



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: _____

Times Requested (include set up & clean up time): _____

If Officer required-for what time: _____

Alcoholic Beverages (Circle One): Yes No If yes what type: _____

If alcohol is served, on site Longwood police presence will be required, at additional cost.

Approximate number of guests: _____

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

Name: _____ Phone: _____

Name: _____ Phone: _____



RENTAL FEES

Rental: \$35.00 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 four hours at \$35.00 per hour.

Rental Time \$35.00 x _____ Hours = \$_____

7% Tax _____ = \$_____

Security deposit: \$_____

Police (four hour minimum): \$35.00 X _____ Hours = \$_____

Non-Refundable Cleaning Fee: \$25.00

TOTAL RENTAL FEE: \$_____

Rental Deposit: \$_____ Date Received: _____

Balance Due Amount: \$_____, due 30 days prior to event.

Please make checks payable to and mail to: CFSHP

CFSHP Rental Contact Person:
Pamm or Tom Redditt, 407-834-7220, Monday through Saturday, 10:00 AM – 5:00 PM

CFSHP
PO Box 520500
Longwood, FL 32752-0500

All rentals must be paid in full 30 days before your event. If your event is to occur in less than 30 days the fees may only be paid by cash, money order or cashiers check. There is a \$25.00 charge for all returned checks.



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Historic Civic Center - USE REGULATIONS AND GUIDELINES

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 60 sit-down and 70 reception style.
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.**
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 a copy of their license must be submitted 30 days prior to the event.
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 than 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 not only the forfeiture of my security deposit but incurring additional charges.

Signature _____ (Responsible Party)

Group _____

Date _____

Event Date _____