



Longwood Community Building
200 West Warren Avenue Longwood, FL 32750

Facility Use Contract

EVENT DATE: _____ **Time(s):** _____
(include set-up & clean up time)

Renter Name: _____

Mailing Address: _____

City/ State: _____

City Resident (circle one): **Yes** **No** **Verification method:** _____
(A resident/resident business must be within the corporate city limits of Longwood)

Renter Phone Numbers, including area codes. Please indicate (*) preferred number.

Home: _____ **Cell:** _____

Work: _____ **Email:** _____

Type of Activity: _____ **Number of Attendees:** _____

_____ **Main Social Room** _____ **Bridal/Groom Room** _____ **Conference Room**

FOOD AND BEVERAGE

_____ **Catered Event.** Name of Caterer: _____

_____ **Non-Catered Event.**

Alcohol Beverages: Yes _____ No _____ Beer _____ Wine _____ Champagne _____

Hard Liquor _____
(Liability insurance required)

Equipment Requested {optional}:

Sound System: Yes _____ No _____

**Additional fee for the audio/visual equipment*

_____ Podium _____ Microphone(s) _____ Video Screen _____ DVD Player

_____ CD player _____ Laptop Cord



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The undersigned applicant agrees to abide by established, (rules on page three (3) thru five (5) of this contract), regulations, city, county ordinances and state laws.

I do hereby assume the risk of liability for and shall indemnify, defend and save harmless the City of Longwood, it's officers, agents, and employees from and against any and all claims, damages, suits, judgments, liabilities, losses, court cost and expenses including attorney's fees and attorney fee's on appeal for all personal injury or death, disease, damage and destruction to myself or other persons and to any property whatsoever arising out of the rental of the City of Longwood facilities of which I am registering, due in whole or in part to the actions and/or omissions on the part of the undersigned, and/or his or her representatives, employees, servants or assigns.

Upon the expiration of my participation in the use of this/these facilities or in the event City property is lost or damaged by me, I agree to reimburse the City 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 authority to sign on the minors behalf. My signature of this paper is an acknowledgement of my agreement with the terms of this hold harmless.

Print Name _____

Signature _____ Date _____

Driver's License #: _____

OFFICE USE ONLY

Date Submitted: _____	rate:\$____ #hrs.____ fee: \$_____
Rental Amount: \$_____	tax: \$_____
Deposit Amount: \$_____, _____	deposit: \$_____
Balance: \$_____, _____	Building Attendant # hrs.____ \$_____
Check # _____ Cash _____	bridal & groom room: \$_____
Receipt # _____	Audio/Visual Equip. \$_____



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TERMS AND CONDITIONS

1. Reservations: A Rental Fee Deposit of a **minimum** of fifty percent (50%) of the total rental Fee, together with a signed Facility Use Contract, will secure your Event Date. The balance of the Rental Fee and the Damage Deposit is due no less than **thirty (30) days** prior to your Event Date. (Unless the reservation is made within thirty (30) days of the event date; in which case the total Rental Fee would be due.) No reservations will be held until the use contract is signed.
2. **Cancellation for any event will be accepted (6) months prior to the event with written notification.** Date changes are treated as cancellations. Event date and times are not transferrable. The City will refund the 50% deposit less a **\$100.00 administrative fee**.
3. Cancellation for any event less than **(6) months** prior to the event will result in forfeiture of all deposit fees. **If the event is cancelled less than 30 days prior, the full rental payment will not be refunded.** No reservations will be held until the use contract is signed.
4. Changes for any event will be accepted with written notification via fax 407-260-3418, email: kbehling@longwoodfl.org or in person.
5. Rental of the Community Building is on an hourly rate. The hours shown on the application will cover the entire time required for the renter to decorate, set-up, conduct the activity, and clean up the facility after use. The facility must be vacated promptly at the conclusion of the time specified on the contract.
6. Ceremony Rehearsal: Rental fees include a scheduled one (1) hour rehearsal for your ceremony. Rehearsals may be scheduled Monday – Thursday between 9:00 AM and 3:30 PM. Reservations for rehearsals are booked one month prior to the event date.
7. The contracted renter must be present during the entire rental period and must be available to review both a pre-activity and a post-activity checklist with a Longwood Community Building employee as they feel necessary. The only exception to this rule is when an honoree (i.e., bride and groom) is the contracted renter. In this case, the contracted renter must designate another attendee to review the checklists at the time that the room set up is submitted.
8. Nails, tacks, push pins, tape, etc. are prohibited on walls, ceilings, tables, chairs and floors when decorating. Rice, birdseed, confetti, fog /smoke machine and glitter are prohibited inside and outside the Community Building. Only bubbles are allowed outside the building. Chairs and tables may not leave the building. **Smoking is not allowed inside or outside the building.** Smoking areas are located in the parking lot across the street. No food or drinks are allowed upstairs in bridal or grooms rooms. Iron Gate downstairs must stay closed at all times. Only wedding party permitted upstairs. Food and drinks is only allowed in the main social hall. Failure to adhere to these guidelines will result in loss of your damage deposit.
9. Holiday decorations will be installed on the stage and on the outside porch railing the week after Thanksgiving. Decorations will not be removed by city staff or the renter of the building, any damage done to the decorations will result in full or partial forfeit of security deposit

10. Use of the Center's tables and chairs is included with your rental. Center staff will set up tables, chairs, the podium, etc. The renter must submit a floor plan of your desired setup no less than ten (10) ten days before your rental period.
11. No person shall ignite, set or maintain any fire for cooking except for the use of an approved outdoor cooking grill within the area designated for such purpose by the City Administrator.
12. No person shall willfully make, deface, disfigure, injure or tamper with, displace or remove any furniture, fixtures, equipment or landscaping, whatsoever, either real or personal from the building or grounds.
13. No person shall carry, fire or discharge any pyrotechnics of any description.
14. No pets shall be allowed except for service dogs.
15. No person shall post or affix to any tree, shrub, plant, fence, building structure, monument, gates or any other physical object, any sign, poster or other printed or written matter.
16. The person or entity that rents the Longwood Community Building will be responsible to see that the above listed prohibited activities are adhered to. The city reserves the right to take whatever action is necessary to correct any violation of this section including but not limited to immediate eviction from the building.
17. All persons, corporations or organizations who wish to retain exclusive use of the Longwood Community Building shall be required to enter into a contract with the city for that use and shall further be required to indemnify the city during the period of that use for any injury or damage occurring to persons or property at the Community Building.
18. The city may require liability insurance based upon the level of risk associated with the activity to take place. The City Administrator or designee shall determine if insurance is necessary and if so the amount and limits of required insurance.
19. The city will not assume responsibility for theft or damage to any motor vehicles or any other property while located in the building or in the city parking lots.
20. If the city ascertains, or if a city resident acknowledges, that renting the Community Building is for a non-resident for either a personal or commercial/business function; then the city shall charge the renter full price and any deposits by said renter may be retained by the city. The City Administrator or his/her designee may also cancel the reservation at his/her discretion and refuse future rentals of the Community Building to said renter and the non-resident or commercial/business user(s).
21. All hard liquor must be served by a licensed bartender possessing at least \$300,000.00 in Liquor Liability Insurance with the City of Longwood named as an additional insured. The bartender(s) may be from an independent bartending service or a catering company of the renter's choosing.
22. The renter is responsible for leaving the inside/outside of the Longwood Community Building and the parking lot in the same condition as before the event. This includes but not limited to, removing all trash into the dumpster, taking down decorations, clearing tables and removing all

items brought into the building. If spills occur during the event, the renter is responsible for cleaning those spills. City staff will inspect the building before the renter's deposit is given back.

23. All refunds will be issued by city of Longwood check. Damage deposit will be refunded to the address on the contract typically within 4-6 weeks of your event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.

Signature: _____ Date: _____



Longwood Community Building

200 West Warren Avenue Longwood, Florida 32750
Community Building Fees and Deposits

Main Social Room

Rooms may be rented on an hourly basis with a two-hour minimum rental period.

Monday – Thursday 8:00 AM through 12:00 AM.

Friday, Saturday, and Sunday 9:00 AM through 12:00 AM

Residential (city proof required)	\$65.00/hour
Non Residential	\$150.00/hour

DAMAGE DEPOSITS

{required} Refundable \$200.00

OTHER FEES AND DEPOSITS

{optional} Bridal and Grooms Room	\$150.00
{optional} Audio/Visual Equipment Rental	\$50
Conference Room (city resident)	\$25.00/hour
Conference Room (non-resident)	\$75.00/hour

CANCELLATIONS

18 months to 6 months	\$100 fee
6 months to 0 months	NO REFUND

50% of all fees and deposits due at the time of signing contract and the other 50% are due thirty days prior to the event. No reservations will be held until facility contract is signed.