Town of Dundee

◆202 E. Main Street ◆ PO Box 1000 ◆ Dundee, Florida 33838 ◆ (863) 438-8330 ◆ Fax (863) 438-8338

Reservations for the Dundee Main Street Center are taken at Town Hall, between the office hours of 8 AM – 4 PM, Monday through Friday.

MAIN STREET CENTER RENTAL APPLICATION

Renters Name: _____

Rental Date: _____

Guest Arrival Time: _____
(THIS IS THE TIME YOUR EVENT BEGINS)

Phone Number: _____

Name of Person Picking up the Key: _____

FACILITY	OCCUPANCY	IN-TOWN	OUT-OF-TOWN
Main Street Center (INCLUDES ALL AMENITIES)	50/25* *without tables & chairs/with tables & chairs	$150	$150

DAMAGE DEPOSIT WITHOUT ALCOHOL	DAMAGE DEPOSIT WITH ALCOHOL	ATTENDANT FEE FOR ALL EVENTS
$150	$500	$120.00

****No alcohol permits will be issued to events celebrating minors****

DATE PAID/REF #

Rental fee & Tax must be paid in full at the same time.

DEPOSIT: $_____ _____/_____

DECORATION RENTAL FEE: $_____ _____/_____

DECORATION TAX: $_____ _____/_____

RENTAL FEE: $_____ _____/_____

TAX: $_____ _____/_____

TOWN ATTENDANT FEE: # of hours____@ $15/HR: $_____ _____/_____

TOTAL FEE DUE TO DUNDEE: $_____

POLK COUNTY SHERIFF FEE: # of hours ____ @ $34/HR: $_____

Approved and signed Sheriff's Office paperwork must be provided before key will be given out.

420 - RENTAL 412 - SALES TAX 416 - ATTENDANT 421 – DEPOSIT
PAYMENT VALIDATION - FOR OFFICE USE ONLY

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FACILITY USE AGREEMENT

Please type or legibly print in ink:

APPLICANT: _____

ADDRESS: _____

CITY:_____**STATE:** _____ **ZIP:** _____

DRIVERS LICENSE #: _____ **STATE:** _____ **DOB:** _____
(APPLICATION MUST BE ACCOMPANIED BY A DRIVERS LICENSE OR U.S. GOVERNMENT IDENTIFICATION)

NAME/DESCRIPTION OF EVENT: _____

LIST ACTIVITIES & EQUIPMENT (Amusement rides, animal rides, concessions, etc.): _____

_____

TAX CERTIFICATE #: _____ **NON-PROFIT: Yes/No EST. #: People: _____Vehicles: ____**

WILL DONATIONS BE REQUESTED OF ATTENDEES? Yes/No AMOUNT REQUESTED: $_____

WILL FOOD, GOODS or SERVICES BE SOLD? Yes/No (If yes, attach itemized cost of goods, services & vendors names, addresses & phone numbers) _____

HOW WILL EVENT BE ADVERTISED/PROMOTED UPON APPROVAL? _____

(***NOTE: No promotions are to be initiated until signed agreement is approved***)

Signature: _____ **Date:** _____

HOLD HARMLESS/INSURANCE AGREEMENT

NOTE: The Town of Dundee Main Street Center offers the use of the Center's tables and chairs to all renters to use *AT THEIR OWN RISK*. The above renter assumes the liability for using these Town items.
(Some events may require insurance)

Applicant agrees to and will at all time, indemnify, save and hold harmless the Town of Dundee, a Florida municipal corporation (Town), its officers, agents, and employees from all liability, claims, demands, damages and cost of every kind and nature; including attorneys' fees at trail or appellate levels and all court costs arising out of injury to, or death of persons, and damage to any and all property including loss of use thereof, resulting from or in manner arising out of or in connection with activities or use of the mentioned facilities on this contract arising out of its relationship with Town, excepting only liability resulting from the negligence of the Town. The Applicant will, upon request from the Town, defend and satisfy any and all suits arising from its use of the premises. Nothing herein is intended to act as a waiver of the Town's sovereign immunity and/or the limits of liability set forth in Sec. 768.28 of the Florida Statutes regardless of whether any such obligations are based in tort, contract, statute, strict liability, negligence, or otherwise.

Applicant will, at own expense, keep in force during the term of this agreement, insurance from an insurance company licensed in the State of Florida and rated "A, Class VIII", or better, by A.M. Best. Required insurance will be evidenced by a certificate of insurance including: Comprehensive Liability insurance with a minimum limit of one million dollars per occurrence combined single limit to include: Premises Personal Liability Injury, Operations. The TOWN OF DUNDEE MUST be listed as additional insured party.

Applicant Signature: _____ **Date:** _____

Board of Director Authorization Signature: _____ **Date:** _____
(IF APPLICANT IS SIGNING ON BEHALF OF A CORPORATION)

The permitted use of the Town of Dundee Main Street Center will be without discrimination because of race, religion, color, creed, or national origin.

NOTE: CERTIFICATE OF INSURANCE MUST BE SUBMITTED NO LATER THAN SEVEN CALENDAR DAYS before REQUESTED EVENT DATE. Hold Harmless/Insurance Statement must be signed by all applicants. Falsification of information may result in rejection or cancellation of use.

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RENTAL PROCEDURES:

Balance must be paid in full before 4:00 p.m. on the business day before the event. Payments can be paid by cash, money order, check, or credit card*. Payments made less than fourteen (14) days before the event must be made in the form of a money order or cash only. Once the deposit is paid, you are unable to make changes. The clean-up/damage deposit will be returned in six to eight weeks if the facility is left in satisfactory condition. ****A 2.95% fee will be charged for use of a credit card.**

RENTAL HOURS: The Dundee Main Street Center is available for rental between 10:00 a.m. and midnight with a maximum of eight (8) hour rental. Each renter is required to do the set up and the takedown of their event.

_____ **(initial)** IF reserving the Main Street Center to decorate the day before your event there is a fee of $53.50. You may not enter the building before 1:30 p.m. and must be out no later than 9:00 p.m.

_____ **(initial)** On the date of the event, you may not enter the building to prepare for your event until 10:00 a.m. The facility must be cleaned and all event participants out of the building by midnight. **Any infraction of this deadline will cause your security deposit to be retained.**

RENTAL KEY FEE:

_____ **I acknowledge that if I do not return the rental key to the attendant,** I will forfeit my security deposit and will be charged for rekeying the locks. NO EXCEPTIONS. If an attendant is called to open the Center for loss of key(s), they will be charged for an extra hour of attendant fee of $15.00**.** No key will be issued until the check has cleared.

REFUNDS:

_____ If cancellation occurs twenty (20) calendar days or more before a program/event, a 100% refund will be given for rental fees and deposits that have been paid.

_____ If cancellation occurs nineteen (19) calendar days or less before a program/event, a 50% refund will be given for rental fees and deposits that have been paid.

_____ A 100% cancellation fee will be retained from the deposit if cancelled within 5 DAYS of the scheduled event.

_____Deposit refunds can take six to eight weeks. A refund check will be mailed to the address provided on the application.

I acknowledge that I have read and understood the Rules and Regulations regarding the rental of the Town of Dundee facilities. If not, I have asked questions for clarification and understanding. Anyone not complying with any of these regulations will not be granted use of any Dundee facilities in the future and will forfeit their clean-up/damage deposit

Renter's Name: _____

Rental Date: _____

Renter's Signature: _____

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Dundee Facility Rental Rules & Regulations

Please read and initial the following rules

_____ The key will only be released to the patron renting the facility or their designated representative who must be listed on the application.

_____ Cancelation request of event by patron only must include: Signed/dated written request including date of event and reason accompanied by patron's driver's license.

_____ The Town may cancel any grant of space to the lessee if use of the property in any way conflicts with Federal, State, or Local Laws, or if the occupancy, in the opinion of the Public Works Director, operates to discredit the Town of Dundee.

_____ Any deviation from activities listed and approved on the application will result in an automatic cancellation of the event and forfeiture of the total deposit amount.

_____ The applicant is solely responsible and answerable for damages for any accidents or injuries to persons or property resulting from his/her use of the facility.

_____ Rentals for groups composed of minors will be issued only to adults who accept responsibility for supervising them throughout the period covered by the application. No alcohol permits issued to events celebrating minors.

_____ No items or decorations of any kind are to be attached in any manner to walls or floors of rented facility. Evidence of violation of this or any rules will cause your security deposit to be retained and renter responsible for having the wall(s) professionally repainted and floors cleaned.

_____ The Town of Dundee assumes no responsibility for personal property, such as decorations, flowers, shrubs, etc. used or left on the premises by persons renting any recreation facility. Such properties will be removed no later than the expiration time of the reservation unless special arrangements are made through the Public Works Director at the time of reservation. The Town of Dundee, its officers, and employees will not be held liable for any such properties remaining on the premises.

_____ Use of alcoholic beverages for sale, possession, and/or consumption is prohibited on Town property unless a special permit has been issued. No alcohol permits issued to events celebrating minors.

_____ Gambling in any form will not be allowed and Smoking is not allowed in any facility per Florida State Law.

_____ Tables and chairs stored in the Center can be used. Chairs/Tables will be counted before and after use*. Town Staff are ONLY permitted to remove chairs/tables, or any other equipment from the building. Renter is responsible for ensuring that supplies needed for their event are satisfactory.

*Town Tables/Chairs should remain inside and are not permitted to be used outside of the buildings.

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DUNDEE MAIN STREET CENTER CLEAN UP

◆ **ALL FLOORS: MUST BE DRY MOPPED FIRST AND THEN WET MOPPED. NOTE: *USE ONLY COLD WATER ON FLOORS. CHANGE THE WATER AS SOON AS IT GETS DIRTY. DO NOT USE DRY MOP TO WET MOP THE FLOORS***

◆ **PICK UP ALL TRASH: INSIDE AND OUTSIDE BUILDING. PUT TRASH IN THE DUMPSTER OUTSIDE. REPLACE TRASH BAGS IN ALL TRASH CONTAINERS.**

◆ **CLEAN BATHROOMS: CLEAN ALL COMMODES AND SINKS**

◆ **CLEAN WINDOWS: REMOVE SMUDGES & FINGERPRINTS**

◆ **CLEAN KITCHEN: MAKE SURE STOVE AND THE INSIDE AND OUTSIDE OF THE MICROWAVE AND REFRIGERATOR.**

***CLEAN-UP MUST BE STARTED NO LATER THAN 11:00 PM TO ENSURE THAT THE FACILITY IS CLEANED BY MIDNIGHT*. If you do not finish cleaning by Midnight, you will still have to vacate the premises. Anything not cleaned will be taken out of your deposit.**

I agree to abide by the clean-up requirements and understand that not adhering to these requirements will forfeit the return of my deposit:

Renters Signature: _____ ***Date:*** _____

Renters Printed Name: _____

If you experience any issues before your event, please contact the attendant at the information below:

Attendant Contact Information:

Name: _____

Phone Number: _____

All cleaning materials needed will be provided by the Town staff.