



# BOCA CIEGA BALLROOM RENTAL RULES AND REGULATIONS

- A \$500.00 damage deposit will be paid at time of booking the event in order to hold desired date.
- 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.
- 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.
- Cancellation Policy:
  - 6 months or more prior to event: full refund of deposit and balance paid
  - 6 months- 90 days prior to event: forfeit of deposit; full refund of balance paid
  - 60-90 days prior to event: forfeit of deposit; refund half of balance paid
  - 0-60 days prior to event: forfeit of deposit and balance paid
- Extenuating circumstances for full refunds may be approved by Director.
- No renters have access to building for any set-up or other purposes before the designated start time on rental contract.
- If your rental runs past the time designated on your contract, you will forfeit your \$500 damage deposit.
- ALL GROUPS/INDIVIDUALS MUST BE OUT OF THE FACILITY BY 12:00AM. Failure to comply will result in immediate response from the Pinellas County Sheriff Department and forfeit of damage deposit.
- Rented equipment shall not be dropped off at the facility before the exact start time and day of your event unless by Rental Coordinator. All rented equipment must be removed the day of the function by designated ending time on your contract unless approved by Rental Coordinator. Failure to comply will result in forfeit of damage deposit.
- 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 or charged to the credit card on file.
- All decorations being hung to the walls or ceiling is prohibited by the renter. All decorations must be set up and taken down by a licensed vendor.
- All decorations must be fireproof (including crepe paper, fabrics, etc.)
- Throwing of rice, confetti, birdseed or colored blowing of bubbles is PROHIBITED.
- 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.*
- **Insurance** – All renters wishing to serve food and/or alcohol in a City facility must 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.

***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, employees and agents of any liability, claim or damage incurred by participants or spectators of the activity.***

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