



## **NO SMOKE MACHINES ALLOWED!**

**CITY OF AVON PARK  
COMMUNITY CENTER  
310 W. Main St.**

### **POLICY AND AGREEMENT**

1. **PURPOSE:** To provide facilities for community activities, youth groups, organizations, clubs, societies, and private functions. To promote good will and engender a spirit of cooperation and community support among the residents of and visitors to the City of Avon Park.  
**NO COMMERCIAL SALES ALLOWED.**
2. **SCOPE:** The entire interior and exterior of the Community Center.
3. **DETAIL:**  
Eligibility – **The Reservation Process** includes determining usage and rental fee, rental deposit, days of rental, and signing the rental agreement.  
**No phone reservations will be taken.**

#### **Restrictions during usage –**

- a. The event manager will help coordinate the event and may be present if needed. There will be an inspection checklist, which must be signed before and after the event by the renter or their representative.
- b. Cleaning Crew will inspect before & after usage. If they deem the **cleaning to be excessive**, their **additional cost** will be deducted from the deposit, along with any deductions incurred by the City's Facility Maintenance personnel. **CAUTION!!** If using any beverages, which contain a red dye that may leave stains, there could be excess charges incurred for cleaning and painting.
- c. Use will be restricted to specific authorized area.
- d. Proper decorum according to the standards of good personal behavior will be observed at all times.

NEW

e. **Alcoholic beverages** may be served and consumed, **but only sold by a licensed agent**. Permission to sell will be granted by the City Manager only after receipt of a copy of the liquor license. No open containers permitted outside the facility. **Effective December 10, 2007: if serving alcohol, a refundable deposit of \$450.00 will be required; any excessive clean-up or damages from the event will be deducted from the deposit.**

**If the contract indicates alcohol will NOT be served, and alcohol is found at the event, the event will be shut down immediately and the deposit will be confiscated! The Event Manager will be monitoring your event and is authorized to shut it down and call the police if necessary.**

f. If a renter is hosting a **YOUTH FUNCTION**, (21 and under) two responsible adult chaperones must be on premises at all times.

g. **No Smoking** inside the Avon Park Community Center. **Designated areas outside** the building may be used.

h. The sponsoring agency will be held responsible for **any damage** incurred during the period that the facility is being used. The cost for damages will be deducted from the rental deposit but if additional funds are needed, the sponsoring agency will be responsible for paying the difference. There is a checklist that will be signed by the renter or their representative before and after the event.

i. All cars and modes of transportation will be parked in the **designated parking areas** only.

j. Use of the facility will be between the **hours** of 8:00 a.m. and 12:00 a.m. Monday through Thursday, and 8:00 a.m. to 1:00 a.m. Friday through Sunday. (STRICTLY ENFORCED)

k. No advertisements, signs, literature, or notices are to be affixed to city property unless prior authorization is given. Decorations are to be attached to the inside walls with a type of adhesive which will not damage the surface area such as "Adhesive Putty" available at Office Depot for approximately \$2.00 (see an example at City Hall) **ABSOLUTELY No nails, tacks, staples, pushpins, etc.** There will be charges to remove these.

l. **Nothing** is to be **stapled** to the tables or chairs. Plastic clips or other similar material can be used to secure tablecloths.

m. **Only birdseed** is to be thrown outside the premises.

- n. **No substances** shall be placed on the floor to enhance dancing, or for any other purpose.
- o. **No equipment is to be taken outside the complex.**
- p. **No candles or open flames** permitted on premises without authorization by the facility staff. They must be in enclosed type container(s) such as a hurricane lamp.
- q. **No large stock pots or deep fryers** to be used in the kitchen - either on the stove or a separate deep fryer. Only household type pots only.
- r. **No outside electrical equipment** may be brought in unless cleared by staff. Some types of equipment may set off the fire alarms or be a fire hazard – **NO SMOKE MACHINES ALLOWED**. Sound system may be allowed if cleared by staff; **there is a 220 volt outlet by the stage – use a 3 prong-plug only!** Failure to comply with this policy may result in all or part of the rental deposit being withheld.
- s. **Anything brought in from outside will be removed immediately** after the function. An extra day's rental may be charged to the renter if any equipment or supplies, etc. are left overnight.
- t. Per Florida Fire Prevention Code 10.11.7, grilling of any kind is allowed but **must be at least 10 ft. from the building**. It is not allowed under the overhang of the building. Please use the parking lot area only.

4. **PROCEDURE FOLLOWING USAGE:**

- a. **All areas** should be returned to their original condition immediately after use of the facility, as other functions may be scheduled immediately following your function. The second day rental may apply if this is not done.
- b. **User is responsible for clean up of paper products and placing them in the bags furnished in the trash cans and then disposal in the outside dumpster.**

5. **PAYMENT:**

- a. **IN FULL (rent & deposit of \$200.00 (or \$450 if alcohol is being served) – at the time of signing rental agreement; NO phone reservations will be taken.**
- b. Method of payment to be cash, check, cashier's check, or money order. **If payment is made less than 30 days before the event, we will not accept a personal check.**

6. **CANCELLATION POLICY:**

**If cancelled 60 days or more in advance, a full refund shall be given, including the security deposit; if cancelled less than 60 days before the event, only the deposit will be returned.**

7. **KEY:** If a key is given to a renter and not returned after their event, a \$5.00 fee will be deducted from the deposit. The key must be returned to the event manager before the end of your event.

**FEE SCHEDULE:**

**DEPOSITS: \$450 deposit if alcohol is served; \$200.00 if not. If alcohol is not indicated on the contract and is found to be at the event by the Event Manager, the event will be shut down immediately and the deposit confiscated!**

The Community Center is available for meetings or similar activities Monday thru Friday -7 a.m. - 6 p.m. Upstairs only - at a rate of \$15.00 an hour, with a deposit of \$50.00.

**UPSTAIRS**

<u>No. of Guests</u>	<u>Price</u>	<u>Plus Tax</u>	<u>Total</u>
1-50	\$ 93.46	6.54	\$100.00
51-100 (w/tables) or 51-150 (chairs only)	\$186.92	13.08	\$200.00
<b><u>Non-Resident Cost:</u></b>			
0-50	\$140.18	9.82	\$150.00
51-100	\$233.64	16.36	\$250.00

**DOWNSTAIRS**

<u>No. of Guests</u>	<u>Price</u>	<u>Plus Tax</u>	<u>Total</u>
1-50	\$186.92	13.08	\$200.00
51-100	\$233.64	16.36	\$250.00
101-200	\$327.10	22.90	\$350.00
201-300*	\$420.56	29.44	\$450.00
*350 possible (without extra tables for bar/buffet, etc.)			
<b><u>Non-Resident Cost:</u></b>			
1-50	\$233.64	16.36	\$250.00
51-100	\$280.38	19.62	\$300.00
101-200	\$373.84	26.16	\$400.00
201-300	\$467.30	32.70	\$500.00

**Additional equipment (microphone &/or podium ) is available if requested.**

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**Renters Insurance:** The City of Avon Park is making known to you via this notice, that you may purchase renters insurance for your event. The cost depends on the number of people attending and varies from a total of \$92.13 to \$134.25. Also available, in addition to the renter's insurance, is liquor liability insurance for \$243.24.

NOTE: The City of Avon Park does not provide this coverage.

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Revised 12/11//2007

**CITY OF AVON PARK  
COMMUNITY CENTER RENTAL CONTRACT**

This agreement grants \_\_\_\_\_  
use of the \_\_\_\_\_ portion(s) of the community center  
for (event) \_\_\_\_\_ on \_\_\_\_\_  
from (time) \_\_\_\_\_ am, until \_\_\_\_\_ for \_\_\_\_\_ people.

Alcohol **will** or **will not** be served. (Circle One)  
Alcohol **will be sold?** NO or YES (copy of license attached)

Rental Charge (per Fee Schedule) \$ \_\_\_\_\_  
Additional Insurance (optional; see Agreement) \$ \_\_\_\_\_

**TOTAL RENTAL FEE** \$ \_\_\_\_\_  
**RENTAL DEPOSIT - NO alcohol being served** \$ 200.00 or  
**RENTAL DEPOSIT IF ALCOHOL IS BEING SERVED** \$ 450.00

(Rental deposit minus any cleaning or damages will be mailed to the renter within 30 days). A \$5.00 fee will be deducted from the deposit, if a key is given to an applicant and not returned after the event.

Date Paid \_\_\_\_\_ **TOTAL** \$ \_\_\_\_\_  
Check Number \_\_\_\_\_

**Payment in full (rent and deposit) is required at signing of the contract. ONLY the deposit will be refunded if the event is cancelled less than 60 days in advance. If payment is made less than 30 days before the event, we cannot accept a personal check.**

**Use of the facility is for your group's function only. No one in your group should allow access to the center to anyone other than those in your party. It is understood that all areas will be returned to their original condition immediately after use of the facility.**

**I have read the Policy and Agreement and agree to the conditions:**

\_\_\_\_\_  
Completed By (City Staff)                      Renter \_\_\_\_\_  
Date: \_\_\_\_\_                                  Address: \_\_\_\_\_  
\_\_\_\_\_  
Cell Number: \_\_\_\_\_  
Home Number: \_\_\_\_\_  
Work Number: \_\_\_\_\_