

RECREATION DEPARTMENT FACILITY RENTAL APPLICATION



1851 Griffin Rd Leesburg, Florida 34748
 Phone: (352) 728-9885 Fax: (352) 326-6625
 Email: Recreation.Dept@leesburgflorida.gov



APPLICANT INFORMATION

Name of Organization:
Primary Contact Name:
Phone:
Fax:
Email:
Mailing Address, City, and Zip Code:

EVENT INFORMATION

Event Name:
Event Description:

FACILITY REQUESTED

<u>Facilities</u>	<u>Sports</u>
<input type="checkbox"/> Community Building <input type="checkbox"/> Main Room(15 tables/100 chairs) <input type="checkbox"/> East Room(12 tables/100 chairs) <input type="checkbox"/> West Room(10 tables/60 chairs) <input type="checkbox"/> Cultural Arts Building <u>Parks / Pavilions</u> <input type="checkbox"/> Rogers Park Pavilion <input type="checkbox"/> Berry Park Red Pavilion <input type="checkbox"/> Berry Park Wooden Pavilion <input type="checkbox"/> John L. Johnson Park <input type="checkbox"/> Venetian Gardens-Dozier Circle <input type="checkbox"/> Venetian Gardens-Island Pavilion <u>Gazebos</u> <input type="checkbox"/> Venetian Gardens MLK Island	<input type="checkbox"/> **Gymnasium** <input type="checkbox"/> Basketball Number of Courts ___ <input type="checkbox"/> Volleyball Number of Courts ___ <input type="checkbox"/> Other _____ <u>Pools</u> <input type="checkbox"/> Venetian Gardens Pool <input type="checkbox"/> H.O. Dabney Pool <input type="checkbox"/> Splash Pad <u>Stage</u> <input type="checkbox"/> Mobile Stage <input type="checkbox"/> Other _____

Event Dates	Start Date: _____	Start Time: _____ a.m. or p.m.
	End Date: _____	End Time: _____ a.m. or p.m.
Event Size	Number of Attendees: _____	
**There is a fee for additional tables and chairs over the amount listed with room rental.		

Is this for a Non-Profit Organization? ___ Yes ___ No	If so, provide Tax Exempt Number:
Any safety precautions taken? ___ Yes ___ No	If so, please explain:
Will admission be charged? ___ Yes ___ No	If so, amount:
Will there be food at the event? ___ Yes ___ No	If so, please select: ___ Pot Luck ___ Debra Davis Catering

GENERAL RULES

1. **Availability.** Reservations will be made on a first come, first serve basis. No individual or group shall have precedence over another, except City of Leesburg functions wherein an entire facility is used. The Rental Application and Refundable Deposit are due at the time of reservation to ensure facility.
2. **Parking.** All vehicles must be parked in designated areas.
3. **Duties and Responsibilities.** The Lessee must retain a copy of this contract on the premises throughout the scheduled event.
Lessee is responsible for the conduct of participants and spectators of the contracted event. Lessee is responsible for any and all damage caused by participants and spectators of said event.

The City of Leesburg is not responsible, and shall not be held liable, for any equipment, displays, articles of value, exhibits, or belongings including items left on the premises which are lost, stolen, destroyed, or damaged.
4. **Deposits.** Deposits will be refunded, less the costs of cleanup or any repairs for damage to the facility, or unpaid balances owed to the City. Deposits get processed the Monday after the event. If paid cash/check allow 10-14 days for a check to be mailed from the Finance Department, if paid Credit allow for 24-48 hours for funds to appear in account.
5. **Prohibited Activities.** The use of tobacco, outside alcohol, and drugs or use of the facility for gambling in any form is strictly PROHIBITED. Alcohol is permitted through the services of Debbie Davis catering at 352-728-1669.
The enforcement of this regulation is the responsibility of the Lessee.
6. **Revocation.** The City of Leesburg may cancel this contract at any time if the Lessee fails to comply with the terms of this contract, or any state/federal laws, City ordinance or City policy and procedure, or engages in activities that may cause injury to the public or damage to the premises. In such case, no refunds will be made.
7. **Cancellation.** The City may, without liability, upon providing as much notice as possible to the Lessee as practical, cancel or terminate this contract or relocate a scheduled use to a nearby available location if the facility is closed for repairs, required services or utilities cannot be provided or an emergency governmental event makes it necessary.
8. **Conveyance.** Lessee may not convey, assign or other subcontracting of the facility without the express, written approval of the City.
9. **Public Use.** The Lessee needs to be aware that other events in adjacent areas may interfere with their scheduled event and that these events will not be altered or cancelled. Additionally, the City parks and playground areas are open to the public.
10. **Amenities.** Additional amenities, including but not limited to inflatable bounce houses, amplified sound, animal rides or petting zoos, etc. must be disclosed and are subject to approval of the City of Leesburg.

GYMNASIUM INSURANCE REQUIREMENTS

The Lessee shall maintain general liability insurance with minimum limits of \$1,000,000 written on an occurrence basis that includes coverage for bodily and personal injury, and property damage throughout the duration of the contracted event.

Proof of insurance shall be provided to the City in the form of a Certificate of Insurance that shall include an endorsement naming the City of Leesburg as additional insured.

Modifications of these insurance requirements must be approved in writing by the City.

COMMUNITY BUILDING / CULTURAL ARTS BUILDING CATERING REGULATIONS

There is no catered food allowed (except Debra Davis Catering) at the Community Building or Cultural Arts Building. You may have what is considered a covered dish event, but these items must be prepared at "home" (Publix, KFC, Pizza Hut, etc...are considered catered food). For more information, contact Debra Davis Catering at (352) 728-1669.

ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Leesburg free and clear of all claims of damage for injury to persons or property occurring in and arising from my use of the park as noted above, and to defend any action against the City of Leesburg resulting from any such claim, without cost to the City. I have read, understand and will comply with **the GENERAL RULES** and will adhere to any conditions set forth. I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, and supplied true and correct information herein to the best of my knowledge and belief.

Applicant

Date

PAYMENT

1. Payment in full, including the damage deposit, must be paid in full at least thirty (30) days prior to the event date.
2. Deposit will be refunded less the cost of cleanup and/or repairs for damages to the facility or unpaid balances owed to the City.
3. Deposit will be forfeited if the Lessee fails to notify the City of cancellation at least thirty (30) days in advance of the event date.

Deposit: _____

Rental Fee: _____

Additional Fees: _____

Tax: _____

Total Due: _____

OFFICE USE ONLY

Approved Denied Proof of Non-Profit Status Tax Exemption

Form of Payment: Cash Check# _____ Credit Card Date Paid _____ Receipt# _____

City of Leesburg Recreation Director / Representative

Date