



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

## MULTI-PURPOSE ROOM RENTAL APPLICATION

Today's date: \_\_\_\_\_

Event date(s): \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Name of event: \_\_\_\_\_

Set-up time: \_\_\_\_\_ Event time: \_\_\_\_\_ to \_\_\_\_\_ Exit time: \_\_\_\_\_

Name of Organization/Applicant \_\_\_\_\_

*\*The refundable deposit will be made payable and mailed to the name and address of the applicant listed\**

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 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Will there be any outside vendors, businesses, groups, etc. participating/involved?      Yes      No

If yes, please explain \_\_\_\_\_

Will there be food at the event?      Yes      No

Admission fee:      Yes      No

Will there be alcohol at the event?      Yes\*      No

*\*If yes, an alcohol approval form must be submitted and approved prior to your event. Violation of this policy will result in forfeiture of your deposit and immediate cancellation of your rental.*

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

**DEPARTMENT USE ONLY**

(To be filled out by City of Clermont Staff)

ITEM	RESIDENT & NON PROFIT	NON RESIDENT & BUSINESS	COMMENTS	TOTAL COST
Application Fee	\$10	\$10	N/A	\$10
Security Deposit	Amount to be determined by event & room used			
Rooms 4 & 6 - per hour (300 Sq Ft)	\$10	\$12		
Rooms 5 & 7 - per hour (600 Sq Ft)	\$15	\$18		
Clermont Room - per hour (2,200 Sq Ft)	\$40	\$50		
Wireless Microphone	\$10	\$10		
Portable Speaker	\$35	\$35		
55" TV w/DVD Player	\$25	\$25		
Portable Screen	\$15	\$15		
Projector	\$30	\$30		
Podium	\$25	\$25		
Laptop	\$25	\$25		
Staffing +	\$25	\$25	2 hr min, per staff	
			Sales Tax 7%	
			<b>TOTAL DUE</b>	

**Room Setup**

Please indicate which room(s) you will be renting (if more than one room is needed, please complete a multi-day room use form):

Room 4 300 sq ft	Room 6 300 sq ft	Room 5 600 sq ft	Room 7 600 sq ft	Clermont Room 2,200 sq ft
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**Check Your Room Lavout**

Banquet/Party  
Meeting  
Classroom  
Vendor

**Indicate Number of Tables & Chairs Needed**

60 inch rounds <i>seats 6 comfortably</i>	
72 inch rounds <i>seats 8 comfortably</i>	
8 foot rectangle <i>seats 4-8 comfortably</i>	
Plastic Chairs	

Please check any equipment you will need.

Wireless Microphone	Podium	Laptop	
Portable Speaker	55" TV w/DVD	Portable Screen	Projector

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

**Resident/Non-Profit rate is defined as**

- A resident or land owner located in the Clermont city limits
- A business located in the Clermont city limits
- Be an organization/business that is active and currently registered with the Florida Division of Corporations. Applicant must be a registered agent, representative, or board member of the organization/business.  
*\*Non-Profits must provide business license, proof of non-profit status (5013C)*

**Non-Resident/Business rate is defined as**

- Applicant resides outside the Clermont city limits
- Business is located outside the Clermont city limits  
*\* Clermont Residents are not permitted to use 'Resident' status if the business is located outside of the city limits*  
*\*\*All applicable rental fees include 7% sales tax.*

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

**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 certain rental rooms for parties, banquets and dinner-style events. Please confirm with the City staff to make sure your event and area qualifies.
- There will be no reoccurring rentals on Fridays, Saturdays and Sundays. A user may make the next rental booking as soon as the current rental has ended. A renter may book one of the Clermont ARC large rooms up to 10 months in advance. Smaller rooms will be made available once Clermont ARC programming has been established.
- For-profit businesses are prohibited from charging admission or conducting sales of any type, including indirect sales, with the exception of theatre rentals for uses of a performing nature.

## DEPOSITS, PAYMENTS and REFUNDS

- All fees, deposit and application must be submitted to reserve the room and are due at the time of the reservation.
- Reservations are accepted no more than twelve months in advance of event date.
- Applications will not be accepted if they are incomplete or not signed.
- Deposits are held separate from the rental fees and are not applied toward account balances.
- Entering early or failing to vacate the room at the scheduled time will result in additional rental costs, to be billed in 30 minute increments.
- Rentals during hours other than Monday to Saturday, 8:00 AM - 9:00 PM, and Sunday, 11:00 AM – 6:00 PM, require additional staff at an additional fee with a two-hour minimum.
- Management will review proposed staffing request to determine staff availability.
- Credit cards are accepted but include a 2.5% processing fee.
- Refunds are issued 2-3 weeks after the rental date.
  - Damage to building, equipment, property or 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 or 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.

Cancellation requests must be made in writing to the Parks & Recreation Department.

<b><i>Rental Cancellation and Refund Policy (application fees are nonrefundable)</i></b>	
<b><i>If you cancel within:</i></b>	<b><i>You will receive:</i></b>
30 calendar days or more of the rental date	100% of the rental cost 100% of the security deposit
29-15 calendar days of the rental date	50% of the rental cost 100% security deposit
14 calendar days of the rental date	No refund of the rental cost 100% security deposit

## **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.CLERMONTFL.GOV**