



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 # _____	
Yes, you must provide your Tax Exempt Certificate with application.				
Valid Photo I.D. Provided	Other _____			
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: _____

POLICE AND FIRE DEPARTMENT STAFFING

- If the City of Clermont determines Police or Fire personnel are required for an event, the applicant will be responsible to pay all staffing fees. City staff will contact and schedule the appropriate personnel for the event.
- If the applicant requests armed security for an event, it must be provided by the Clermont Police Department. The applicant is required to contract directly with the Clermont Police Department.
- Requests for Police/Fire personnel must be submitted a minimum of 14 days prior to the event. The hourly rate may be higher for requests made less than 5 days from the event date.
- Payment is made directly to the Police/Fire Department. Proof of payment must be submitted to the Parks and Recreation Department a minimum of 7 days prior to the event date.

EVENT PUBLICITY

- No promotion, publicity, or advertising (printed or otherwise) may state, imply, or allude to any sponsorship by or affiliation with the City of Clermont without prior written approval.

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

Check Your Room Layout	
<input type="checkbox"/>	Banquet
<input type="checkbox"/>	Meeting
<input type="checkbox"/>	Classroom
<input type="checkbox"/>	Vendor

Indicate Number of Tables & Chairs Needed	
72 inch rounds seats 8 comfortably	
8 foot rectangle seats 4-8 comfortably	
Chairs	

Check Any Equipment You Will Need	
<input type="checkbox"/> Wireless Microphone & Portable Speaker	
<input type="checkbox"/> Projector	<input type="checkbox"/> Portable Screen
<input type="checkbox"/> Podium	<input type="checkbox"/> Laptop
<input type="checkbox"/> 55" TV (room 5 & 7 only)	

Renter must provide all cables, extension cords, etc

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		
*Full Court Rental includes use of up to 30 plastic chairs and up to 2 eight foot rectangular tables				
Field				
	Per hour	Per hour		
Grass Field	\$15	\$25		
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		
Portable Projector	\$35	\$40		
Portable Screen	\$20	\$20		
Podium	\$25	\$25		
Laptop	\$40	\$40		
Subtotal				
Sales Tax				
Additional Staff				
	Per hour	Per hour		
Facility Staff	\$35	\$35	2 hour minimum	
Crowd Managers	\$25	\$25	2 hour minimum	
Application Fee	\$10	\$10	non-refundable	\$10
Security Deposit	\$100-\$200	\$100-\$200	based on room	
There is a \$25.00 floor plan review fee for layouts that are not pre-approved.				
Final payment not received by the due date will be assessed a 10% late payment fee per week on balance due.				
GRAND TOTAL				

Applicant Initials: _____

ALCOHOL POLICY

- The applicant is responsible for submitting a City of Clermont alcohol request form **a minimum of 30 days prior to the rental date** (60 days is recommended).
- Alcohol must be served by an approved licensed and insured organization, holding an appropriate State of Florida Alcohol, Beverage and Tobacco License. Examples of those licenses include 13CT catering, or non-profit 1, 2, 3 day permit. Examples of licenses not permitted include 2COP and 4COP licenses.
- The serving of alcoholic must end at least 30 minutes prior to event end time.
- The approved licensed and insured organization shall have general liability insurance with host liquor liability coverage endorsement or event liability insurance which shall provide coverage in the event of an incident resulting from the serving of alcohol beverages at the function. The City of Clermont shall be named as a co-insured in such policy. The minimum amount of coverage shall be \$1,000,000 aggregate per occurrence. The insurance shall be issued by a company acceptable to the City of Clermont.
- Not adhering to policy may result in forfeiture of your deposit and cancellation of your rental, and possible denial of future requests.
- The applicant is responsible for ensuring guests are adhering to the alcohol policy.

LIABILITY INSURANCE

A Certificate of Insurance (COI) is required:

- For any event or facility rental by a business or organization, both for-profit and non-profit
- For any event or facility rental that is open to the general public
- To serve alcohol in any city facility or property

A Certificate of Insurance (COI) may be required:

- From a vendor that provides equipment (or similar items such as a tent, platform or stage, scissor lift, bounce house, etc.) to an event or facility
- Utilizing a generator or other potentially dangerous item
- Under any other condition the City determines reasonable and necessary
- Caterer using the kitchen

A Certificate of Insurance must state:

- A minimum coverage of \$1,000,000 Comprehensive General Liability Insurance, without deductibles, per occurrence.
- Certificate Holder shall be listed as follows: City of Clermont, 3700 S Highway 27, Clermont, FL 34711.

The COI must be submitted a minimum of 72 hours prior to the event date. If not submitted as required, the city reserves the right to cancel the rental.

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. Room use and capacity

- Room will be set-up per the approved floorplan and may not be changed by the applicant, guests, vendors, etc. If city staff is required to reset the room the start time will be delayed without an adjustment of time.
- The applicant is responsible to monitor attendance throughout the rental period. Rooms may not exceed capacity at any time.
- If capacity is reached, the applicant must refuse admittance of additional guests. Guests will not be permitted to wait in hallways or other rooms.
- Rental is subject to immediate cancelation, without refund, if capacity is exceeded.

2. Food and beverages

- Must remain within the rented room(s).
- Tablecloths are required for food and drink tables.
- Caterer/applicant is not permitted to drop off items prior to rental time.

3. Decorations

- All decorations must be free-standing and cannot be attached/taped to walls, lights, doors, ceiling, etc.
- Do not place items within egress or covering fire strobes on walls.

4. Music

- Music is to be kept at an appropriate level, so not to affect adjacent rentals.
- More than two warnings from staff to lower music will result in immediate termination of music.
- It is the applicant's responsibility to ensure personal equipment does not cause damage or overload receptacles.

5. Alcohol on premises

- Alcohol is only permitted following city approval (this includes religious services), and can only be served by the approved licensed caterer.
- Alcohol is not permitted outside of the rented room(s).
- Any violation of the alcohol policy will result in immediate cancelation of the rental and forfeiture of the security deposit.

6. Conduct

- It is the applicant's responsibility to ensure guests act appropriately and adhere to facility policies.
- Guests are not permitted to enter other rooms or events.
- Children must be supervised by an adult at all times.
- City staff reserves the right to contact Clermont Police Department at any time. City staff may also refuse admittance and/or trespass any person causing a disturbance, harm to others or damage.

7. Pets are not allowed in the facility. Service dogs are welcome.

8. Security

- Only Clermont Police Department may be hired as armed security during a rental. This includes inside and outside the facility.
- City staff may require the applicant to hire Clermont Police Department.

9. Items not permitted inside or outside the facility

- Directional signs, advertising, wind banners, balloons etc.
- Confetti, glitter, rice, birdseed, or similar type items.
- Sparklers, dry ice, fog, smoke machines, pyrotechnics of any type.
- Candles or any other type of open flame (sterno's are permitted).
- Tobacco is not permitted inside the facility.

RENTAL DAY INFORMATION

Call ARC staff at (352) 516-8018 if assistance is needed at any time during the rental period.

1. Set Up

- Arrive at the scheduled time; rooms will not be opened earlier.
- The applicant must be present for the entire duration of the rental.
- When loading in/out, do not block entrances, sidewalks, fire lane or hallways.
- Changes to the room layout are not permitted.
- Malfunctioning equipment must be reported to staff immediately
- Cables, extension cords, etc. will not be provided.

2. Clean Up

- The room must be left in the same condition it was found
- Dispose of all trash, decorations, food, etc. in garbage cans
Do not dispose of liquids in garbage cans.
- Cardboard boxes must be broken down flat and placed next to a garbage can.
- Tables and chairs must be wiped down, and floor swept/mopped if dirty. Cleaning supplies will be provide upon request.
- All items, equipment, props, decorations, etc. must be removed at the end of the rental period. Failure to remove belongings will result in loss of security deposit and/or disposal of property.
- If the room(s) is not cleaned and vacated by the scheduled exit time, the applicant will be charged room and staff costs.
- Contact staff for an inspection prior to leaving. A cleaning fee will be assessed if room is left untidy.
- Security deposit refunds may take up to 6 weeks, and will only be mailed to the address listed on the application.

CANCELATION AND DAMAGES

- The rental will be canceled if incorrect/ falsified information is provided on the rental contract (i.e., contact information, resident status, nature of event, or unauthorized use of alcohol). A refund will not be issued.
- Damages, accidents, injuries, etc. must be reported to staff immediately.
- The applicant will be held responsible for damages caused by any person/guest due to negligence. If the cost of damage/repair exceeds the security deposit, the applicant will be billed accordingly. The applicant/organization will not be permitted to rent in any city facility until all outstanding fees are paid.

I have read and agree to the Facility Agreement and Guidelines. I understand not following the guidelines may result in cancelation of my event or forfeiture of the security deposit.

Applicant Signature _____