

**TOWN OF ASTATULA
ASTATULA COMMUNITY CENTER RENTAL AGREEMENT
P.O. Box 609 • Astatula, Florida 34705 • Telephone: 352-742-1100**

COMMUNITY CENTER RENTAL AGREEMENT

This Community Center Rental Agreement (“Agreement”) is made and entered into this ____ day of _____, 20__ (“Effective Date”), by and between the Town of Astatula, a Florida municipality (“Town”), and _____ (“Renter”).

1. PURPOSE OF EVENT AND SUPERVISION

The Renter shall use the Astatula Community Center solely for the following purpose:

_____.

For any event where attendees include children eighteen (18) years of age or younger, the Renter shall designate a supervising adult who shall remain on-site for the duration of the event.

Name: _____

Phone: _____

2. EVENT DETAILS

Event Date: _____

Event Time: _____ to _____

Estimated Number of Attendees: _____

3. FACILITIES AND ROOMS RENTED

Meeting Room A – Residents \$35/hr | Non-Residents \$50/hr

Meeting Room B – Residents \$15/hr | Non-Residents \$20/hr

Meeting Room C – Residents \$15/hr | Non-Residents \$20/hr

4. CLEANING FEES

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Additional cleaning fees of **\$35.00** per hour will be assessed if required and deducted from the security deposit.

5. SET-UP FEES

Room A: **\$50.00**

Room B or C: **\$20.00**

Rooms B & C: **\$40.00**

6. SECURITY DEPOSIT

Events without alcohol: **\$125.00**

Events with alcohol: **\$250.00**

Security deposits must be paid in cash or by check and are due no later than twenty (20) days prior to the event.

7. ALCOHOL USE

Alcohol is permitted only with prior written approval of the Police Chief.

When alcohol is approved, a sworn law enforcement officer is required on-site at a cost of \$50.00 plus \$50.00 per hour of rental time.

Approval Signature: _____ Police Chief.

8. FEES SUMMARY

Rental Fee: \$ _____

Set-Up Fee: \$ _____

Subtotal: \$ _____

Credit Card Fee (4%): \$ _____

Law Enforcement Officer Fee: **\$ 50.00** + _____ Hours of Rental x **\$50.00** _____
(Alcohol Approved Events Only)

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Rental Total: \$_____

Security Deposit: \$_____

TOTAL AMOUNT DUE: \$_____

9. RULES AND REGULATIONS

The Renter agrees to comply with all Town rules, regulations, and policies governing use of the Astatula Community Center.

10. ACCESS

Electronic access shall be granted only during approved rental hours.

11. RESERVATION AND PAYMENT

A reservation deposit equal to fifty percent (50%) of the rental fee is due upon execution of this Agreement. The remaining balance and security deposit are due no later than twenty (20) days prior to the event date.

12. SECURITY DEPOSIT REFUND

The security deposit shall be refunded within two (2) weeks following the event, provided no damages, excessive cleaning, or violations of this Agreement occur.

13. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations or representations. Amendments must be in writing and approved by the Town.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

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RENTER:

Signature: _____

Printed Name: _____

Date: _____

TOWN OF ASTATULA:

Zane Teeters Jr, Mayor

Signature: _____

Date: _____

ATTEST:

Charles Jacien, Town Clerk

Signature: _____

Date: _____