***

**Please Read and Initial:**

**I understand that the room MAY NOT be decorated or cleaned outside of my reserved time and that doing so risks penalties. Initial: \_\_\_\_\_**

**I understand I must bring the room rental check and pick up the key at least 2 days prior to my event. Initial: \_\_\_\_\_**

The Security Deposit check is due upon signing of contract and secures the room. The Security Deposit will be forfeited if the event is cancelled with 24 hours of reserved date.

The Security Deposit will be returned by mail if the following conditions are met:

- Floors, Kitchen, Patio, and Restroom areas are clean
- Tables and chairs are returned to original location
- Trash is removed, placed in the dumpster, and bags are replaced
- All decorations are removed
- All lights are off and blinds are closed
- Thermostat is reset to 65 in winter or 72 in summer
- Both doors are locked
- Keys are returned to mailbox on front porch

***Max capacity of the room is 50 people.***

***No tape is allowed on the walls. No thumbtacks or nails are allowed at all.***

I have read and understand the contents of the rental agreement and under those terms take full responsibility for the condition of the building and grounds during the specified contract period. I also understand I am responsible for any cleaning and repairs. I take full responsibility for replacing any and all property missing or damaged during the rental of the venue. The Athens Limestone Tourism Association will not be responsible or liable for any injuries, accidents, illness, property loss, or damage in connection with the rental of the venue.

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

