



## RENTAL RULES AND REGULATIONS

### I. Facilities

- No contract will be negotiated for events which would interfere with any scheduled class or program.
- No agreement will be negotiated on any City-recognized holiday.
- Renters will stress control and safety precautions will be maintained at all times. Damage to the facility will be assessed and charged to the renter(s) of the facility. Renter is responsible for any items lost, stolen or broken/damaged during their period of use and will be charged for repairs and/or replacement of the item at current cost prices.
- Entire damage deposit will be paid at time of booking the event. Damage deposits are refundable less any damages unless the event is cancelled. **Damage Deposits will be held on all cancelled events.** \_\_\_\_\_
- Renters authorize that any damage costs not covered by their damage deposit will be immediately charged to credit card on file.

**Card Type:** \_\_\_\_\_ **Card #:** \_\_\_\_\_ **Exp:** \_\_\_\_\_ **V-Code:** \_\_\_\_\_

- All paperwork must be signed and entire rental balance must be paid within thirty (30) days of putting down damage deposit or the event will be considered cancelled by Rental Coordinator and the deposit and date will be forfeited. \_\_\_\_\_
- Cancellations made up until 120 days prior to the event date will receive a full refund of the entire rental balance less the deposit.
- Cancellations made 120 days or less prior to the event date will receive a 25% refund of the entire rental balance less the deposit.
- Facilities will be rented hourly only. Time of rental must include set-up and clean-up time.
- ALL GROUPS/INDIVIDUALS MUST BE OUT OF THE FACILITY BY 12:00AM. Failure to comply will result in immediate response from the St. Pete Beach Police Department and additional hourly charge(s) on credit card on file. \_\_\_\_\_
- If your rental runs past the time designated on your contract, you will be charged in hourly increments accordingly to the credit card on file. \_\_\_\_\_
- Rented equipment must be removed the day of the function; equipment can only be left overnight if space permits and has been pre-approved and must be out by 11:00am on the following business day.
- The City Staff on duty is in absolute charge and shall be obeyed at all times. Renter should report any problems to City staff.
- All items brought into the facility must be taken out or disposed of (liquor bottles, food, decorations, etc.) **ALL TRASH WILL BE BAGGED AND PLACED BY RENTERS IN THE DUMPSTER.** Failure to dispose of trash will result in all of the damage deposit being retained. \_\_\_\_\_
- Renter agrees to abide by the cleaning tasks outlined in the Rental Checklist. Failure to do so will result in loss of all or part of damage deposit. \_\_\_\_\_
- NO decorations, streamers, balloons, etc. are permitted to be attached to walls or ceilings. All decorations must be fireproof (including crepe paper, fabrics, artificial plants, etc.)
- Throwing of rice, confetti or blowing of bubbles inside/outside any City facilities is PROHIBITED. Birdseed may be used in place of rice outdoors.
- As of October 1, 1985 the "Florida Clean Indoor Air Act" is in effect:
  - **Section 4 Prohibitions-** No person may smoke in a public place or at a public gathering place except in designated smoking areas
  - **Section 5 Designation of Smoking Area-** The person in charge of public place may designate a smoking area
  - *Any person who violates Section 4 of this act is guilty of a non-criminal violation as provided for in S.775.08(3), Florida Statutes, punishable by a fine of not more than \$100.00 for the first violation and not more than \$500.00 for each subsequent violation.*
- **Alcohol** – All renters wishing to serve alcohol in a City facility MUST go through a licensed Caterer possessing the appropriate liability insurance. Alcoholic beverages served within any City facility SHALL NOT be sold. The renter shall be responsible for ensuring no one under the State's legal drinking age and no one visibly intoxicated is served.
- Proof of Liability Policy must be provided to Rental Coordinator no less than two weeks prior to event date or no alcohol will be permitted at the event. \_\_\_\_\_
- Renters will abide by all procedures pertaining to arrival and departure as put forth in attached document. \_\_\_\_\_

### II. Parks

- NO alcoholic beverages will be allowed in any City parks.
- All park rentals must be concluded by dusk.

***Renters are requested to read and fully understand the terms set forth in this agreement. Groups or individuals using City facilities assume full public responsibility and in signing this contract agree to absolve the City of St. Pete Beach, its officers, employees and agents of any liability, claim or damage incurred by participants or spectators of the activity.***

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_