

HISTORIC CIVIC CENTER RENTAL AGREEMENT

135 W Church Ave
Longwood, FL 32750



Longwood Historic Society

HistoricLongwood.com

BUILDING REGULATIONS AND GUIDELINES

1. **Rental Rate:** \$75 per hour plus applicable sales tax (currently 6.5%). Minimum rental is 4 hours. Any part of an hour will be billed as a full hour. The rental period includes set up and clean up time. The facility must be vacated at the event end time specified in the contract.
2. **Security Deposit:** A refundable security deposit of \$200.00 and a signed contract are required to reserve a date. The contract balance is due 30 days before the event date. All deposits will be refunded approximately 2 weeks following the event, provided no damage or loss occurred and no extra cleanup was required. In the event of damage, loss, or extra cleanup, the deposit or a percentage of the deposit will be forfeited, and additional costs may be incurred. The additional rental cost will be removed from the deposit if the function exceeds the scheduled time. If any regulations are violated, the entire deposit could be forfeited.
3. **Capacity:** 80 Standing, 65 Sitting.
4. **Smoking:** Smoking is not permitted anywhere on the premises at any time.
5. **Alcohol:** The use of alcohol is permitted. However, the renter must have a City of Longwood police officer on the premises for the entire rental duration for \$45 per hour (or the current applicable Longwood PD rate). No beer kegs are allowed.
6. **Decorations:** White cup hooks mounted on the inside walls will be used exclusively for decorations. Using nails, push pins, tape, paint or paint-like products, rice, birdseed, confetti, and glitter is prohibited inside and outside the building. Note: Party balloons often contain confetti and glitter, which are released when popped. The use of open-flame candles of any kind is prohibited.
7. **Caterers, DJs, and Bands:** These are the renter's sole responsibility and are not included in fees. All food must be prepared off-site and catered in. The stove and microwave oven are for warming food only. No cooking, boiling, or frying is permitted in the building. If the caterer serves alcohol, a copy of their liquor license must be submitted 30 days before the event.

8. **Noise:** The renters must follow the noise ordinance of the City of Longwood, and the facility must be vacated by 11 PM at the latest.
9. **Renter Responsibility:** The renter is responsible for leaving the facility in the same condition as before the event. This includes but is not limited to, removing all trash from the main hall, kitchen, and bathroom to the large Waste Pro containers outside the kitchen rear door. Remove all decorations and items brought into the building, sweep floors, and place the tables and chairs back in their original position.
10. **Set up:** The renter is responsible for setting up and taking down all tables and chairs for their event.
11. **Cancellation:** If the event is canceled, the renter must submit a written cancellation notice at least ten days before the event date. Fees for events canceled thirty days or more in advance will be refunded, less a \$35.00 administrative fee. If cancellation is made less than thirty days before the event, there will be a cancellation fee of \$100.00.
12. **Kitchen items:** All items in the kitchen cabinets and drawers are the property of the Historic Society and are not for public use. The building rental includes a basic supply of paper products and hand soap.
13. **Audio/Visual:** A pull-down movie screen and projector are available for rental for \$50 per event. There is also a 100-watt stereo with a 5-disc CD changer available free of charge. The projector and stereo can be connected to a computer, laptop, or iPad to play a music playlist or show videos/slides/movies.
14. **Parking:** There is no parking on the premises. There are 3 public parking lots nearby with sidewalk access to the building:
 - a) North of the clock tower at Jessup and Ronald Reagan Blvd.
 - b) The public parking lot in front of the Longwood Inn along Ronald Reagan Blvd.
(entrance is on Warren Ave in front of the Bradlee House)
 - c) The main City public parking lot at Wilma Ave. and Church Ave.

For catering and unloading items, you may temporarily park on the west side of the building near the kitchen door. Please do NOT park in either the driveway along the east side of the building or the spaces in front of the Cottage Gift Shop, as these are private properties. Also, do not park on the street in front of the building, as you will block traffic and risk being towed by the police.

Rental contact person(s):

Tom or Pam 855-769-0500

Rental Details/contract:

Name of individual or organization	
Contact person for the event	
Mailing Address	
City/State/Zip	
Primary Phone	<input type="checkbox"/> Mobile Phone
E-Mail Address	
Type of Event	
Rental Date	
Rental hours requested <i>Including set up and clean up time</i>	Total # hours requested: From: _____ To: _____
Number of Guests	

Rental Fee

# of Hours: _____	x \$75	= \$ _____
	Applicable Sales Tax (currently 6.5%)	= \$ _____
	Security Deposit	= \$ 200.00
	A/V Equipment Rental (\$50)	= \$ _____
	Police Officer (\$45/hour)	= \$ _____
	Total	= \$ _____
Deposit Paid: \$ _____	Date Rec'd: _____	Balance: \$ _____

Payment method

Cash, money order, cashier's check, personal check (if before 30 days of the event).
Make checks payable to Longwood Historic Society, PO Box 520500, Longwood, FL 32750.
There is a \$35.00 charge for all returned checks.

Other services

List the names and numbers of vendors (caterer, DJ, Band, etc.) paid for by the renter.

Name:		Phone:	
Name:		Phone:	

Execution

I have read and agree to the terms and conditions of the contract:

Printed Name	Signature	Date
--------------	-----------	------