



George Washington Carver Community Center

95 Three Sisters Springs Trail, Crystal River, FL 34428

For Facility Rental Contact us at:

Main: 352-564-1060

Cell: 352-XXX-XXXX

Fax: 352-795-XXXX

RENTAL INFORMATION

<u>Rosa Parks Gala Room</u> (four hour minimum)	<u>Rental Fees</u>	<u>Security Deposit*</u>	<u>Cleanup Fees**</u>
Rosa Parks Gala Room (4 hour minimum)	\$75 per hour	\$250	\$250
Kitchen Use and Cleaning	\$75		\$150
Hall Cleanup			\$125
MLK Meeting Room (two hour minimum)	\$30 per hour	A clean-up fee of \$75 for the Carver Meeting Room will be required if the function includes food and beverage, Insurance required	

*Security Deposit is required to reserve the facility.

** Cleanup Deposit is required for every event with the following expectations:

Following the event, the user is required to clear off all tables and remove all trash from the main hall and kitchen and place it in the dumpster. The center is then responsible for cleaning the main hall and restrooms.

Supplemental Charges: Tax will be added to all rental fees, unless a tax-exempt certificate is submitted

Decorating Time	No charge for the first four hours, then \$10 for each additional hour	Four hours of free decorating time is available for each user the day prior to the event (excluding Saturday's and Sunday's) between the hours of 8 a.m. until 5 p.m. If the user requires additional time, the user must pay \$10 per hour, plus staff coverage time.
Staff Coverage	\$15 per hour during rental period	Keys will not be issued to individuals or organizations. A staff person is required to be on-site to open, close, and monitor each event.
Additional Setup	\$10 per hour plus staff coverage	
Sound System	\$50	
Multi-Media	\$125	
Screen Only	\$25	

You must provide a Certificate of Liability Insurance naming **George Washington Carver Community Center (GWCCC)** as additional insured and a Hold Harmless/Indemnification Agreement. If your event has a Non-Host bar, liquor permits are required from the City of Crystal River. If you are serving any type of alcohol/liquor at your event, liquor liability coverage must be stated on your insurance certificate. No alcoholic beverages can be served to any minor in violation of Florida Law. Alcoholic beverages will not be served in conjunction with the use of the GWCCC, unless and until, the Renter has provided the Community Center Staff with proof of liquor liability insurance in the amount of at least \$500,000. **Please note that the GWCCC REQUIRES that renters hire 1 off duty sheriff officer with all Open Bar Events who must be present during the entire time alcohol is being served and consumed. GWCCC Rules & Regulations requires a responsible adult, age 21 or over, be in charge of events and be present at all times during rental period for activities involving minors.**



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RENTAL AGREEMENT



Rosa Parks Gala Room



MLK Meeting Room

Name: _____ Date of Event: _____

Property Address: _____

Daytime Phone: _____ Cell Phone: _____ Alternate Phone: _____

E-mail Address: _____ Type of Function: _____

- Are you 21 years of age or older? Yes No Date of Birth: _____
- Will this event be primarily attended by persons under the age of 18? Yes No
- Will alcohol be served? Yes No Are you charging your guests for the alcohol? Yes No
- Will the event be a surprise? Yes No
- Will there be entertainment and/or music? Yes No

Entertainment Provider: _____ Telephone #: _____

- Do you plan on having this event catered? Yes No

Caterer: _____ Telephone #: _____

- Number of Guests: _____

Set-up Time: _____ am / pm to: _____ am / pm

Event Time: _____ am / pm to: _____ am / pm

Clean-up Time: _____ am / pm to: _____ am / pm

Total Event Hours: _____

Rental Fees and Charges: \$ _____ including supplemental charges Initial & Date: _____

Security Deposit: \$ _____ due at the time of booking Initial & Date: _____

Note: Once we receive your paperwork and payment, we will contact you by phone or email within one business day to confirm your reservation, review any special requests, and finalize your reservation by providing a copy of your Rental Confirmation. Facilities may be reserved up to 12 months in advance. Please reserve a minimum of 30 days in advance to ensure staffing. Once the facility is inspected, the deposits will be returned by check to the address on the rental agreement.



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GUIDELINES

1. Check in with the GWCCC Staff upon arrival and departure.
2. Please return the facility back to the pre-rental condition.
3. Use only those facilities/room(s) specified on the application.
4. Provide adequate supervision.
5. May not sublet or transfer their rights or privileges to any individual, group or organization.
6. Must secure a certificate of insurance naming **George Washington Carver Community Center** as insured.
7. Must provide the deposit and the rental fees.
8. Inclement weather, building emergency, or rescheduling of GWCCC programs may necessitate a cancellation of this reservation.
9. GWCCC is a NON-SMOKING building.
10. **Cancellation Charges:**
 - Cancellation Charges more than thirty (30) days prior to agreed event date: \$50
 - Cancellation Charge less than thirty (30) days prior to agreed event date: \$200
 - Cancellation Charges less than seven (7) days prior to agreed event date: \$400

Forfeiture Policy Acknowledgement:

I understand that my security deposit will be forfeited if I fail to comply with the terms of this Agreement.

Initial & Date: _____

I agree to comply with the guidelines for reserving the facility at George Washington Carver Community Center (GWCCC). I understand that my breaking of any of the attached/stated rules allows GWCCC to keep a portion or all of my deposit. I further accept full responsibility for any damages or theft and agree to pay GWCCC for any replacement costs. I will not hold GWCCC, their agents, employees, or directors responsible for any physical harm suffered or any property damages incurred from activities, and related cost to the event. All areas not rented for your event will remain open to GWCCC Members during your scheduled event. GWCCC holds the right to schedule concurrent use of areas by separate parties at the same time. GWCCC cannot be held responsible for Acts of God.

I hereby agree to follow all of the George Washington Carver Community Center Rules & Regulations. I hereby acknowledge that if I cancel the GWC Community Center rental a cancellation fee will be charged based on the rooms which were rented.

I have read all the above and warrant that I am authorized to enter into this Agreement.

Signature of Renter

_____/_____/_____

Date

Please make checks payable to: **George Washington Carver Community Center (GWCCC)**



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INDEMNIFICATION AGREEMENT

Agreement made this _____ day of _____, between
Day Month Year

Name Address

City State Zip Code

(Hereinafter referred to as "Renter") and the George Washington Carver Community Center (hereinafter referred to as "GWCCC"). In consideration for the use of the GWC Community Center as permitted by the GWCCC by the undersigned, it is hereby agreed as follows:

1. Renter will not serve alcoholic beverages to any minor in violation of Florida Law. Alcoholic beverages will not be served in conjunction with the use of the GWCCC premises unless, and until, the Renter has provided the Association with certificate of liability insurance with host liquor coverage and verification of scheduling an off-duty Sheriff Officer.
2. Renter will obtain a certificate of liability insurance in the amount of \$500,000 naming GWCCC as additional insured.
3. The Renter agrees to indemnify GWCCC, its agents, and employees, officers, and directors from any and all claims, damages, losses, judgments, and expenses, including attorney fees arising from, during or in conjunction with its use of the GWCCC premises.
4. The Renter agrees to indemnify the GWCCC, its agents, and employees, officers, and directors from any and all claims, damages, losses, judgments, and expenses, including attorney fees, arising from the Renters service of alcoholic beverages on the GWCCC premises during, or in conjunction with its use of the said Community Center.
5. The Renter further agrees to indemnify and reimburse GWCCC for any and all damages resulting to GWCCC property from the Renter's use of the property, normal wear and tear accepted.
6. The Renter agrees that their use of property as contemplated in this Agreement will be in compliance with all applicable City of Crystal River ordinances, State and Federal laws and regulations.
7. Should it become necessary for the GWCCC or someone on their behalf to incur costs and expenses to retain the services of an attorney to enforce this Agreement or any portion hereof or to present a defense to claims arising from this situation identified above, the undersigned agrees to pay the GWCCC all costs and attorney fees hereby expended or for which liability is incurred.
8. The GWCCC reserves and the Renter recognizes and accepts, the GWCCC's absolute right to terminate usage of any facility including, but not limited to the GWCCC at any time if any violation of this Agreement or City rules and/or procedures for such use are violated.
9. In compliance with Florida Statute Title XXXIV Alcoholic Beverages and Tobacco Section 565.01, the Renter agrees they will not serve alcoholic beverages in the GWCCC, without first receiving a State of Florida Liquor Permit. This law applies only if the renter is charging guests for the liquor at their event. The Renter further understands that the GWCCC will not permit the selling of any alcoholic beverages until and unless the GWCCC receives notification from the State of Florida that a Liquor License has been approved.
10. The undersigned, signing on behalf of _____ (organization), is empowered by said entity and by the authority of its Board of Directors, if applicable, to bind said Renter to the terms and conditions of this Agreement.

_____/_____/_____
Signature of Renter Date

_____/_____/_____
Approved By Date



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CODE OF CONDUCT

1. **DAY OF YOUR EVENT:** Bring your approved "Facility Rental Confirmation" with you on the day of your event. The facility will be open to you only at the time specified on your Rental Confirmation. The facility may be rented to multiple groups on a particular date, so we ask that you not enter the facility until your designated rental time and that you depart when scheduled.
2. **DECORATIONS:** You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. The use of staples, nails, tacks (push pins) or duct tape is prohibited when affixing decorations to walls. The use of masking/painters tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations from light fixtures is prohibited. Fog/smoke machines, dry ice, rice, birdseed, confetti, dance wax, etc. are not allowed. Helium balloons are allowed only if they are attached to a weighted object.
3. **SMOKING:** Smoking is not permitted anywhere on-site at the George Washington Carver Community Center.
4. **FLAMMABLE MATERIALS:** In compliance with the City Fire Code, flaming food is not permitted at indoor facilities. Additionally, fireworks are prohibited in the City of Crystal River and cannot be used at our facilities. Fuel canisters for warming food, and votive and tea light candles that are contained and will not tip over, are allowed.
5. **CHILDREN:** Children must remain supervised at all time and in the rented rooms throughout the event.
6. **STORAGE:** No apparatus, furniture or equipment other than what was disclosed in the rental contract is to be moved into the GWCCC without prior approval from the GWCCC. These items must be properly removed after use. The GWCCC may consider request of exceptions or special circumstances. No furniture from the inside of the building can be moved outside without prior approval from the GWCCC.
7. **SET-UP:** The set up of chairs, table, etc is the responsibility of the renter/user with the help of the GWCCC. Doors and hallways may not be blocked at any time. If the GWCCC asks that something be moved, renter/user must comply with the request.
8. **NOISE:** Please do not leave doors or window open during loud events. The sound can easily carry to neighbors or other renters/users of the GWCCC.
9. **LOADING & DELIVERY** Deliveries and pickups, if any, must be scheduled during your rental hours. Use main building entrances for loading and unloading unless otherwise approved. Do not block building entrances. GWCCC staff are not authorized to sign for your deliveries. Due to space and security concerns, items cannot be stored prior to or following your event.
10. **FOOD & BEVERAGES** Renters are responsible for the care and condition of any equipment being used and must clean all equipment used. Renters may bring in their own food (potluck), have food delivered to the facility, or have the event catered.

The GWCCC will permit access upon execution of a contract with full and specific disclosures and payment of rental fees as specified in rental agreement.

I agree to the above terms for renting the George Washington Carver Community Center. I understand that if these terms are not followed, the George Washington Carver Community Center reserves the right to refuse rental to me and/or my organization in the future and can cancel the current rental agreement with no refund.

Renter/User Signature _____ Date _____