**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 If yes, how much? _____

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* | $100-$300 | $100-$300 | N/A | |
| | | | | |
| Room Rental - per hour (300 Sq Ft) | $10 | $12 | | |
| Citrus Room - 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 | | |
| Podium | $25 | $25 | | |
| Laptop | $25 | $25 | | |
| | | | | |
| Staffing + | $25 | $25 | 2 hr min, per staff | |
| | | | | |
| | | | Sales Tax 7% | |
| | | | **Subtotal** | |
| **Citrus Room $100 no alcohol/$200 w/alcohol* | | | **Remaining Balance** | |
| **Clermont Room $200 no alcohol/$300 w/alcohol* | | **Final Payment Due Date:** | | |

## Room Setup

Please indicate which room(s) you will be renting:

☐ Classroom (300 sq ft) ☐ Citrus Room (600 sq ft) ☐ Clermont Room (2,200 sq ft)

Will you need tables? Yes No

If yes, how many? _____ 60 inch rounds _____ 72 inch rounds _____ 8 ft rectangles

Will you need chairs? ☐ Yes ☐ No If yes, how many? _____ plastic chairs

Please check any equipment you will need.

☐ Wireless Microphone ☐ Podium ☐ Laptop

☐ Portable Speaker ☐ 55" TV w/DVD ☐ Portable Screen

* **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 Saturday, 8:00 AM - 9:00 PM, or Sundays 11:00 AM – 6:00 PM will require additional staff at an additional fee with a two-hour minimum.

**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

- The selling, serving, or possession of alcohol is strictly prohibited in the facility and on the property, unless otherwise preauthorized by a separate alcohol-waiver policy.
- 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.
- 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.
- 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.
- 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.

## DEPOSITS, PAYMENTS and REFUNDS

- Security deposits are required for all rentals.
- Deposits are held separate from the rental fees and are not applied toward account balances.
- Reservations are accepted no more than six months in advance of Event date.
- **The $10 application fee and refundable deposit to reserve the room are due at the time of the reservation.**
- **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 6-14 days prior to event date.**
- **No refund is awarded if cancellation of event happens less than 5 days to the scheduled event date.**
- Credit cards are accepted but include a 2.5% 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 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.
    - Violating the terms of the City of Clermont's alcohol policy. Alcohol may only be served by service personnel holding an appropriate State of Florida Food & Beverage License.

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 form 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**

Applicants Initials _____