



Pike County Lake Multi-Use Facility

722 County Rd. 2224

Pike County Lake Road · Troy, Alabama

Reservation Form

Reservation Contact Information

Type of User: Individual Business Organization City of Troy

Event/Organization Name: _____

Contact Name: _____

Mailing Address: _____

Contact E-Mail: _____

Contact Number: _____

If Business, Organization or City of Troy, the contact listed above is responsible for all communication.

Event Information

Type of Event: Wedding/Reception (\$500) Miscellaneous Events (\$350)
 Meeting/Conference (\$250) Birthday Party/Shower/Gender Reveal (\$125)
 Other: _____ (Price to be determined)

Date(s) of Event: _____ Number of Attendees? _____

Start Time: _____ End Time: _____

Will Food or Drinks be served? Yes No Will the event be catered? Yes No

Will the caterer need to come early? Yes No If yes, what time? _____

Set-Up / Equipment Information

Please specify room set-up requirements at time of reservation.

Equipment Needed: Chairs (#: _____) Podium Overhead Projector & Screen
 5' Training Tables (#: _____)
 8' Rectangular Tables (#: _____) Other: _____

Room Set-Up/Equipment Needs: _____

Office Use Only

Full Payment Received _____ Date _____ Amount _____ Payment Method _____

_____ Signature _____

Front Desk Worker Name: _____

Programs Coordinator: _____ Director: _____

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Name of User: _____

Event Date(s): _____

General Guidelines

(Part 1 of 2)

Date reservations for the Pike County Lake facility are not secured until the full amount is paid and the Rental Agreement form is submitted. A date deposit receipt will be issued once the money and form have been turned in and the event has been approved. **No assumptions shall be made for the rental of the facility until the confirmation receipt has been received.**

Rentals on the following holidays of **New Year's Eve, New Year's Day, Thanksgiving Day, Christmas Eve, Christmas Day**, must be approved by the Facility Reservation Personnel.

A group may be requested to submit in writing details of their organization, an explanation and nature of the event, agenda, the number of guests expected and any special needs or requirements. Troy Parks and Recreation reserves the right for approval of all activities to take place at the facilities of Pike County Lake, and may reject any activity for reasons such as content deemed inappropriate.

The Pike County Lake property is a NON-ALCOHOLIC venue. The conference center is limited to groups of 50 people or less. This is to be fully respected and could result in on-the-spot cancellation of your event.

No keys will be issued to anyone for any reason. A staff member of the City of Troy and Troy Parks and Recreation will be on hand at all times and has full authority of anything and everything regarding setup of the facility and hours of operation.

The user is responsible for clean-up of the event. The User is to leave the facility as it was found upon entering the facility. The designated number of tables and chairs requested by the User will be available in the facility.

All trash should be placed outside in the blue city trash cans provided. If you fill the trash cans, large black trash bags will be left for each event. Each trash can will have a liner in it and one underneath the bottom of the existing bag.

Troy Parks and Recreation is not responsible for any personal items left on the property. This includes but not limited to decorations, food, catering supplies, wallets, purses, electronics, equipment etc.

THE USE OF NAILS, SCREWS, TAPE, ETC. ON WALLS AND FLOORS, TABLES OR OTHER EQUIPMENT, AND THE USE OF GLITTER IS PROHIBITED. REMOVABLE TAPE MAY NOT BE USED ON THE WALLS.

Users shall observe, obey and comply with all city, county and federal laws. Approval for use will not be granted to persons less than 21 years of age.

Smoking is not permitted anywhere in the building.

No open flames are allowed in the facility. This includes candles, fireworks and pyrotechnics. Nothing flammable, including but not limited to candles and sternos, shall be placed directly on furniture or countertops and shall never be left unattended.

No pets are allowed within the facility with the exception of service animals.

Please note that fog machines are not permitted in the facilities.

The use of fire and grills are not allowed inside or outside.

Any confetti used for any event must be cleaned up and disposed of.

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Name of User: _____

Event Date(s): _____ Fee Due Date _____

General Guidelines

(Part 2 of 2)

The event you are requesting to reserve is limited to the conference center, and the porch directly in front of the conference center. Please be mindful and respectful to all in attendance at Pike County Lake. The porch is shared leading to the concessions portion of the facility. Your event cannot extend outside of the conference center or the porch in front of the conference center.

No event shall extend past the time agreed upon in the contract. No event shall go beyond the scheduled closing hours for any reason, including time to clean up.

All required fire exists must be kept clean, clear and unobstructed at all times. BOTH FRONT DOORS SHOULD BE LEFT UNLOCKED DURING AN EVENT TO AID IN AN EMERGENCY EXIT OF ALL EVENT PARTICIPANTS.

A PRE-INSPECTION AND POST-INSPECTION OF THE FACILITY MAY BE REQUIRED TO CONFIRM THE STATE OF FACILITY BEFORE AND AFTER YOUR EVENT.

Any misrepresentation as to the nature of the use or activity to occur at a City of Troy facility, the number of attendees expected, contact or payment information or any other falsification on rental application documents will result in the immediate cancellation of the proposed use or event and forfeiture of fees paid. Any such misrepresentation may result in denial of future rental requests and/or legal action.

Exceptions to the above rules may only be made by the Director at the Director's discretion but only such exceptions which do not affect life health and safety issues.

User Agreement

I have read, understand and agree to comply with the Pike County Lake Multi-Use Facility General Guidelines and Policies.

I hereby fully release and discharge the City of Troy, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above meeting(s) in the Pike County Lake Conference Center.

I further agree to indemnify and hold harmless and defend the City of Troy, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the above event(s) in the Pike County Lake Multi-Use Facility.

Signature: _____ Date: _____



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For Reservations please call: 334-566-4031



Pike County Lake is a historic fishing destination of Troy and Pike County, Alabama. Renovated in 2016, the property features beautiful landscaping, a re-stocked 45-acre lake and archery park. Lake goers will enjoy a bait and tackle shop that houses a concession stand and also a separate state-of-the-art conference center.

The conference center is available to rent for your next special occasion, whether it be a meeting, birthday party, baby shower, after-rehearsal dinner, or any other social function. To rent the Pike County Lake Conference Center you must adhere to and agree to the following terms:

- Due to the limited size of the room, your event can not exceed **50** people.
- Pike County Lake is a popular fishing destination. Parking may be limited on weekends, and it is shared between those fishing and the conference room users. Additional parking is available throughout the property.
- Alcoholic beverages, barbecue grills or outdoor fires are strictly prohibited.
- Supervision of all participants as to all events and activities shall be the responsibility of the Hosts of any such events and activities.

Wedding and Reception **\$500**

The wedding can take place on the dock, the grounds of the property or the conference center. The reception can be held in the conference center. Please keep in mind that public fishing will be ongoing throughout the day. Absolute maximum of 50 people in the conference center.

Miscellaneous Event **\$350**

Limited to four hours, miscellaneous events include, but are not limited to, after-rehearsal dinners, reunions, special dinners, or any other miscellaneous occasion. Your event can not exceed 50 people. If more than four hours, \$50 per additional hour.

Meeting/Conference **\$250**

Limited to four hours, enough tables and chairs for a maximum of 50 people. Projector, screen, microphone, podium and kitchen included. If more than four hours, \$50 per additional hour.

Birthday Party/Shower/Gender Reveal **\$125**

Limited to two hours, you can reserve the conference room for birthday parties or showers. Your event can not exceed 50 people. If more than two hours, \$50 per additional hour.

Children's Birthday Parties Only - Fishing is free for children 11-under. Your rental includes a two-hour celebration, starting with one-hour of fishing and another hour in our conference center for cake and presents. Limit of 20 children, your party includes use of our children's rod and reels with plastic worms. You may purchase worms and crickets in our bait shop as an option. Children can fish from the dock or the bank directly in front of the building, but all supervision of the party must be performed by the parents, who are responsible for taking off fish and stringing fish. All fish must be counted and weighed at no additional charge before leaving the facility. You must bring your own coolers to take fish home. The rods and reels must be returned to the bait shop before leaving.

Photography by Jonah Enfinger Photography & The Troy Messenger

