



**CITY OF BOWLING GREEN • RENTAL AGREEMENT - COMMUNITY CENTER**

City Hall Phone (863)375-2255 On-Call 24/7 Phone (863) 245-5035

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested Rental Date(s): \_\_\_\_\_ Number of Guests: \_\_\_\_\_

\*Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Will Alcohol be Served\*\*: Y / N

As a renter of the facility, I understand that I am responsible to assure that the attached rules and policies are adhered to. I understand that I am also responsible to assure that the facility and fixtures are properly cared for during the rental period and that the facility and grounds are clean and returned to the original condition at the end of the event. My signature indicates that I have received and understand the rules and policies for the rental and that I am in agreement with them.

A security deposit is required to hold the building for the desired date. A check is preferred. The full rental fee is required a minimum of 7 days prior to your event date. The security deposit will be refunded after the building is inspected, an inventory is taken, and the keys are returned.

***\*Usage timeframes includes set-up and clean-up.***

***\*\*Proof of Event Insurance will be required three (3) days prior to the event scheduled if alcohol is being served. Failure to provide proof will result in the cancellation of the rental.***

Rental Fee	\$ _____
Tax	\$ _____
Deposit	\$ _____
Key Deposit	\$ _____
Total	\$ _____

MY SIGNATURE VERIFIES THAT I HAVE FULLY READ THIS RENTAL AGREEMENT AS WELL AS THE CONDITIONS OF RENTAL AGREEMENT, AND I AGREE TO AND DO ACCEPT FULL RESPONSIBILITY TO ABIDE BY THESE CONDITIONS AS WELL AS ALL OTHER APPLICABLE LAWS AND REGULATIONS.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Representative Signature

\_\_\_\_\_  
Date

**Return of Deposit**

Refund Amount: \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Renter's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Conditions of Rental Agreement

- a. A walk through with custodial staff is required. A key must be checked out on the day of your event or by 5:00 p.m. the Friday before. You will not receive the key until the walk through is completed. Please contact City Hall at (863) 375-2255 to schedule the walk through, at least 24 hours prior to your event.
- b. Permission and scheduling for the use of the Community Center and the use of any City equipment shall be issued through the City Hall.
- c. A written agreement for the use of the Community Center shall be granted only upon written request by a duly authorized representative of the organization seeking the use of the facility. The key will be checked out to the Renters representative responsible for the event. Renter accepts responsibility for the actions of its representative(s) related to this rental agreement.
- d. Permission for the use of the facilities may be revoked when there has been violation(s) of any of these conditions or any other regulations.
- e. All Renters will be billed and/or charged for any additional costs associated with unreasonable wear or breakage to City property, and/or custodial costs required due to leaving the facility in an unclean or damaged condition.
- f. Organizations and Renter's using the Community Center must be supervised by an adequate number of adult sponsors to assure proper care and use of City property.
- g. Smoking is not allowed in any City-owned building.
- h. A cancellation of the event and/or a request for a refund must be submitted in writing to City Hall.
- i. If legal action is brought involving this rental agreement, the prevailing party shall be awarded reasonable attorney's fees.
- j. For no reason shall any Renter place nails, tacks, holes, duct tape or any other form of attachment to the walls, ceiling, or other surfaces in the building. On floors, no wax, sand or salt on floor for dancing. Blue painters tape made for painted surfaces is allowable. Check with the custodial staff.
- k. No glitter or small confetti may be used in decorations or activities at the Community Center. Failure to comply will result in the loss of the deposit and additional charges for damage may apply.
- l. Votive candles in a fireproof container, with the flame no higher than the top of the container, will be allowed so long as the renter assumes all responsibility and liability for damages to the building and contents due to any fire as a result of the candles. I AGREE THAT I, ASTHE RENTER, WILL ASSUME ALL LIABILITY FOR DAMAGES AS A RESULT OF THE USE OF VOTIVE CANDLES AND THAT NO OPEN FLAME CANDLES ARE ALLOWED ANYWHERE IN THE BUILDING. \_\_\_\_\_(SIGNED).
- m. Indemnification. To the fullest extent permitted by Florida law, Renter hereby releases the City of Bowling Green from liability for, and agrees to indemnify, save harmless and defend the City from and against, any and all losses, costs, claims or suits (whether relating to property, death or personal injury), damages or expenses arising from or relating to: (i) Renter's failure to fulfill any of its obligations or any condition of this Rental Agreement, (ii) any damages, loss, expense, cost or injury (whether in the nature of personal injury, death, or property) happening in or about the facility to Renter, its agents, contractors, employees or invitees; and (iii) any judgment, lien or other encumbrances filed against the Chamber as a result of Renter's action. This hold harmless/ indemnification clause shall survive the termination of the agreement and use of the Community Center.
- n. Lost Keys: Keys lost and/or not returned will incur a \$75 fee.
- o. Inclement Weather. If an event is cancelled due to inclement weather, the City of Bowling Green will make every reasonable effort to reschedule the canceled event. City of Bowling Green shall not be held liable for losses incurred by the user/renter due to cancellation.

- p. The consumption of alcohol on the premises by event participants of legal age as a part of an approved event is permitted. If Renter will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. The sale of alcohol on the premises is strictly prohibited. No open containers of alcohol are allowed outside the building. Section 4-7, City Code.
- q. Animals. Animals are prohibited inside the facility, except for properly controlled and leashed Service Animals valid under the Americans with Disabilities Act statutes and rules.
- r. Use Agreement. The Rental Application shall govern the rental of the Centanino Community Center for the specified purpose, date and time, persons and facility areas. By signing and paying all required fees, the renter acknowledges reading, understanding and acceptance of all terms and conditions for the use of the facility.
- s. No parking on the street. All motor vehicles used to arrive at the Community Center must be parked in the parking lot, in marked spaces only.
- t. Cooking, broiling, or frying with meats, oils, fats, greases, butters, etc. is strictly prohibited at the Community Center. You can use licensed caterers, however, please inform caterers that the Community Center is not equipped with a catering kitchen or any special amenities to accommodate catering needs. It is not intended for caterers to cook an entire meal at this location.
- u. No person under age 21 can rent the Community Center.

**Failure to comply will result in loss of full deposit and future rental privileges at any City-owned properties will not be accepted.**

**Please call the 24/7 On-Call number for any issues with rental during the times City Hall is closed. On-Call number is (863) 245-5035**

**\*\*CAPACITY OF THE COMMUNITY CENTER, BY STATE LAW, IS 49 PERSONS\*\***