



BOCA CIEGA BALLROOM 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.
- A \$500.00 damage deposit will be paid at time of booking the event in order to hold desired date.
- There is a 30 day cancellation period to receive a full refund of the deposit. Any events cancelled after the 30 day period will receive a refund of half the deposit. Extenuating circumstances may be approved a full refund with Director's approval.
- If there is no damage to the facility following the event, the damage deposit will be refunded in full via check within 30 days.
- Renters authorize that any damage costs not covered by their deposit will be immediately charged to credit card on file.

Card Type: _____ **Card #:** _____ **Exp:** _____ **V-Code:** _____

- Entire rental total must be paid in full 90 days or more prior to the event date. Failure to pay in time will result in the cancellation of your event and the automatic forfeiture of damage deposit.
- 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 shall not be dropped off at the facility before the day of your event unless approved in writing by Rental Coordinator. All rented equipment must be removed the day of the function unless approved in writing by Rental Coordinator. Failure to comply will result in an automatic \$150 storage fee, charged to the credit card on file.
- 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 an automatic \$150.00 additional cleaning fee subtracted from your 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, birdseed or blowing of bubbles inside any City facilities is PROHIBITED. Birdseed or bubbles only 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 a) provide the Rental Coordinator with a copy of their caterer's liability insurance or b) purchase rental liability insurance through the Rental Coordinator. Payment for this is due at the time payment is made for the rental facility.
- 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.

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 _____