



## **SPRINGDALE USE RULES**

**PLEASE READ CAREFULLY.**

### **These Rules Apply To Springdale Use During Any Event.**

- 1. THE CITY OF ANDALUSIA WILL HAVE A REPRESENTATIVE ON SITE DURING THE EVENT. THE ONSITE REPRESENTATIVE HAS THE AUTHORITY TO ENFORCE ALL SPRINGDALE USE RULES.** In the event SPRINGDALE USE RULES are disregarded, or other conduct is deemed harmful to SPRINGDALE, the City's representative may immediately terminate this Agreement and the USER and guests must promptly vacate SPRINGDALE and its premises.
- Unless otherwise agreed to and required additional fees are paid in advance, events will not start before 9:00 A.M. or *last beyond 11:00 P.M.* \*ALL NOISE/MUSIC SHOULD DISCONTINUE, CLEAN-UP SHOULD BE COMPLETE AND PREMISES SHOULD BE VACATED BY 11:00 P.M.  
OVERNIGHT stays are not allowed under any circumstances.
- Excessively loud music or noise, as determined by the City's representative, will not be allowed at Springdale.
- DECORATIONS FOR AN EVENT MAY NOT BE STAPLED, TAPED, WIRED, OR OTHERWISE ATTACHED TO ANY INTERIOR WALLS, CEILINGS, LIGHTING FIXTURES, FURNITURE, FURNISHINGS, OR STAIRCASE BANISTER OR RAIL.** Ribbon, string, or pipe cleaners may be used to attach floral decoration(s) to the staircase.
- ALL TABLES USED FOR AN EVENT MUST BE COVERED WITH TABLECLOTHS.** ICE CONTAINERS OR HOT CONTAINERS SHOULD NEVER BE PLACED DIRECTLY ON THE TABLES, FURNITURE, OR FLOORS. INSULATING PADS AND TRIVETS NEED TO BE PLACED UNDER HOT AND COLD CONTAINERS.
- FURNITURE AND FURNISHINGS, INCLUDING CHAIRS, VASES, AND OTHER ITEMS, ARE NOT TO BE MOVED OR REARRANGED EXCEPT BY CITY PERSONNEL.** USER may bring items to Springdale to be placed in locations by city personnel with prior approval by the city.
- The furniture and furnishings are valuable. These items can be easily damaged and quite costly to repair or replace. **THE USER agrees to pay for the entire cost of repairing or replacing any damage or breakage to furniture or furnishings which results from moving or rearranging such items by anyone other than CITY personnel, and USER acknowledges that repair or replacement costs may exceed the Damage Deposit.** \*PLEASE DO NOT PLACE ANYTHING ON PIANO.
- Additional furnishings may be brought into the Main House ONLY WITH PRIOR APPROVAL FROM CITY OFFICIALS. Please advise the City's representative of any large or heavy items. DO NOT STACK TABLES OR CHAIRS OR PLACE ANY ITEMS ON DOORS OR RAILS OR AGAINST WALLS, DOOR CASINGS, OR FURNITURE.

9. THE USE OF TOBACCO IS PROHIBITED ON THE PREMISES AT SPRINGDALE.
10. Security personnel will be required if the CITY deems security personnel are appropriate or needed. \*When alcohol is served. The officer(s) will be retained for the length of time guests are expected to be at the event. The USER will pay for the cost of event security.
11. ONLY BIRDSEED, SOAP BUBBLES, ROSE PETALS, LAVENDER, OR BUTTERFLIES MAY BE USED AT WEDDING RECEPTIONS, BUT THEY MUST NOT BE DISTRIBUTED OR USED INSIDE THE MAIN HOUSE. THE USE OF RICE, FIREWORKS, SPARKLERS, SILLY STRING, CONFETTI (PAPER OR PLASTIC), "SNOW", "WEDDING RICE", OR OTHER SIMILAR ITEMS IS PROHIBITED.  
\*\*IF THE FAREWELL ITEM YOU WOULD PREFER TO USE IS **NOT** LISTED ABOVE, PLEASE CONTACT THE CITY IN ORDER TO GET APPROVAL BEFOREHAND.
12. Animals are not permitted in the building or on the grounds other than service animals accompanying persons with disabilities.
13. **ABSOLUTELY NO VEHICULAR TRAFFIC IS ALLOWED ON THE LAWN. DELIVERIES MUST BE MADE DURING NORMAL BUSINESS HOURS (8:00 A.M. TO 5:00 P.M. Mon-Fri) OR DURING A RESERVED TIME (APPROVED BY CITY REPRESENTATIVE). DELIVERY VEHICLES MUST ENTER ONTO THE PROPERTY FROM THE EAST THREE NOTCH STREET PARKING LOT ENTRANCE AND USE ONLY THE PAVED DRIVEWAY(S) FOR DELIVERIES.**
14. **TEMPORARY PARKING AT SPRINGDALE WILL BE ALLOWED FOR LOADING AND UNLOADING ONLY. ALL GUESTS/USERS ARE TO PARK IN THE LOT BETWEEN SPRINGDALE AND CITY HALL (30 SPACES) BEHIND CITY HALL (80 SPACES) AND ON SIXTH AVE (30 SPACES).**
15. The USER is solely and fully responsible for the actions of and for any damage or breakage caused by the caterer, photographer, florist, musicians, and any other persons, including guests, who come on the premises. The CITY is not responsible for personal injuries to the USER, the USER'S guests, caterer's personnel, or others which may occur in conjunction with the uses of SPRINGDALE. The CITY OF ANDALUSIA is not responsible for any loss or damage to personnel property which the USER, USER'S guests, caterer, or others bring into the SPRINGDALE MAIN HOUSE, any other BUILDING, or onto the SPRINGDALE grounds.
16. AT THE CONCLUSION OF THE EVENT, THE USER WILL BE RESPONSIBLE FOR RESTORING SPRINGDALE TO ITS PRE-EVENT CONDITION. A DAMAGE DEPOSIT IS COLLECTED AS PART OF THE PERMISSIVE USE AGREEMENT TO INSURE THE VENDORS HIRED BY THE USER, GUESTS, INVITED BY THE USER, AND THE USER LEAVE THE PREMISES IN GOOD CONDITION AFTER THE EVENT. If any repair or replacement cost for furnishing exceeds the deposit, the USER will be expected to pay the additional cost. If the premises are not left in good condition and require extra cleaning or any repairs or items need to be replaced because of damage or breaking arising from or occurring during the event, the USER will be held responsible for the costs of such cleaning, repair, or replacement costs. The USER agrees to pay any extra cleaning, repair, or replacement costs within five (5) days after a written request for pavement has been made by the CITY OF ANDALUSIA.
17. All trash and garbage generated by the USER must be placed in double lined trash bags and placed in receptacles in designated collection areas.

18. The USER agrees to indemnify and hold harmless the CITY OF ANDALUSIA and its mayor and council members, officers, employees, and representatives from any and all claims made by or on behalf of any person, firm, corporation, or governmental entity, arising from, or in connection with the use, possession, conduct, or entrance upon the SPRINGDALE MAIN HOUSE and SPRINGDALE premises or from any activities or events done in or about the same, including, without limitation, from any and all costs, counsel fees, expense, and liabilities incurred in connection with any such claim and any action or proceeding brought thereon.
19. When serving alcohol, the USER agrees to comply with all local ordinances and state laws applicable to the serving of alcoholic beverages and shall be responsible for obtaining all necessary permits and licenses and for checking and confirming the legal age of any guest who consumes any kind of alcohol.
20. When the USER rents SPRINGDALE for the benefit of an institution or organization or in the name of any institution or organization, the CITY OF ANDALUSIA requires full compliance with the policies of the institution or organization represented regarding social behavior and use of alcohol in addition to compliance with all SPRINGDALE USE RULES.
21. If it is necessary for the CITY OF ANDALUSIA to employ the services of an attorney to enforce any of the terms and conditions of this agreement, whether or not a lawsuit is filed, the USER agrees to pay all costs associated with enforcing this Agreement, including reasonable attorney's fees.

**RETURN OF THE DAMAGE DEPOSIT TO THE USER IS DEPENDANT UPON THESE CONDITIONS:**

- A. The user and/or the event coordinator leave the building in pre-event condition.
- B. No furniture, furnishings, or other SPRINGDALE property is broken, damaged, lost, or stolen.

**THE CITY OF ANDALUSIA WELCOMES THE OPPORTUNITY TO MAKE YOUR EVENT A SPECIAL OCCASION.**