



**CLERMONT**  
**Arts & Recreation Center**  
 3700 S. Highway 27  
 Clermont, FL 34711



## LOBBY RENTAL APPLICATION

Name of Event \_\_\_\_\_ Today's date \_\_\_\_\_  
 Event date(s) \_\_\_\_\_  
 Event start time \_\_\_\_\_ Ends at \_\_\_\_\_  
 Set-up start time \_\_\_\_\_ Ends \_\_\_\_\_ Breakdown start time \_\_\_\_\_ Ends \_\_\_\_\_

Name of Organization/Renter \_\_\_\_\_  
 Check Type of Organization  Not for Profit  Resident  Non Resident  Business  
 Tax Exempt  Yes  No If yes, provide your Tax Exempt # \_\_\_\_\_  
 Federal ID # or Driver's License # \_\_\_\_\_ Website \_\_\_\_\_  
 Event Contact: \_\_\_\_\_ Email \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Secondary Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

Briefly Describe Event \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have any special requests? \_\_\_\_\_  
 \_\_\_\_\_

Will you need any technical assistance or sound equipment?  Yes  No If yes, please describe \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# of Event Participants \_\_\_\_\_ Expected Attendance # \_\_\_\_\_ # of Vehicles Expected \_\_\_\_\_  
 Food at the event?  Yes  No Admission fee?  Yes  No If yes, how much \_\_\_\_\_  
 Will you need tables?  Yes  No If yes how many? \_\_\_\_\_ 50 inch rounds \_\_\_\_\_ 72 inch rounds \_\_\_\_\_ 8 ft rectangle tables  
 Will you need chairs?  Yes  No If yes how many? \_\_\_\_\_ cushion chairs \_\_\_\_\_ plastic chairs  
 Applicants Initials \_\_\_\_\_

# Lobby Cost Estimator

Name or Organization \_\_\_\_\_

Date of Rental \_\_\_\_\_

Refund Payable To \_\_\_\_\_

Day Phone \_\_\_\_\_

Refund Mailing Address \_\_\_\_\_

ITEM	RESIDENT & NON PROFIT	NON RESIDENT & BUSINESS	COMMENTS	TOTAL COST
Application Fee	\$10	\$10	N/A	\$10
Mandatory Refundable Deposit	\$200	\$200	N/A	\$100
Lobby Rental - per hour	\$40	\$60	2 hr min	
Staffing +	\$25	\$25	2 hr min, per staff	
Police++	\$30	\$30	4 hr min, per officer	
Banquet Table - 50"	\$2 (each)	\$2 (each)	Qty:	
Banquet Table - 72" Rounds	\$2 (each)	\$2 (each)	Qty:	
Banquet Table - 6' Rectangle	\$2 (each)	\$2 (each)	Qty:	
Chairs - Plastic	50 ¢ (each)	50 ¢ (each)	Qty:	
Chairs - Cushion Chairs	\$1(each)	\$1 (each)	Qty:	
			Sales Tax 7%	
			<b>TOTAL</b>	

**Total Square Footage-approx 3,000 sq ft**

**Lobby Rental**

Rental includes up to 50 chairs and up to 6 tables for use in the lobby area. Any additional chairs and tables will require additional fees.

\* **Resident** = Applicant is a resident, business owner or land owner in the Clermont city limits.

\*\*All applicable rental fees include 7% sales tax.

+ Rentals during hours other than Monday to Friday, 8:00 AM - 7:00 PM, require additional staff at an additional fee with a two-hour minimum.

++Police may be required based on the event's program. The City of Clermont will determine the number of officers required and time needed.

Police Officers have a minimum of four hours. This fee is paid by the renter.

+++Entertainment Technicians may be required based on the event's program. The City of Clermont will determine the amount of technicians

required and time needed. The fee will be paid by the renter.

**The City of Clermont reserves the right to cancel any events/rentals in any City-owned facility or park.**

Applicants Initials \_\_\_\_\_

## RENTAL POLICIES AND PROCEDURES

- Reservations are NOT confirmed until a completed application and a deposit are accepted by the City staff.
- The person signing the contract is responsible for the orderly conduct of all attendees.
- The sale of alcohol is prohibited unless otherwise preauthorized by a separate alcohol-waiver policy.
- Staff is not responsible for any items left at the Clermont Arts & Recreation Center.
- Clean up includes: 1) placing all trash in garbage cans, 2) cleaning spills from floors, counters, tables, etc., 3) picking up litter indoors and outdoors and 4) removing all renter's belongings from building.
- Kitchen cleanup must include all areas used, including clearing refrigerators, cleaning counters, cleaning sink and floors.
- No open flame, LP gas or propane in pressured containers is permitted inside building (except for caterers using gel fuel warmers).
- Failure to pay fees as outlined above will result in collection procedures.
- No food or drink is allowed in the Performance Hall for the following: Concerts, expos, wedding ceremonies or similar events.
- Food and Drink is allowed in the Performance Hall for banquets and dinner-style events. Please confirm with the City staff to make sure your event qualifies.

## DEPOSITS, PAYMENTS and REFUNDS

- Deposits are required for all rentals.
- Deposits are held separate from the rental fees and are not applied toward account balances.
- **The \$10 application fee and \$100 deposit "holding cost" to reserve the room are due at the time of reservation unless made within 60 days prior to the scheduled event.**
- **60 days prior to event, the deposit is due (holding cost will go towards deposit).**
- **The total rental fees are due no later than 14 days prior to event.**
- **50% of the security deposit will be refunded only when the cancellation of scheduled event is made within 59-30 days prior to event date.**
- **No refund is awarded if cancellation of event happens less than 30 days to the scheduled event date.**
- Credit cards are accepted but include a 2.75% processing fee.
- Refunds are issued 2-3 weeks after the rental date, unless the (security deposit) or a portion of the (security deposit) is retained due to a violation of the contract. This may include but not limited to:
  - Damage to building, equipment, property.
  - Use of tape, tacks, staples, nails on walls or furniture is prohibited.
  - Use of confetti or glitter inside or outside is prohibited.
  - Use of sparklers and pyrotechnics inside or outside is prohibited.
  - Leaving facility in an unclean state at time of completion of scheduled event.
  - Entering rental rooms prior to time specified on contract.
  - Failure to vacate the facility at the time specified on the agreement will result in an extra charge in the designated hourly rate and may also include additional staffing charges.
  - Smoking inside facility, which is strictly prohibited.
  - Misrepresentation of the organization or type of event.
  - Failure to remove all items from building. No storage allowed.
  - Exceeding posted maximum room capacities.
  - Use of rooms that are not specified on contract.
  - Throwing rice, flower petals or bird seed which are strictly prohibited.
  - Failure to provide proper alcohol sales permit when selling alcohol.

Applicants Initials \_\_\_\_\_

**Hold Harmless/Insurance Agreement:**

The user will indemnify and hold harmless the City of Clermont from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of, or resulting from the occupancy of the Park/Facility by the User, its agents, servants, invitees, and guests under this license.

The User will comply with all laws, ordinances, regulations, or other orders regarding the safety of persons or property, or their protection from damage, injury or loss.

The applicant shall supply, when required, a Certificate of Insurance reflecting minimum coverage \$1,000,000 Comprehensive General Liability Insurance, without deductibles, per occurrence. The City of Clermont shall be named as an additional insured, which shall be noted on the Certificate of Insurance. The Certificate shall indicate that the applicant's insurance policy shall not be cancelled without thirty days prior written notice to the City of Clermont.

The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply the Certificate of Insurance to the City of Clermont no later than fourteen (14) calendar days prior to the Program/Event Date. Also, the undersigned agrees to be responsible for damage to facilities and conduct of persons in the program and/or event. Parking is permitted only in designated areas of the park/facility. There is no parking allowed at any place of business or residence near the park/facility unless written permission is granted by each individual owner in advance.

**I have read the rules and regulations and fully understand them. I accept responsibility and insure that all members and guests will honor and abide by the above conditions.**

Name of User (printed): \_\_\_\_\_

Group Representing: \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

City of Clermont Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Clermont Parks & Recreation Department  
located in the  
Clermont Arts & Recreation Center  
3700 South Highway 27, Clermont, FL 34711  
(352) 394-3500 office, (352) 394-2900 fax  
WWW.CITYOFCLERMONTFL.COM**

Applicants Initials \_\_\_\_\_

**DEPARTMENT USE ONLY**

(To be filled out by City of Clermont Staff)

<b>APPLICATION FEE DUE</b>	<b>\$10.00</b>
Application fee paid by: _____ Date fee received: _____	
Amount Paid: \$10.00 Form of payment: <input type="checkbox"/> Check# _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
<b>DEPOSIT DUE</b>	<b>\$200 - \$2,000</b>
Deposit paid by: _____ Date deposit received: _____	
Amount Paid: \$ _____ Form of payment: <input type="checkbox"/> Check# _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
<b>RENTAL FEE DUE</b>	
Rental fee paid by: _____ Date deposit received: _____	
Amount of fee: \$ _____ Form of payment: <input type="checkbox"/> Check# _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
<b>DEPOSIT RETURNED</b>	
Date: _____ Amount: _____ Check# _____	

Clermont Arts & Recreation Center - Lobby Application - Version 060314  
Rates and rules are subject to change.

Applicants Initials \_\_\_\_\_