

City of Lawtey
Recreation Department
Facility Rental Application

Staff taking application _____ Application Date _____

Facility Information

Event Name: _____

Event Dates: _____ Time: From: _____ am/pm To: _____ am/pm
Includes set up and clean up

Contact Information

Name _____ Organization/Program Name _____

Address _____
Street Address City, Zip, State

Phone (Home) _____ (Cell) _____ E-Mail _____

Will you be attending? Yes _____ No _____ If no, name and contact info of person in charge:

Event Information

Please check which best describes the purpose of your event:

Meeting _____ Church _____ Banquet _____ Wedding _____ Concert _____ Baby Shower _____
Other _____

Estimated Attendance _____ (Max Capacity 100) # of Youth -18 and Under _____
(Security may be required) 1 chaperone (21 years or older) required per 10 youth.

Additional Info

Will you have any bounce houses or other inflatables? Yes _____ No _____

If yes, must attach copy of contract from the company providing the services

Will you need the kitchen for prep and warming food? Yes _____ No _____

No cooking is permitted in the kitchen

Will your event have decorations? Yes _____ No _____

If yes, please describe:

Will admission be charged? If yes, how much? Yes _____ No _____

Must have prior approval from Director

Long Tables _____ Chairs _____ Round Tables _____ Other _____
Quantity Quantity Quantity

Additional Items: May be available upon request. Additional \$50 deposit applies.

PA System or Stereo _____ Podium _____

Schedule of Fees and Charges

(Fees must be paid in cash or with debit/credit card)

DATE PAID _____

RECREATION BUILDING

All Day Rental 8am-10pm M-S \$150.00 plus deposit _____

Additional Approved Equipment \$50.00 (per item) \$50 x _____ #items _____

(Inflatable devices, etc) _____

Sub-Total _____

Security Deposit *Cleaning / Damage* • \$75 • *Key* - \$25 **Deposit** _____

TOTAL _____

City of Lawtey Recreation Facility Rental

Rules and Regulations

1. The City of Lawtey Recreation Building is available for reservations up to 6 months in advance. All fees and deposits must be cash or credit/debit card. Rental fee must be paid when application for reservation is approved and security deposit must be paid in full prior to picking up the key. Reservation is not confirmed until payment is received. Key may not be picked up more than 1 business day in advance of event. The City Park and outdoor pavilion may not be reserved due to restrictions in place. Cancellations by applicant must be in writing and be according to the following schedule:
If cancellation is requested 30 days or more in advance event then the full rental fee will be refunded
If cancellation is requested less 30 days and more than 15 days of event then 75% of rental fee will be refunded
If cancellation is 15-11 days in advance of event then 50% of rental fee will be refunded
If cancellation is 10 days or less in advance of event then 0% of rental fee will be refunded
2. In order to receive security deposit back, applicant is responsible for cleaning up after the event and no damage has been incurred to City facilities or property. In order to receive key deposit you must turn in all keys to city hall on the next business day. All deposits will be refunded in the manner received by the City of Lawtey.
3. Security costs will be borne by applicant and they must make their own arrangements with the Police Department. Security needs will be determined by the City of Lawtey staff and police.
4. A certificate of insurance may be required for some programs or events. Bounce houses or any other inflatable devices require prior approval and insurance naming city as additional insured with \$1,000,000. Certificate of insurance must be provided to the City Hall prior to picking up key. There will be an additional fee charged of \$50 for each item. Fee may be higher based on size and type of item. No water slides or other similar water devices.
5. Any misrepresentation, regardless of whether it was unintentional, on the application, shall result in cancellation of the event, with no refunds given.
6. All decorations or products brought in for the event, must be pre-approved by the City of Lawtey. The use of nails, tape, tacks etc are prohibited and will result in loss of deposit. You may use approved 3M Command Strips only for decorations. All items brought on the premises must be completely removed by applicant from the premises in order to be eligible to receive the return of the security deposit. No candles or open flames.
7. No cooking is permitted in the building. There is a microwave to warm up items. No open flames allowed. Any grills will be required to be at least 25 feet away from the building and must be supervised at all times by an adult. No table grills allowed. No fryers allowed on premises.
8. When setting up tables and chairs make sure there is a 3 foot perimeter between chairs at other tables to allow proper access for everyone.
9. Garbage must be removed from premises, you may not place garbage in park garbage cans.
10. The facility must be cleaned and free of damages, and all tables/chairs and/or equipment must be accounted for. You will be given a sheet with phone number for contact person for inspection and inspection sheet. You must contact the inspector prior to leaving premises and you must have this person sign off on the inspection form and return to the City hall for a return of your deposits.
11. Event must end and all patrons of the event must be off the premises at the time listed on application or extra rental fees may apply.

12. No dragging of tables or chairs across the floor, no standing on tables or chairs, and tables and chairs may not be taken outside. Tables and chairs must be returned to proper location after cleaning and usage.
13. No alcohol, pets, smoking or any other prohibited or illegal items are allowed on the premises.
14. Any charges incurred by the City because of neglect, damage, or failing to adhere to all rules and regulations by the applicant or their guests, will be charged to the applicant, in addition to forfeiting security deposit.
15. The City of Lawtey, at its discretion, may cancel the use requested by applicant. Such notice of cancellation, whether written or oral, shall be given to the contact person no later than 48 hours prior to the scheduled event. There may be however, unforeseen circumstances such as weather emergencies that necessitate the need to cancel the event within the 48 hours prior to the event. In those instances, the City will refund any money paid prior to cancellation. Cancellation by applicant with less than **30 days** notice will result in loss of rental fee.
16. The City of Lawtey will not be responsible for lost, stolen or damaged items or any items left by the applicant or anyone attending the event. City staff will not sign for any items that have been rented by applicant or delivered for the event.

I have read each of the above stated rules and agree to abide by all rules and regulations as set forth by the City of Lawtey Recreation Department, as well as the Ordinances of the City of Lawtey.

Applicant Signature

Date

Authorized By:

Title

Revised 2/2016

City of Lawtey Recreation Facility Rental Application

Release Waiver

I, the undersigned, intending to be legally bound, do hereby for myself, family, guardians, charge/charges, heirs, executors and administrators, waive and release any and all rights and claims for damages, which I/we may have against the City of Lawtey, their representatives, successors and employees for any injuries which I/we may suffer in connection with my/our use of this facility. I have read the above and understand the rules and regulations of the City of Lawtey that have been made available to me. _____Initials

Refund Policy

An applicant can request a refund 30 days prior to scheduled event date and receive full refund. If cancellation is less than 30 days but more than 15 days in advance of event then you will receive 75% of the rental fees paid, if cancellation is requested 15 -11 days prior to event then 50% of rental fee will be refunded, and if cancellation is 10 days or less notice then 0% of rental fee will be refunded. The request must be made in writing and turned in to the City Hall. Refunds may take up to two weeks and will be in the form of a check from the City of Lawtey. If a security deposit is paid by check, refunds will only be sent after your check has cleared the bank.

_____Initials

Signature

I have read the above and understand the rules and regulations of the City of Lawtey Facility Rental Application that have been made available to me.

Applicant Signature

Date

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OFFICE USE ONLY: Approved _____ Rejected _____ (reason) _____

Insurance required: yes no

General liability insurance @ \$1 million/occurrence, combined single limit

City named as additionally insured

Copy of certificate of insurance

Rec Trac #: _____ Date Paid: _____ Deposit Refund Requested on: _____

Authorized by: _____ **Date:** _____

(Recreation Supervisor)

General liability insurance @ \$1 million/occurrence, combined single limit

City named as additionally insured

Copy of certificate of insurance

Rec Trac #: _____ Date Paid: _____ Deposit Refund Requested on: _____

Authorized by: _____ **Date:** _____

(Recreation Supervisor)