

Central Florida Society for Historical Preservation, Inc.

FACILITY RENTAL AGREEMENT

135 W. Church Avenue • Longwood FL 32750

www.cfshp.org

Name of Individual or Organization: _____

Group or Individual Name: _____

Responsible Party Address: _____

Telephone #: _____ Cell #: _____

Date of Event: _____ Time: _____

In accordance with the Longwood City Code Sec.13.5.10 (B), the undersigned applicant agrees to abide by established rules, regulations, city, county ordinances and Florida State laws.

I do hereby assume risk of liability for and shall indemnify and save harmless the Central Florida Society for Historical Preservation, Inc., its officers, agents and members from and against any and all claims, damages, suits, judgments, liabilities, losses, court costs and expenses including attorney fee's and attorney's fees on appeal for all personal injury or death, arising out of my participation in the rental of the Central Florida Society for Historical Preservation facilities of which I am registering.

Upon expiration of my participation in the use of this / these facilities or in the event the Society property is lost or damaged by me, I agree to reimburse the Central Florida Society for Historical Preservation for its loss as appropriate.

I certify that I have read and understand this agreement and that I fully agree with all of its terms and conditions. If I am an adult signing on behalf of a minor, I affirmatively represent that I am the parent or legal guardian of that minor and I have the authority to sign on the minor's behalf. My signature on this paper is an acknowledgment of my agreement with the terms of this hold harmless.

Print Name: _____

Signature: _____ Date: _____

Drivers License#: _____ State: _____

CFSHP Rental Contact Person: Pam Holt 161 13th Avenue Longwood, FL. 32750 • 407-339-7392 Home • 407-579-3944 Emergency number • pholt3@cfl.rr.com

Please read and sign the following **FACILITY USE REGULATIONS AND GUIDELINES** sheet and return it with this agreement form.

Central Florida Society for Historical Preservation, Inc.
HISTORIC CIVIC CENTER RENTAL AGREEMENT
135 W. Church Avenue • Longwood FL 32750
www.cfshp.org

Name of Individual or Organization: _____

Contact Person for Event: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone#: _____ Evening Phone #: _____ Cell#: _____

Email Address: _____

Rental Date: _____ Type of Event: _____ Approximate # of Guests: _____

Time Requested (include set up & clean up time): _____ If Officer Required-for What Time: _____

Alcoholic Beverages: Yes No If Yes What Type: _____

(If alcohol is served, on site Longwood police presence will be required.)

Other paid services (i.e. Caterer, DJ, Band etc) Please list names and numbers.

Name: _____ Phone: _____

Name: _____ Phone: _____

RENTAL FEES

Rental: \$25.00 per hour plus tax (if applicable). Any part of an hour will be billed as a full hour; including set up and clean up time. If tax exempt, please provide a copy of exemption.

Security Deposit: \$200.00, this must be paid to hold the date requested. No date will be held without this deposit. The security deposit will be returned approximately two weeks after the event, as long as there is no damage, loss, extra clean up or extra time used.

Cleaning Fee: There is a \$ 25.00 non-refundable cleaning fee for all rentals.

Other Fees: If alcohol is served we require the presence a Longwood police officer, with a minimum of three hours at 30.00 per hour.

Rental Time: \$25.00 x _____ = \$ _____

7% Tax _____ = \$ _____

Security Deposit: \$ 200.00

Police: \$30.00 x _____ = \$ _____

Non-Refundable Cleaning Fee: \$ 25.00

Total Fees: \$ _____

Balance Amount: \$ _____

Personal checks are ONLY accepted 45 days in advance of the rental event. If less than 45 days of the rental event, only cash or money orders can be accepted. There is a \$25.00 charge for all returned checks.

Please make checks payable to: CFSHP and mail to Pam Holt

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FACILITY USE REGULATIONS AND GUIDELINES
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1. Reservations: The Security Deposit must be paid and a contract executed to reserve a date. The final fees must be paid 30 DAYS prior to the event. If a contract is signed less than 30 days before event, cash, money order or cashiers check will be only be accepted for payment.
2. Rental of the Historic Civic Center is on an hourly basis. The hours shown on the application will cover the entire time required for the renter to decorate, set-up, conduct the event, and clean up the facility after use. The facility must be vacated promptly at the conclusion of the time specified on the rental agreement. Note: any part of another hour constitutes an additional hour of usage.
3. Capacity: the Historic Civic Center has a capacity of 70 people total.
4. Nails, tacks, push pins, tape etc. are prohibited on the walls, ceilings, tables, chairs and floors when decorating. Rice, birdseed, confetti and glitter are prohibited inside and outside the facility. Smoking is not allowed inside or outside the building. Balloons are allowed as long as they are kept secure. If the balloons become loose and get entangled in the ceiling fans there will be an automatic \$25.00 charge deducted from your security deposit for the balloon removal.
5. If alcoholic beverages are to be consumed at the event, the renter will be required to have a City of Longwood off-duty police officer at the event. No beer kegs are allowed.
6. Caterers are the sole responsibility of user and are not included in fees. All food must be prepared off site. If the caterer serves alcohol they must present their license to do so.
7. The renters must follow the noise ordinance of the City of Longwood; the facility must be vacated by 11pm.
8. The renter is responsible for leaving the building and property in the same condition as before the event. This includes but is not limited to, removing all trash to the trash bin outside the kitchen door, taking down decorations, clearing and cleaning tables, removing all items brought into the building, sweeping floors and placing the tables and chairs back in their original positions.
9. The renter is responsible for the set up of the tables and chairs for their event.
10. All deposits will be refunded approximately two (2) weeks following the function as long as no damage or loss has occurred and no extra clean up was required. In the event of damage, loss or extra clean up, the deposit or a percentage of the deposit will be forfeited and additional costs may be incurred. If the function exceeds the scheduled time, the additional rental cost will be taken out of the deposit. If any regulations are violated, the entire deposit could be forfeited.
11. Renter must submit written notice of cancellation at least ten (10) days prior to the reserved event date. Fees for functions cancelled ten (10) days or more in advance will be refunded, less a \$25.00 administrative fee. If cancellation is made less then ten (10) days before the function, there will be no refund of any part of the \$200.00 deposit.
12. All items in the kitchen cabinets and drawers are the property of the Society and are not for public use. The rental of the building does include a basic supply of paper products and hand soap.
13. **IMPORTANT PARKING INFORMATION:** This building does not have handicap parking or handicap access. There is no on premise parking. DO NOT park in the driveways to the right or left of the building, as these are private property and are not for our use at any time. If you do park in these areas, even for a moment, you run a very high risk of being towed. There are 3 public parking lots within sight of the building, one by the clock tower, one in front of the Longwood Inn and the main parking lot across from the church. If there is space available, you may unload by pulling up to the left side door area of the building. We cannot guarantee that this option will be available at the time of your event so we suggest that you plan accordingly on how you will transport items into the building. There are sidewalks from every parking area that is allowable parking.

I have read and understand the facility regulations and guidelines and understand that not following these guidelines could result in the forfeit of my security deposit.

Signature: _____

Group: _____

Date: _____

Event Date: _____