

11247 Highway 31
Spanish Fort, AL 36527
Telephone 251-621-6665

Fitzpen Place

www.fitzpenplace.com
Rules And Regulation

P.O. Box 7008
Spanish Fort, AL 3657
Fax 251-621-6654

1. To reserve your date present a signed Rental Contract with the Rules and Regulations initialed and pay 50% of the package price as a nonrefundable security deposit. The package balance and any additional fees are due 10 business days prior to event date. As stated in the Rental Contract, all fees are due 10 business days prior to the event. If the fees are paid after the due date, then the money must be either cash or certified funds.
2. You must schedule an appointment with the facility manager to review your event arrangements at least 2 weeks prior to the event date. These arrangements will include:
 - (1) confirming the set-up of your tables and chairs in writing by giving a drawing of the placement details on our "Event Set-up" form which can be printed from our website,
 - (2) bringing a completed "Event Details" form, and
 - (3) bringing a completed "Beverages Choice" form, if applicable.
3. Decorations will be placed in the facility on the day of the event only! Decorations must be free-standing and removed by the renter at the end of the rental hours. No nails, tacks, brackets, self-adhesive tape, or any material that will deface/mar/damage a finished surface will be allowed on/in walls, ceiling, or floors.
4. Food must be purchased through a licensed and Baldwin County Health Department approved catering company. You must have the catering company approved by our facility. We can provide you with a list of approved caterers.
5. You are responsible for the vendors you hire for your event which includes letting them know the rules and regulations. If they do not return the facility to the condition in which it was rented to you, then you are responsible for any additional fees/costs. ALL vendors (entertainers, florists, photographers, etc.) are to use either the double doors in the back or the side door on the east side of the building for unloading and loading. **NO EQUIPMENT MAY ENTER THROUGH THE FRONT DOORS!**
6. Bird seed, rice, glitter, any type of confetti, silly string, toilet paper, shaving cream, and shoe polish are prohibited on the property of Fitzpen Place.
7. Anyone under 18 years of age must be accompanied by an adult.
8. Any person caught damaging or defacing any part of Fitzpen Place, inside or out, will be prosecuted to the fullest extent of the law.
9. The playground equipment is for children ages 2 to 12 who must be accompanied by an adult at least 18 years old.
10. Permission is needed from the manager to bring into the building and use any appliance with special power requirements.
11. No open flames or flammable liquids, machinery, or oils shall be allowed in the facility unless prior written consent is given by the manager. One battery operated candle for each table is provided free of charge.
12. NOTHING is to be placed or stored on the piano!
13. NO SMOKING in ANY area inside the building! Outside smoking areas will be designated for each event.
14. All exits will be kept clear of obstruction. NOTHING is to be placed in front of ANY doorway. In the event of a fire or any other incident which would require a prompt exit from the building. ALL doorways must be easily accessed.
15. You, as the lessee, are responsible for the conduct of your guests. Fitzpen Place, LLC will notify you of any problems with any guests and it will be incumbent upon you to address said situation immediately. If, in the opinion of the staff of Fitzpen Place, LLC said guest or guests continue not abiding by the rules and regulations of Fitzpen Place, LLC they will be asked to leave. In the event the rules and regulations are not followed, Fitzpen Place, LLC, in its sole discretion, may terminate the event and any and all monies paid toward the agreement will be forfeited.
16. IN THE EVENT ANY GUESTS OF LESSEE SHALL NOT ABIDE BY THE TERMS AND CONDITIONS AS SET FORTH CONCERNING THE SALE AND OR USE OF ALCOHOL YOU WILL BE NOTIFIED. APPROPRIATE ACTION MUST BE TAKEN IMMEDIATELY TO ENSURE CONTINUED SALE OF ALCOHOL AT YOUR EVENT. IN THE EVENT ANY FURTHER VIOLATIONS OF THE SALE, PURCHASE, AND DISTRIBUTION OF ALCOHOL SHALL OCCUR, FITZPEN PLACE, LLC, AT ITS SOLE DISCRETION, MAY TERMINATE THE EVENT AND ALL MONIES PAID WILL BE FORFEITED. FITZPEN PLACE, LLC RESERVES THE RIGHT TO REFUSE SERVICE OR ADMITTANCE TO ANYONE IF, FITZPEN PLACE, LLC IN ITS SOLE DISCRETION BELIEVES THEY ARE INTOXICATED OR INEBRIATED.
17. In accordance with Alabama State Law governing the Alcoholic Beverage Control Board, the Retail Sale liquor license for Fitzpen Place is for the sale of alcohol which will be consumed on the premises. Therefore, NO alcoholic beverage that has not been purchased through Fitzpen Place can be allowed on the premises (Inside the building or anywhere on the property). Also, no alcohol can be taken off the property once it is purchased.
18. Sitting Room is an area designated for privacy needed during a function. NO FOOD OR DRINKS are to be taken into this room.
19. ALL fees include:
 - Cleaning Fees: clean-up after an event by renter includes placing all loose trash and garbage generated by your event (in the building and on the premises) in cans provided by Fitzpen Place before leaving.
 - Set-up of the tables and chairs included with rental.
 - Table cloths (white lap length)
 - One staff member present on event day during hours of use.
 - One guard in parking lot during event.
 - Ballroom greenery, floral arrangements, and lighted trees (5).
 - Use of audio-visual equipment (podium, cordless microphones, projector and screen, 50" TV, grand piano, 16' x 8' stage).
 - Trellis
 - Patio heaters/fans (2)
 - One hour of event planning services with our event planner, scheduled in advance.
20. The premises of Fitzpen Place shall not be used for any immoral or objectionable purpose as determined by the management, owners, or the laws governing the area.
21. Bartenders will be provided by Fitzpen Place.
22. Events with more than 300 people in attendance may be subject to additional handling fees.
23. These rules and regulations are subject to change without notice.