



City of Lake Helen

PO Box 39 • 327 South Lakeview Drive
Lake Helen, Florida 32744
386•228•2121 fax 386•228•9714

FACILITY RENTAL REQUEST APPLICATION

POLICY: It is the policy of the City of Lake Helen to charge a rental fee, a security deposit fee, and a cleaning fee for the use of city facilities. The Lake Helen City Commission may approve specific individuals, clubs, groups, or organizations to use a city facility at a modified fee. However, a security deposit and cleaning fee shall always be required.

SCHEDULING:

Scheduling will be done through City Hall and reservations will be taken on or before the 28th day of the month prior to your event:

- Rental fees and security deposits must be paid in full (Cash or Check accepted)
- Changes in reservation times must be submitted at least 30 days before event date. Upon a request for change to your reservation, you will be provided a quote for any additional fees. Once you accept these additional fees, any subsequent cancellation will be subject to our cancellation policy.

CANCELLATIONS:

- If the Event is cancelled 30 or more days prior to the Event, then full deposit, cleaning fee and rental fees can be refunded or rescheduled (pending availability)
- If the Event is cancelled less than 30 days prior to the scheduled Event, then rental fee and cleaning fee will not be refunded, deposit can be returned.
- An Event may be rescheduled one time. If an event is cancelled more than one time, the rental fee won't be refunded.

RENTAL CONTRACT:

The City considers the building and upkeep on the premises to be the responsibility of everyone. The City of Lake Helen would appreciate the cooperation of everyone in helping to keep these facilities a place to be enjoyed for many years. This can only be done if everyone cooperates in helping and observing rules which are necessary in operating a facility of this sort.

RENTAL REQUEST (Please check the facility requested) *Weekend includes Friday, Saturday, Sunday & Holidays

<input type="checkbox"/>	Hopkins Hall Rental:	<u>RENTAL FEE</u>	<u>CLEANING UP-KEEP FEE</u>	<u>DEPOSIT (Refundable)</u>
	Weekend Rate*:	\$300.00	\$100.00	\$300.00
	Weekday Rate:	\$150.00	\$50.00	\$150.00
	[] Library Use Fee	\$100.00		
<i>Capacity: 150 for Auditorium type Seating, 112 for Round Tables</i>				HOURS: 8:00AM until 11:00PM
<input type="checkbox"/>	Melissa Park Rental:	<u>RENTAL FEE</u>	<u>CLEANING UP-KEEP FEE</u>	<u>DEPOSIT (Refundable)</u>
		\$100.00	\$50.00	\$100.00
<i>Capacity: 58 persons</i>				HOURS: 8:00AM until 11:00PM
<input type="checkbox"/>	Shuffleboard Rental:	<u>RENTAL FEE</u>	<u>CLEANING UP-KEEP FEE</u>	<u>DEPOSIT (Refundable)</u>
		\$100.00	\$50.00	\$100.00
<i>Capacity: 88 persons</i>				HOURS: 8:00AM until 10:00PM



City of Lake Helen

PO Box 39 • 327 South Lakeview Drive
Lake Helen, Florida 32744
386•228•2121 fax 386•228•9714

Application:

Rental Date: _____ (must be 30 days in advance)

Name: _____

Address: _____

Contact Phone: _____ Email: _____

Description of Function: _____

Estimated Attendance for Function: _____

Hopkins Hall: 150 for Auditorium type Seating, 112 for Round Tables Melissa Park: Capacity 58 Shuffleboard: Capacity 88

A completed Facility Request Application, Security Deposit, Rental Fee and Cleaning Fee shall be submitted to City Hall 30 days before requested use in order to reserve a city facility. In the event of scheduling conflicts, the City reserves the right to cancel or change facility rental arrangements or venues.

I AGREE TO INDEMNIFY, HOLD HARMLESS AND DEFEND CITY, ITS OFFICERS, AGENTS AND EMPLOYEES, FROM AND AGAINST ALL LIABILITY FOR ANY AND ALL CLAIMS, LIENS, SUITS, DEMANDS, AND/OR ACTIONS FOR DAMAGES, INJURIES TO PERSONS (INCLUDING DEATH), PROPERTY DAMAGE (INCLUDING LOSS OF USE), AND EXPENSES, INCLUDING COURT COSTS AND ATTORNEY'S FEES AND OTHER REASONABLE COSTS, OCCASIONED BY THE RENTER'S OCCUPANCY OR USE OF THE PREMISES AND/OR ACTIVITIES CONDUCTED IN CONNECTION WITH OR INCIDENTAL TO THIS RENTAL AGREEMENT AND ARISING OUT OF OR RESULTING FROM THE INTENTIONAL ACTS OR NEGLIGENCE OF RENTER, ITS OFFICERS, AGENTS, EMPLOYEES, GUESTS, VISITORS OR INVITEES, INCLUDING ALL SUCH CAUSES OF ACTION BASED ON COMMON, CONSTITUTIONAL, OR STATUTORY LAW, OR BASED UPON THE NEGLIGENT OR INTENTIONAL ACTS OR OMISSIONS OF RENTER, ITS OFFICERS, AGENTS, EMPLOYEES, GUEST, INVITEES OR VISITORS.

FURTHER, CITY ASSUMES NO RESPONSIBILITY OR LIABILITY FOR HARM, INJURY, OR ANY DAMAGING EVENTS WHICH ARE DIRECTLY OR INDIRECTLY ATTRIBUTABLE TO PREMISES DEFECTS WHICH MAY NOW EXIST OR WHICH MAY HEREAFTER ARISE UPON THE PREMISES, ANY AND ALL SUCH DEFECTS BEING EXPRESSLY WAIVED BY RENTER. RENTER UNDERSTANDS AND AGREES THAT THIS INDEMNITY PROVISION SHALL APPLY TO ANY AND ALL CLAIMS, SUITS, DEMANDS, AND/OR ACTIONS BASED UPON OR ARISING FROM ANY SUCH PREMISE DEFECTS OR CONDITIONS, INCLUDING BUT NOT LIMITED TO ANY SUCH CLAIM ASSERTED BY OR ON BEHALF OF RENTER OR ANY OF ITS MEMBERS, AGENTS, EMPLOYEES, GUESTS, INVITEES, OR VISITORS.

I have read the policy and procedures regarding use of the above facility for my own purposes and/or on behalf of the above referenced organization or group. I and/or my organization or group will be responsible for leaving the facility clean and orderly. If requesting on behalf of an organization or group, I hereby represent that I have full authority to do so. I will ensure that participants conduct themselves in an orderly manner and agree that the consumption of alcohol beverages will not take place while on public property. I hereby agree to the terms of compensation for damages within this application. I hereby assert that no claim or demand will be made against the City due to any act, omission, accident or injury that may occur during use of Hopkins Hall and agree on my own behalf and/or on behalf of my organization or group to indemnify and hold the City harmless from any claim, demand or damages and any fees costs and charges of any nature whatsoever including, but not limited to, legal and attorney fees at every level because of such accident or injury during use of said facility. Either I and/or my above-reference organization have adequate resources to fund the above-stated indemnification and agree to abide by the conditions and also verify that the information provided by me is accurate and correct.

Signature

Printed Name

Date



City of Lake Helen

PO Box 39 • 327 South Lakeview Drive
Lake Helen, Florida 32744
386•228•2121 fax 386•228•9714

IMPORTANT:

1. Posters, decoration, etc. shall not be taped, tacked or affixed to walls, ceilings, doors or woodwork. No existing decorations or building fixtures are to be removed or moved before, during or after the event.
2. Heavy objects must not be moved across the floors without adequate protection to the floor.
3. There shall be no activities of a nature that would be damaging to the floor beyond normal wear.

For Hopkins Hall - There shall be no activities such as clog dancing, square dancing or other activities of a nature that would be damaging to the floor beyond normal wear.

4. Tables and chairs must be replaced in the same order they were in at the time of rental. Please wipe down the tables and chairs. ***Failure to replace tables and chairs will result in loss of deposit. Chairs and Tables must remain inside the facility.***
5. No alcoholic beverages allowed.
6. For Hopkins Hall - The piano **cannot** be moved. Permission must be granted prior to the event to use the Piano. Leave cover on and do not place anything on top of the piano.
7. Facility and grounds are to be left clean (cleaning supplies are available):
A professional cleaning upkeep fee will be applied to each rental. This is for upkeep of the facility not to clean up from your event.
 - a. All floors must be swept and cleaned with a damp mop.
 - b. If kitchen facility is used, the sink & appliances must be left clean; trash removed. Food removed from Fridge and Freezer.
 - c. Bathrooms must be left clean; trash removed.
 - d. Chairs and tables must be wiped clean if necessary ***(Chairs and Tables must remain inside the facility)***
 - e. Tables must be stacked top to top / bottom to bottom to prevent damage to the tables.
 - f. Please stack chairs as carefully and neatly as possible.
 - g. Check thermostat setting to the posted temperature adjacent to the thermostat. Failure to reset the thermostat ***will result in loss of deposit.***
 - h. Check grounds around facility and remove any trash.

****If these minimum cleaning standards are not performed, it will result in loss of deposit.****

8. Facility must be secured after use (i.e.: all doors locked, windows closed and locked). Buildings left unsecured ***will result in loss of deposit.***
9. Keys must be picked during normal business hours the week before Rental. If key is not picked up and must be opened by staff it ***will result in loss of deposit.***
10. Keys must be returned the morning of the next business day after facility use.
11. The keys may be dropped in the City drop box located on Park Street on the south side of City Hall or returned to City Hall during business hours.

Signature

Printed Name

Date

Security Deposit Return: Yes _____ No _____ Notes: _____



City of Lake Helen

PO Box 39 • 327 South Lakeview Drive
 Lake Helen, Florida 32744
 386•228•2121 fax 386•228•9714

Rental of Hopkins Hall Melissa Park Shuffleboard Date of Rental: _____

POLICY: It is the policy of the City of Lake Helen to charge a rental fee, a security deposit fee, and a cleaning fee for the use of city facilities. The Lake Helen City Commission may approve specific individuals, clubs, groups, or organizations to use a city facility at a modified fee. However, a security deposit and cleaning fee shall always be required.

SCHEDULING:

- Rental fees and security deposits must be paid in full (Cash or Check accepted)
- Changes in reservation times must be submitted at least 30 days before event date. Upon a request for change to your reservation, you will be provided a quote for any additional fees. Once you accept these additional fees, any subsequent cancellation will be subject to our cancellation policy.

CANCELLATIONS:

- If the Event is cancelled 30 or more days prior to the Event, then full deposit, cleaning fee and rental fees can be refunded or rescheduled (pending availability)
- If the Event is cancelled less than 30 days prior to the scheduled Event, then rental fee and cleaning fee will not be refunded, deposit can be returned.
- An Event may be rescheduled one time. If an event is cancelled more than one time, the rental fee won't be refunded.

RENTAL CONTRACT: The City considers the building and upkeep on the premises to be the responsibility of everyone. The City of Lake Helen would appreciate the cooperation of everyone in helping to keep these facilities a place to be enjoyed for many years. This can only be done if everyone cooperates in helping and observing rules which are necessary in operating a facility of this sort.

IMPORTANT:

1. Posters, decoration, etc. shall not be taped, tacked or affixed to walls, ceilings, doors or woodwork. No existing decorations or building fixtures are to be removed or moved before, during or after the event.
2. Heavy objects must not be moved across the floors without adequate protection to the floor.
3. There shall be no activities of a nature that would be damaging to the floor beyond normal wear.
 For Hopkins Hall - There shall be no activities such as clog dancing, square dancing or other activities of a nature that would be damaging to the floor beyond normal wear.
4. Tables and chairs must be replaced in the same order they were in at the time of rental. Please wipe down the tables and chairs. ***Failure to replace tables and chairs will result in loss of deposit. Chairs and Tables must remain inside the facility.***
5. No alcoholic beverages allowed.
6. For Hopkins Hall - The piano **cannot** be moved. Permission must be granted prior to the event to use the Piano. Leave cover on and do not place anything on top of the piano.
7. Facility and grounds are to be left clean (cleaning supplies are available) *A professional cleaning upkeep fee will be applied to each rental. This is for upkeep of the facility not to clean up from your event.*
 - a. All floors must be swept and cleaned with a damp mop.
 - b. If kitchen facility is used, the sink & appliances must be left clean; trash removed. Food removed from Fridge and Freezer.
 - c. Bathrooms must be left clean; trash removed.
 - d. Chairs and tables must be wiped clean if necessary (***Chairs and Tables must remain inside the facility***)
 - e. Tables must be stacked top to top / bottom to bottom to prevent damage to the tables.
 - f. Please stack chairs as carefully and neatly as possible.
 - g. Check thermostat setting to the posted temperature adjacent to the thermostat. Failure to reset the thermostat ***will result in loss of deposit.***
 - h. Check grounds around facility and remove any trash.
****If these minimum cleaning standards are not performed, it will result in loss of deposit.****
8. Facility must be secured after use (i.e.: all doors locked, windows closed and locked). Buildings left unsecured ***will result in loss of deposit.***
9. Keys must be picked during normal business hours the week before Rental. If key is not picked up and must be opened by staff it ***will result in loss of deposit.***
10. Keys must be returned the morning of the next business day after facility use.
1. The keys may be dropped in the City drop box located on Park Street on the south side of City Hall or returned to City Hall during business hours.