

ASSEMBLY HOUSE FEE AND DEPOSIT SCHEDULE

FUNCTION TYPE	FEE	DEPOSIT
*One Day – 8:00 a.m.-12:00 a.m. (midnight)	\$600.00	\$500.00
*Two consecutive days-8:00 a.m.-12 a.m. (midnight)	\$1,000.00	\$500.00
*Three consecutive days-8:00 a.m.-12 a.m. (midnight)	\$1,400.00	\$500.00

We must have a signed agreement and the deposit paid at the time the reservation is made. If the reservation is made over the phone you have 10 days from the date reservation is made to pay the deposit, otherwise the date WILL NOT BE HELD. The balance of the rental fee is due before the key can be picked up for the event. If you are paying the fee within two weeks of the event date it must be paid in cash. Checks will be accepted for rental fees if paid at least 2 weeks prior to the event.

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- **Your Deposit is refunded in full approximately one week after the scheduled event if the following are completed: NO damage to the Assembly House or surrounding property, proper clean-up is completed by the renter inside and outside the building, all decorations and personal property have been removed the same day of the function, all keys are returned, no rules violated based on inspections by our maintenance crew and police officers.
 - ** Deposits are refunded in full if the City is notified of cancellation 30 days prior to the reservation date. Half the deposit will be refunded if cancellation notice is given less than 30 days to within 1 week of the date of use. If date is cancelled less than 1 week prior to event date NO deposit will be refunded.
 - ** Renters may cancel Monday-Friday (8:00 a.m.-5 p.m.) by calling 251-246-2461.
 - ** Keys must be returned to City Hall immediately or no later than the next business day. If City Hall is closed, keys may be dropped in the night drop box located at the rear of City Hall beside the drive-thru window.
 - ** Alcohol cannot be sold unless proper alcohol licenses are applied for and approved. No underage drinking is allowed.
 - ** A cover charge/admission fee/tickets cannot be charged/sold unless the proper business license is applied for and approved. At the present time a Special Events License is \$60.00 per event.
 - ** Functions must end no later than 12:00 a.m. All garbage, trash and decorations must be removed at that time. Any cleaning needs to be done at that time also as there may be another function the next morning.
 - ** NO SMOKING IN THE BUILDING. This will result in the forfeiture of your deposit.
 - **Maximum capacity of 300 people in the building. (FIRE CODE!!!) If a city employee or Police Officer determines there to be more than 300 people the event will be closed down and NO money refunded.

****In the event you or any of your guests have an accident or are injured during your event you will not be covered under the City's insurance.**

If you have any questions regarding the use of the Assembly House, please give us a call at City Hall, (251) 246-2461. Our mailing address is: City of Jackson--P.O. Box 1096--Jackson, AL 36545.