

EVENT DATE: _____ DAY OF THE WEEK: (CIRCLE ONE) M TU W TH F SA SU
 LOAD IN TIME: _____ START TIME: _____ END TIME: _____ LOAD OUT TIME: _____
 TYPE OF EVENT: _____
 IF THIS IS A WEDDING OR A RECEPTION, WILL THE CEREMONY BE HELD HERE AS WELL? YES NO
 IF YOU ANSWERED YES TO THE ABOVE, WHAT TIME IS THE CEREMONY? _____ (CHECK ONE) INSIDE OUTSIDE

THE UNDERSIGNED AGREES TO PAY FOR ALL HOURS IN OCCUPANCY OF THE FACILITY, INCLUDING ANY TIME REQUIRED FOR SET-UP, FOOD PREPARATION, OR REHEARSAL BEFORE THE EVENT AND ANY TIME REQUIRED FOR NECESSARY CLEAN UP AFTER THE EVENT.

PRINTED RESPONSIBLE PARTY NAME: _____ SIGNATURE OF RESPONSIBLE PARTY: _____

The refundable damage deposit will be sent to the address below and will be refunded 6 to 8 weeks following the event ONLY IF all guidelines hereafter are adhered to, the rental load in, start time, end time and load out are adhered to, there are no damages to the facility, property and/or equipment caused as a direct result of the event or participants. ✍ Initial: _____

DEPOSIT REFUND INFORMATION

NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 DAY PHONE: _____ EVENING PHONE: _____ CELL PHONE: _____
 EMAIL ADDRESS: _____ DL NUMBER: _____ DL STATE: _____

INDIVIDUAL INFORMATION (IF DIFFERENT FROM ABOVE)

NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 DAY PHONE: _____ EVENING PHONE: _____ CELL PHONE: _____
 EMAIL ADDRESS: _____ DL NUMBER: _____ DL STATE: _____

ORGANIZATION INFORMATION

ORGANIZATION/BUSINESS NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 CONTACT PERSON: _____
 BUSINESS PHONE: _____ EVENING PHONE: _____ FAX NUMBER: _____
 EMAIL ADDRESS: _____ DL NUMBER: _____ DL STATE: _____
 CONTACT PERSON: _____
 BUSINESS PHONE: _____ EVENING PHONE: _____ FAX NUMBER: _____
 EMAIL ADDRESS: _____ DL NUMBER: _____ DL STATE: _____

IS YOUR BUSINESS/ORGANIZATION TAX EXEMPT? YES NO DO YOU HAVE A 501(c) 3 FORM? YES NO
 IF YOU ANSWERED YES TO THE ABOVE, YOU MUST PROVIDE A COPY OF YOUR TAX EXEMPT FORM TO BE FILED WITH THE COMPLETED CONTRACT AT THE TIME YOU SUBMIT THIS CONTRACT.

AUDIO/VISUAL EQUIPMENT USE – Bayview Senior Center, Sanders Beach Corinne Jones, and Woodland Heights locations only

Some rental facilities are equipped with an extensive audio-visual set-up in the auditorium. This equipment is available for you to use, however, it is highly suggested that you make an appointment with center staff a minimum of three days prior to your event in order to test run the system to avoid any surprises on the day of your function. Without this run through, there are no guarantees made that the system will work with the user’s programs. Our equipment includes a projector, CD player, DVD player, microphone, laptop/iPod connection. All equipment is provided as a service and is not included as a part of your rental.

FOOD SERVICE AND KITCHEN USE

Some rental facilities feature a catering kitchen. With auditorium rentals, you have access to all appliances in the kitchen including stovetop, ovens, refrigerator, and ice machine.

CATERING

Will your event be catered by:

- Self Caterer Friends/Family Unknown at this time

Number of anticipated guests attending this event: _____

POINT OF CONTACT DURING EVENT

Please list the main point of contact and a phone number they are able to be reached on from beginning to end of event.

NAME: _____ PHONE NUMBER: _____

DISCLOSURE

The Parties shall each comply with Florida Public Records laws. The Parties hereby contractually agree that each Party shall allow public access to all documents, papers, letters, or other public records as defined in Chapter 119, Florida Statutes, made or received by either Party in conjunction with this agreement, or related thereto, unless a statutory exemption from disclosure exists. Notwithstanding any provision to the contrary, it is expressly agreed that your failure to comply with this provision, within seven (7) days of notice from the City, shall constitute an immediate and material breach of contract for which the City may, in the City’s sole discretion, unilaterally terminate this agreement without prejudice to any right or remedy.

 **Please initial that you understand the disclosure.** _____

CLEAN-UP PROCEDURES

The responsible party is required to perform basic clean-up procedures in order to receive a full refund, providing there is no damage. Those required procedures are listed below. Please initial at the end of the section in acknowledgement of the duties and responsibilities of the responsible party.

1. All counter space, cabinets, appliances and equipment must be wiped clean. Kitchen should be left swept and as it was originally found.
2. Be aware of any issues with the ballroom floor and address them immediately.
3. Take away everything you brought in.
4. Clear all debris from table tops.
5. The floor and stage must be swept reasonably clean, making an effort to remove as much debris and trash as possible.
6. Place all trash (includes kitchen trash) in receptacles provided and those bags are taken to the dumpster outside. Do not throw bags of trash over the dumpster enclosure! If dumpster is full, place bags beside the dumpster.

 Please initial that you understand the clean-up procedures. _____

CLEAN UP OPTION: FACILITY STAFF WE CLEAN

We understand that events can be exhausting, and cleaning may not be feasible or desired. With that in mind, staff can be assigned to clean the auditorium ONLY at the END of the event, including wiping tables, sweeping floors and taking out the last load of trash. The kitchen is not included in this option. Should you prefer not to clean, you can opt to forego the return of your damage deposit. If interested, please ask for the WE CLEAN form and have it completed 30 days prior to your event. *This is not an option the day of your event.*

AUDITORIUM USE AND DECORATING GUIDELINES

1. Helium balloons are not allowed in the auditorium.
2. Real flower petals (loose on the floor), beads, glitter and confetti aren't allowed.
3. No decorations, signage, etc., may be affixed to walls, windows or concrete with anything other than 3M products.
4. Any furniture brought in from the outside for use in the ballroom must have rubber or felt bumpers on the bottom to protect the floor.
5. If you are planning to have candles, they must be battery operated. No open flames.
6. Outside furnishings may be decorated. Use zip ties only (no adhesives). All decorations and debris must be removed at the end of the event.
7. None of the standard tables and chairs used in the ballroom may be used outside.
8. All cups, plates, silverware, napkins, etc. left in the lobby, restrooms, porch or any other area in the facility is the responsibility of the renter.
9. The renter is restricted to using the area that they have rented. Other rooms of the facility will not be open for use by the renting party. If you are interested in additional room use, please speak to the reservation staff and make payment when booking. This option is not available the day of your event.
10. No decorations, food, equipment, etc. may be left in the facility following your event without the permission of the center supervisor. Doing so may result in the loss of your deposit. Any property left after 24 hours is disposed of.
11. No decorations may be attached or hung from the ceiling or track lighting.
12. Any plants brought in must be in container(s) that will insure no moisture is allowed to leak from the pots.
13. Nothing can be adhered to the floor.
14. **Hot glue** is not allowed on any surface or furniture in the ballroom.
15. It is *STRONGLY SUGGESTED* that tablecloths and chair covers DO NOT "puddle" on the floor – this causes trip hazards and accidents.
16. Payment in full is due 30 days prior to your event.

 Please initial that you understand the ballroom use and decorating guidelines. _____

FACILITY RENTAL GUIDELINES AND PROCEDURES

1. Missing property or damage at the facility will be the financial obligation of the “Responsible Party”.
2. In case of emergency or for reasons beyond the City’s control, the City reserves the right to cancel the event prior to scheduled use without liability. Examples of such instances include, but are not limited to: weather, fire, local/state/national state of emergency. Refunds will be made if cancellation by the City is necessary.
3. **If a fee-based reservation is cancelled, a \$50.00 administrative fee will be assessed. If the cancellation is made less than sixty days prior to the event, 50% or rental fees can be refunded. If cancellation is made less than thirty days prior to the event all incurred fees are non-refundable, (this includes reservations made less than one calendar month in advance).**
4. Rates are set by the Pensacola City Council and are subject to change.
5. “The Responsible Party” agrees to fully indemnify, defend and save harmless the City of Pensacola, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the City of Pensacola’s staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as “Liabilities”), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of the City of Pensacola facility. This shall be a continuing release and shall remain in effect until revoked in writing.
6. I hereby attest that the information contained in this contract is true and correct. I agree: (1) if any of the information contained in the contract is found to be false; or (2) should my conduct, or the conduct of any participants or guests not be described in the contract; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, this contract shall automatically become null and void and any activity associated with this reservation will immediately cease. If the event has not taken place, the contract will be cancelled.
7. Damage Deposits are refunded in the form of a check via US Mail after your rental, approximately 6 to 8 weeks.
8. I also agree that I will (1) be financially responsible for any costs incurred by the City for damages to City property; (2) be financially responsible to reimburse the City reasonable attorney fees to enforce the provisions of any contract that is issued for the event described in this contract; (3) forfeit all fees and deposits as partial compensation to the City for any costs associated with the enforcement of the provisions of this contract; (4) forfeit all fees and deposits if it is determined that I have provided false information on the contract; (5) be financially responsible for any City costs that exceed fees and deposits already forfeited to the City for enforcement or provisions related to this contract.
9. All children/teenage centered events must be chaperoned. An adult must sign the contract and be responsible for the event. Teen events are required to have one Pensacola Police Officer for every 75 guests. For Bayview and East Pensacola Heights events contact Sergeant Jamie Briarton at 850-435-1971 or jbriarton@cityofpensacola.com. For Sanders Beach Corrine Jones events contact Detective Lisa Alverson at 850-393-5448 or lalverson@cityofpensacola.com.
10. I agree to report any discrepancies, complaints, or concerns to facility management within 48 hours of the event.

PLEASE PRINT AND SIGN YOUR NAME BELOW TO ACKNOWLEDGE THAT THE INFORMATION IN THE CONTRACT IS CORRECT AND THAT YOU AGREE TO THE DUTIES AND RESPONSIBILITIES OF THE “RESPONSIBLE PARTY”, AND THAT YOU UNDERSTAND THE FACILITY RESERVATION PROCEDURES AND GUIDELINES.

PRINTED NAME OF RESPONSIBLE PARTY: _____

SIGNATURE OF RESPONSIBLE PARTY: _____

DATE: _____

ALCOHOL CONSUMPTION – Bayview Senior Center, East Pensacola Heights, and Sanders Beach Corinne Jones locations only

Will there be alcohol at this event, either to be served, sold, or BYOB? YES NO

If you answered no, please initial below and move on to the clean- up procedures section of the contract.

If you answered yes to the question above:

The City’s Risk Management Department must be furnished with a Certificate of Insurance prior to the event. Certificates must contain the following:

Limits of Liability Coverage as determined by the City of Pensacola.

Certificate Holder should read:

City of Pensacola
Risk Management
P.O. Box 12910
Pensacola, FL 32521-0063

City of Pensacola shall be listed as an additional insured with \$300,000 Limits of Liability Coverage. Indicate on “Certificate of Insurance” type of event (wedding, etc.) and date of event.

It is mandatory that you hire 1 Pensacola Police Officer per 75 guests in attendance. Officers are to be present at the time alcohol consumption begins and must stay until all attendees have left. In order to secure your hired Pensacola Police Officer(s), you must contact the Pensacola Police Department no later than one calendar month before your event. The contact information is as follows:
Bayview Senior Center and East Pensacola Heights events - Sergeant Jamie Briarton, 850-435-1971, jbriarton@cityofpensacola.com
Sanders Beach Corinne Jones events – Detective Lisa Alverson, 850-393-5448, lalverson@cityofpensacola.com

Alcohol is only to be consumed within the walls of the facility and is not permitted to be consumed on the general grounds. Failure to comply with any of the above guidelines may result in the cancellation of your event. Please note: If alcohol is present on the premises without these requirements being fulfilled, it will result in the event being shut down immediately with no refunds.

 Please initial that you understand the alcohol consumption. _____