



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

RECREATION WING & GYMNASIUM ROOM RENTAL APPLICATION

Today's Date _____
 Name of Event _____
 Date(s) of Event _____ Estimated Attendance: _____
 Event Start Time: _____ Event End Time: _____
 Before Event Setup Time: _____ After Event Cleanup 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	Resident	Non Resident	Business	Non Profit
Non-profit documentation must be provided with application.				
Tax Exempt	Yes	No	If yes, provide Tax Exempt # _____	
If Yes, you must provide your Tax Exempt Certificate with application.				
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 list each company: _____

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 request 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.*

Resident/Non-Profit:

- Applicant is a resident or land owner located in the Clermont city limits.
- For-profit businesses may utilize the resident rate only if the business's physical address is within the City limits. Rentals for the intended use of a business function must utilize the business's physical address.

**Non-Profit organizations must provide proof of non-profit status (501c3), and be currently registered and active with the Florida Division of Corporations. Applicant must be a registered agent, representative, or board member of the organization/business.*

Non-Resident/Business:

- 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.*

Applicant Initials: _____

RENTAL HOURS

- Rentals during hours other than Monday to Saturday, 8:00 AM - 9:00 PM, and Sunday, 11:00 AM – 6:00 PM, will require an additional staffing fee with a two-hour minimum. Management will review proposed staffing request to determine staff availability.
- Rentals must vacate the building no later than 12:00 AM Monday through Saturday and by 11:00 PM on Sundays.

SCHEDULING OF ROOM RENTALS

- Applications will not be accepted if they are incomplete or not signed.
- Applications will not be accepted, or dates held, more than 12 months in advance of rental date(s).
- Applicants are permitted to schedule a maximum of four (4) rental dates within a thirty (30) day period, with a maximum of three (3) rooms in the recreation wing per day. New applications will be accepted once the current rental agreement has expired.
- The City of Clermont reserves the right to cancel any events/rentals in any City-owned facility or park.

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.

SECURITY DEPOSITS, PAYMENTS and REFUNDS

- A completed application, fees, and security deposit must be submitted in full to reserve the room and are due at the time of the reservation.
- Deposits are held separate from the rental fees and are not applied toward account balances.
- Credit card payments will incur a 2.5% processing fee.
- Security deposit refunds are issued 2-3 weeks after the rental date.

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

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

Applicant Initials: _____

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 5 600 sq ft	Room 6 300 sq ft	Room 7 600 sq ft	Clermont Room 2,200 sq ft	Gymnasium 5, 626 sq ft
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Check Your Room Layout	Indicate Number of Tables & Chairs Needed	Check Any Equipment You Will Need
Banquet	60 inch rounds <i>seats 6 comfortably</i>	Wireless Microphone & Portable Speaker
Meeting	72 inch rounds <i>seats 8 comfortably</i>	Projector Portable Screen
Classroom	8 foot rectangle <i>seats 4-8 comfortably</i>	Podium Laptop
Vendor	Plastic Chairs	55" TV w/DVD

Indicate any special requests or needs you may have:

RECREATION WING & GYMNASIUM ROOM COST ESTIMATOR

DEPARTMENT USE ONLY ~ TO BE FILLED OUT BY CITY OF CLERMONT STAFF

ITEM	RESIDENT & NON-PROFIT	NON RESIDENT & BUSINESS	COMMENTS	TOTAL COST
Recreation Wing				
	Per hour	Per hour		
Room 4 or 6	\$15	\$20		
Room 5 or 7	\$25	\$30		
Clermont Room	\$60	\$70		
Gymnasium				
Full Court*	\$55	\$75		
<i>*Full Court Rental includes use of up to 30 plastic chairs and up to 2 eight foot rectangular tables</i>				
Additional Equipment				
	Per item	Per item		
Tables (<i>gymnasium rental only</i>)	\$2	\$2	Qty:	
Plastic Chairs (<i>gymnasium rental only</i>)	\$1	\$1	Qty:	
Wireless Microphone & Speaker	\$55	\$55		
55" TV w/DVD Player	\$35	\$35		
Portable Projector	\$40	\$40		
Portable Screen	\$20	\$20		
Podium	\$25	\$25		
Laptop	\$40	\$40		
Subtotal				
Sales Tax				
Total				
Additional Staff				
	Per hour	Per hour		
Facility Staff	\$25	\$25	2 hour minimum	
Crowd Manager	\$25	\$25	2 hour minimum	
Application Fee	\$10	\$10	non-refundable	\$10
Security Deposit	\$100-\$200	\$100-\$200	based on room	
<i>There is a \$25.00 floor plan review fee for layouts that are not pre-approved.</i>				
<i>Final payment not received by the due date will be assessed a 10% late payment fee per week on balance due.</i>				
GRAND TOTAL				

Applicant 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
Clermont Arts & Recreation Center
3700 South Highway 27, Clermont, FL 34711
(352) 394-3500 office, (352) 394-2900 fax
WWW.CLERMONTFL.GOV



Clermont Arts & Recreation Center Facility Agreement and Guidelines

GENERAL USAGE GUIDELINES

1. **Signage/Advertising** is permitted inside the rental room, and nowhere else in the building or on the property.
2. **Food and beverages** may be brought in or delivered. It is not permitted outside the rented room(s). The use of burning candles or any other type of open flame is not allowed, with the exception of sterno for chafing dishes. *Birthday candles are permitted*
3. **Decorations** are permitted inside the room, provided they are free-standing and removed at the end of the rental. No decorations shall be attached to walls, lights, doors or ceiling. The use of tape, tacks, staples, nails, glue to walls, ceilings and furniture.
4. **Items not permitted** are confetti or glitter; inside or outside. The use/throwing of rice, flower petals, birdseed, confetti, glitter, sparkles, dry ice, fog or smoke machines, sparklers, pyrotechnics, or similar type items; inside or outside of the facility.
5. **Room use** is limited only to the rooms specified in the rental agreement. Only those listed on the application will be permitted to make changes to the rental information Room changes will not be permitted within 48 hours of the rental date.
6. **Conduct** Staff reserves the right to refuse admittance or to eject any person causing harm or damage.
7. **Pets** are not allowed in the facility. Service dogs are welcome.
8. **Tobacco** use of any kind, is not permitted inside the facility

Applicant Initials _____

RENTAL DAY INFORMATION

1. **Set up and Clean up time.** Items cannot be brought into the building before, or left after, the approved rental time. Vehicles are not permitted to be parked in the fire lane. Items may be unloaded onto the sidewalk, but vehicles must be moved immediately after being unloaded.
*Vehicles may be towed at the owner's expense
2. **Trash** must be properly disposed of by the renter in the trash cans provided, or removed from the premises by the renter. Do not leave any decorations, flyers, cardboard boxes, leftover food or drinks, in the room. The applicant will be charged for additional cleaning needed.
3. **Exit time.** The room must be cleaned and vacated by the scheduled departure time. The applicant will be charged in 30 minute increments for any guest or vendor that stays past the permitted room time.

Applicant Initials _____

APPLICANT RESPONSIBILITIES

1. **Rental Day.** The applicant or secondary contact person must be present for the entire duration of the rental.
2. **Room times** must be strictly adhered to. No one is permitted to enter the room before the scheduled time. This includes vendors, caterers, decorators, etc. If additional setup time is required, it must be scheduled and paid for by the renter during normal business hours.
3. **Guests** are not permitted to wander around the facility or in the hallways, and children under 18 years old must be supervised by an adult at all times.
4. **Alcohol** is not permitted anywhere on the property, unless prior approval has been received. The applicant will be held responsible for the conduct of all guests, and will forfeit the full security deposit if alcohol is present at any time.
5. **Music** must be kept to an appropriate level so not to affect adjacent rentals.
6. **Room capacity** must be adhered to at all times. The applicant must monitor guest attendance throughout the rental period.
7. Staff may immediately cancel the rental if attendance exceeds room capacity, with no refund of fees or deposit.
8. **Cancellation** of the rental may occur at any time if incorrect or incomplete information is provided on the rental contract (i.e., contact information, resident status, nature of event, or unauthorized use of alcohol). A refund of fees or deposit will not be issued.

Applicant Initials _____

DAMAGES AND DEPOSITS

1. All **damages, accidents, injuries, or malfunctioning equipment** must be reported to staff immediately.
2. The applicant will be held liable for all damage that occurs to any equipment, the room or the facility, inside or out, due to guest or renter's negligence. This cost will be deducted from the security deposit. If the cost of damage/repair exceeds the security deposit, the applicant will be billed for all additional costs (plus staffing hours, if applicable).

Applicant Initials _____

VENDORS AND OUTSIDE BUSINESSES

All businesses providing services in the facility must provide an active business tax receipt and liability insurance, naming the City of Clermont as additionally insured. Failure to do so may result in loss of deposit.

Applicant Initials _____