

The Old State Bank
Fee Schedule and Rental Guidelines

On behalf of the Old Bank Board of Directors and the City of Decatur, we thank you for your interest in this cherished Decatur landmark. Our rental policy is designed to ensure both the protection of this historic building and provide for a successful event for the renter. If you have additional questions regarding our policy, please contact the Old Bank Coordinator at 256-350-5060. We look forward to welcoming you and your guests at Alabama's oldest surviving bank.

NUMBER OF GUESTS

Space in the Old Bank is restricted, and all renters should discuss their planned event and a realistic expectation of the number of guests you will be hosting with the Old Bank Coordinator. Typically, the Old Bank building can accommodate 125 people for receptions, and 40 people for dinners. Tented dinners on the mall can accommodate larger groups. Be advised that parking at the Old Bank is limited, and the renter should discuss parking areas with the Bank Coordinator.

FEE SCHEDULE

BANK INTERIOR RENTAL FEE

The Old State Bank may be rented at the rate of \$75 per hour, or any portion thereof. This includes decorating and set-up time, the event, and clean up. In addition, a host fee of \$7.50 per hour is also required and is paid when the rental contract is signed based on the number of hours the building is being rented. Any adjustment in the hours used resulting in a fee increase or reduction will be made accordingly, with the Old Bank/City of Decatur handling any additional billing or refund.

A minimum of 25% of the total expected charges due should be paid when the rental contract is signed. This confirms the scheduled event and secures your selected rental date. The remaining balance is due at least 30 days prior to the scheduled event.

BANK EXTERIOR RENTAL FEE (COURTYARD AND MALL)

This fee is for outside use only. The Old Bank will be locked during the event.

Events of 1 hour or less: \$75.00

Events of 1+ hours: \$150.00 plus rental charge for portalet*

*This will be through a contracted entity. If the renter is also renting the Country Inn facility for their event this requirement can be waived.

It should be understood that renters should make plans in case of inclement weather, and that moving wedding ceremonies inside the Old Bank is not an option for groups larger than 30. Tent locations and issues such as staking the tents must be approved by Old Bank staff.

Individuals renting only the building exterior will need to consider a location to change clothes, etc.

CLEANING FEE AND BUILDING CLEAN-UP

A cleaning fee of \$50 is required for all interior rentals and is to be paid when the rental contract is signed. This fee is used to offset the cost of increased janitorial services necessary for the building's use both before and after the rental. The fee is refundable if the event is canceled.

Clean up after an event is the responsibility of the renter. All items brought into the building by the renter must be taken out at the close of the rental with the exception being items rented through an outside contractor that can only be picked up on the next business day. The renter should empty all trash into the bins located behind the Old Bank. The renter will roll all bins to the trash pick-up location at the corner of Church and Bank Street near the Olympic monument. No food or beverage should be left in the building or kitchen. Food crumbs should be dusted off furniture surfaces, and all spills cleaned up. All decorations should be removed at the close of the rental.

HOST FEE

All renters are required to have a host designated by the Old Bank staff. A fee of \$7.50 per hour will be included in the rental charges paid to the Old Bank upon signing of the rental contract. The host will unlock/lock the building for the event, and is to be present during event set-up, the event, and clean up. The host is to serve as a representative of the Old Bank staff, Board of Directors and City of Decatur, and to ensure that the guidelines for the rental are followed. **It is not the duty of the rental host to "help" with your event.**

YOUR TOTAL RENTAL COST WILL INCLUDE THE FOLLOWING:

-Cleaning Fee	\$50.00
-Rental Fee	
-Exterior Only, Less than One Hour	\$75.00
-Exterior Only, More than One Hour	\$150.00
-Interior	\$75.00 per hour x number of hours rented
-Host Fee	\$7.50 per hour x number of hours rented

CANCELLATION POLICY

If a rental of the Old Bank building is cancelled, the following refund policy will apply:

- Cancellation notice 90+ days prior to scheduled rental: full refund of all funds paid
- Cancellation notice 31-89 days: The Old Bank will retain 25% of total funds due
- Cancellation notice less than 30 days prior to the rental: no refund will be given

RENTAL CONSULTATION

When an individual determines that they are interested in renting the building, they are advised to schedule a rental consultation. The consultation will help to better familiarize the renter with the building and to assist in determining if the Old Bank is suitable to their rental needs. This should be done well in advance of their event to facilitate the Bank's planning schedule as well as to give the renter adequate time to prepare for their event. The consultation is scheduled through the Old Bank Coordinator.

RENTAL CONTRACT

All rentals are subject to approval by the Old Bank Board of Directors, and all renters must sign a contract prior to the event that releases the Bank Board and City of Decatur from liability claims. The contract explains all terms of the rental. A minimum of 25% of the total rental to be charged is due upon contract signing.

GUIDELINES FOR RENTALS

DECORATING AND SET-UP

Unless prior permission is given, no decorating is to take place during the Old bank's business hours. Decorating and set-up are to take place during the hours you have specified and paid for in your rental contract.

Items that are rented through an outside rental agency may be delivered before the rental and stored in a place designated by the Bank Coordinator. The Bank Coordinator should be notified as to delivery and pick-up times for rented items.

Use of nails, hooks, tacks, screws or wiring is not permitted to attach items to the building or its furnishings. The Old Bank Coordinator must approve the use of tape.

Tables, which may be used during events, will be designated during the rental consultation. If used, tables must be padded and covered. Beverages may only be served from the 2 marble-top tables or from tables that the renter provides.

In general, we do not like to move any of the Old Bank furnishings or collections. We will remove items that we deem to be fragile from the rented space. Permission must be obtained in advance from the Old Bank Coordinator, if you would like to move a piece of furniture to improve the traffic flow or to provide more space. Any moving must be done under the supervision of the Bank Coordinator or rental host.

Exits and entrances to the building should not be blocked with furnishings and decorations.

Protective barriers should be provided between floral materials that are placed on the Old Bank's furnishings. Also, certain types of containers are prone to scratch wooden surfaces. Please use caution and care when deciding on decorations that will be located on the Old Bank's antiques.

The Old Bank has a limited quantity of folding tables and chairs that the renter is allowed to use. If these items are used, the renter is responsible for moving these pieces to the desired location

and returning them to the storage area after the rental. If the renter does not return these items to the storage room, they will receive an additional billing of \$10 per item.

We suggest that the renter's selected caterer, florist, etc. view the building well in advance of the rental so that they will be familiar with the building's layout, color scheme, location of electrical outlets, etc. Please schedule their visits with the Old Bank Coordinator. It is especially important that the caterer understand the limited catering amenities available on-site.

All decorations must be removed at the close of the rental.

RENTAL OF OUTSIDE MATERIALS

Because the Old Bank does not own items in quantity such as folding chairs, tables, etc., it may be necessary to rent these items from an approved outside vendor. Please see Coordinator for a list of approved vendors or to discuss a new vendor. Other items that may need to be rented may include linens, serving items for food, dishes, etc. Arrangements must be made by the renter to have these items delivered during the agreed upon set-up time. Friday deliveries are permitted as long as they are scheduled through the Old Bank Coordinator. Removal of rented items should be done at the close of the event or at the beginning of the next working day. Payment for all rented items is the responsibility of the renter.

MUSIC AND DANCING

Please notify the Coordinator as to any music plans for your event. Electrical needs and performance location will need to be determined in advance of the event. Because of the historic nature of the building and its collections, dancing is not permitted inside the building, but can take place in the exterior courtyard and mall.

ALCOHOL AND SMOKING

The Old Bank maintains a strict no smoking and no alcohol policy. Both are prohibited in the building and on the Old Bank grounds. It is the responsibility of the renter to see that this policy is upheld. If the rental host notices alcohol at your event, the renter will be told of the rule violation and will be asked to inform the offending guest of this policy. If the renter/guest do not comply with the request, the host has the authority to ask the offender to leave, and contact the police department.

RESTROOM FACILITIES

Restroom space at the Old Bank is limited. Depending on the size of your event, you may wish to consider renting portalets. Outdoor only rentals lasting more than one hour are required to rent a portalet through the Old Bank's designated contractor.

MISCELLANEOUS GUIDELINES

Rentals of more than 125 guests are strongly discouraged. Our rules and limits have been established to provide for the safety, comfort and enjoyment of you and your guests.

Old Bank offices are private areas and are not to be entered by the renters or their guests.

The host at his/her discretion may adjust the building temperature.

In case of an emergency, the office telephone may be used with the permission of the rental host.

Security system panels should not be disturbed.

The Old Bank Coordinator must approve use of candles. Candles may not be left unattended or placed near greenery. Candles protected by hurricane globes or placed in votive holders are preferred. The renter must provide his or her own candles and candleholders.

The Old Bank has no control over the fountains in front of the building. These are maintained through the Decatur Parks and Recreation department. Any questions about the fountains should be directed to Parks and Recreation Maintenance Department at 351-7766.

If you use birdseed during the ceremony, it must be thrown in an area away from the building so that it is not tracked in on the wooden floors. The host will show you the area on the mall where we allow birdseed to be thrown.

Wheelchair access is limited to the first floor area only. Please think about your guest list, and make plans to accommodate those guests who may not be able to visit the 2nd floor. Also, please inform the Bank Coordinator if you know in advance of any guest that will require the use of the handicapped entrance through staff offices.

Dressing areas at the Old Bank are limited. If you are planning a wedding at the Old Bank you may wish to rent a hotel room next door. Please discuss this need with the Old Bank Coordinator.

FOR MORE INFORMATION CONTACT:

Coordinator
The Old State Bank
P.O. Box 582
Decatur, AL 35602
256-350-5060
e-mail: meldunn@ci.decalur.al.us

FOR CONFIRMED RENTALS ONLY:

I have read and understand all the above stated guidelines, and will comply with all rules as established herein as part of my rental contract with the Old Bank.

NAME: _____
DATE: _____