



WARREN WEBSTER

RENTAL RULES AND REGULATIONS

- A \$100.00 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 and facility key is returned, the damage deposit will be refunded in full **via check within 30 days.**
- Entire rental total must be paid in full **60 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:
 - 60 days prior to event, full refund
 - 59-30 days prior to event: refund of half balance paid, forfeiture of \$100 deposit
 - 29-0 days prior to event: forfeiture of \$100 deposit and full balance paid
- Extenuating circumstances for full refunds may be approved by Director.
- Facilities will be rented hourly only. Time of rental must include set-up and clean-up time.
- If your rental runs past the time designated on your contract, you will forfeit damage deposit and additional hourly charges will apply.
- **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 must be removed the day of the function. Failure to comply will result in forfeit of damage deposit.
- 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 \$50.00 additional cleaning fee subtracted from your damage deposit.
- Renter agrees to return the facility it to the condition it was received in (**i.e. tables and chairs put away**). Failure to do so will result in loss of all or part of damage deposit.
- 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.
- Facility keys may be picked up from the Community Center, 7701 Boca Ciega Dr., within facility hours and returned the next business day within facility hours. Failure to do so will result in loss of all or part of damage deposit.

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 _____