



# NICEVILLE

## COMMUNITY CENTER

### *Community Center Rental Prices*

<b><u>Lease Fees</u></b>	<input type="checkbox"/>	<b><u>Resident</u></b>	<input type="checkbox"/>	<b><u>Non-Resident</u></b>
<b>1<sup>st</sup> 2 hours:</b>				+20%
Reception Hall (no refreshments)	<input type="checkbox"/>	\$250	<input type="checkbox"/>	\$300
Reception Hall with food (up to 150 guests)	<input type="checkbox"/>	\$300	<input type="checkbox"/>	\$360
Reception Hall with food (over 150 guests)	<input type="checkbox"/>	\$350	<input type="checkbox"/>	\$420
<b>Additional Hours</b>	<input type="checkbox"/>	\$40/hour	<input type="checkbox"/>	\$48
Weekend Rentals (5 hours minimum)	<input type="checkbox"/>		<input type="checkbox"/>	
<b>After-hours</b> (before 8am/past 10pm)	<input type="checkbox"/>	\$50/hour	<input type="checkbox"/>	\$60
Wedding Reception (1 <sup>st</sup> day 12pm-6pm, 2 <sup>nd</sup> day 8am-10pm)	<input type="checkbox"/>	\$850	<input type="checkbox"/>	\$1,020
Wedding Ceremony in building	<input type="checkbox"/>	\$100	<input type="checkbox"/>	\$120
Kitchen use	<input type="checkbox"/>	\$75	<input type="checkbox"/>	\$95
Sound system and projector	<input type="checkbox"/>	\$100	<input type="checkbox"/>	\$120
Dance Floor (18'x24') (\$1.45/sq ft)	<input type="checkbox"/>	\$626 (full floor)	<input type="checkbox"/>	\$752
Fabric Linens	<input type="checkbox"/>	\$15/table	<input type="checkbox"/>	\$18/table
Disposable Table Linens	<input type="checkbox"/>	\$5/table	<input type="checkbox"/>	\$6/table
Coffee, water & cups (8 servings)	<input type="checkbox"/>	\$15/carafe	<input type="checkbox"/>	\$18/carafe
Hot water, variety tea bags & cups	<input type="checkbox"/>	\$5	<input type="checkbox"/>	\$6
Lemonade/Iced tea + cups	<input type="checkbox"/>	\$5/gallon	<input type="checkbox"/>	\$6/gallon
Cleaning fee	<input type="checkbox"/>	\$100	<input type="checkbox"/>	\$120
Damage Deposit (Due at signing to hold date)	<input type="checkbox"/>	\$100	<input type="checkbox"/>	\$100

### **Other Prices**

- Homeowners' associations (in city limits): \$200/2 hours
- All school groups (public, private, and homeschool): \$225 for 1st 6 hours, then \$25/hour
- Military SAVE 10%
- Discounted rates for non-profit groups

# EVENT RENTAL AGREEMENT

Name of Event: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Building Open: \_\_\_\_\_ AM PM Building Close: \_\_\_\_\_ AM PM

**\*\*NOTE: Total scheduled time to include set up and take down**

Primary Contact: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Niceville Resident? YES NO

Expected Attendance: \_\_\_\_\_ Under 150 Guests Over 150 Guests

Tax Exempt? YES NO Tax Exempt #: \_\_\_\_\_

**\*\*Please attach a copy of your tax-exempt certificate**

Space Requested: Reception Hall Catering Kitchen

Requesting to bring food in? YES NO \*If YES, where from: \_\_\_\_\_

Is food being delivered? YES NO \*If YES, what time: \_\_\_\_\_

Licensed Caterer: YES NO Florida State License #: \_\_\_\_\_

Name of Caterer: \_\_\_\_\_

Caterer Business: \_\_\_\_\_

Caterer Phone: \_\_\_\_\_ Caterer Email: \_\_\_\_\_

Caterer Showtime: \_\_\_\_\_

Tax Exempt status due at signing

## EQUIPMENT NEEDED

#	Furniture (Complimentary)	<input type="checkbox"/>	Audio Visual +\$100	#	Beverages (Includes stir sticks, sugar, creamer, cups)
	6' Round Tables (35)	<input type="checkbox"/>	Wireless Microphone (2)		Coffee, Water (8 servings) \$15 # Servings
	8' Rectangular Tables (31)	<input type="checkbox"/>	Sound System		Iced Tea (10 servings) \$5 # gallons
	Total # of Chairs (350)	<input type="checkbox"/>	Projector (2)	<input type="checkbox"/>	Hot Water & Variety Tea Bags \$5
	# of Chairs per Table				Lemonade (10 servings) \$5 # gallons

<b>Kitchen Package \$75</b>	
	4qt. Round Chafing Dishes (8)
	Rectangular Chafing Dishes (33)
	3 Gallon Drink Dispenser (4)
	Water Pitchers (24)
	Serving Bowls (Various sizes)
	Serving Utensils (Variety)
	Salt & Pepper Shakers (20)
	Large Round Bamboo Plate Trays (5)
	Small Round Bamboo Plate Trays (5)
	Bamboo Napkin Holders (5)
	Bamboo Utensil Holders (5)

**Dance Floor:**  
 (3' sections - \$1.45/sq ft)  
 Size requested:  
 Cost:

**Linens:**  
**Fabric**-\$15/table  
 \_\_\_\_ # of Tables  
 Round \_\_\_\_  
 Color: \_\_\_\_\_  
 Rectangular \_\_\_\_  
 Color: \_\_\_\_\_  
**Disposable**-\$5/table  
 \_\_\_\_ # of Tables  
 Round \_\_\_\_  
 Color: \_\_\_\_\_  
 Rectangular \_\_\_\_  
 Color: \_\_\_\_\_  
**Table Skirts**-\$15/table  
 \_\_\_\_ # of Tables  
 Color: \_\_\_\_\_  
 Cost:

## CHECK OUT

	<b><u>Fees:</u></b>	<b><u>Notes:</u></b>
<b>Room Rental</b>		
<b>Additional hours</b>		
<b>After hours</b>		
<b>Kitchen</b>		
<b>Linens</b>		
<b>Audio Visual</b>		
<b>Dance Floor</b>		
<b>Décor Closet</b>		
<b>Beverages</b>		
<b>Cleaning fee</b>		
<b>Discounts</b>		
<b>3% Rental Tax</b>		
<b>3.75% credit card processing fee</b>		
<b>Total:</b>		<i>50% of total due at signing to hold reservation Total balance due 2 weeks prior to event date</i>

**\*Damage deposit paid separately - Due at signing to hold reservation**

## Additional Notes:

# CITY OF NICEVILLE COMMUNITY CENTER RENTAL POLICIES AND REGULATIONS

The City of Niceville ("City") provides the Community Center ("Facility") for municipal and community purposes. When not required for official City use, the Facility may be reserved by the public under the following terms and conditions:

## I. RESERVATIONS AND PAYMENTS

1. **Reservations:** Reservations are accepted Monday through Friday, 8AM-5PM, through the Community Center Manager and may be made up to 12 months in advance.
2. **Deposit:** A reservation is confirmed when a signed rental agreement, damage deposit and 50% of the rental fee is received. The balance of the rental fee is due no later than 14 days prior to the scheduled event date.
3. **Resident Rates:** Niceville residents may not rent the Facility on behalf of non-residents. Misrepresentation will result in the assessment of non-resident fees.
4. **Cancellations:** Cancellation by the Lessee at least 7 days prior to the event date will result in a refund, minus a 10% processing fee. Cancellations made within 7 days of the event date will forfeit rental fees but will receive a refund of the damage deposit. Please notify the Facility Manager immediately so that the date can be made available to other groups.
5. **Emergency:** In the event of a City need, public emergency, or natural disaster, the City Manager and/or Facility Manager reserves the right to cancel reservations with notice.

## II. FACILITY USE AND SETUP/CLEAN UP

1. **Facility Access:** The Lessee shall have access solely to the reserved areas of the Facility.
2. **Floor Plans & Logistics:** All floor plans and logistical requirements must be submitted to and approved by the Facility Manager at least 10 days prior to the event. Failure to do so will result in default standard setup.
3. **Set Up:** City staff are responsible for the placement of chairs, tables, and other furniture for use by the Lessee, under the direction of the Lessee on the application form. You may not move any of the furnishings or greenery yourself. Some setup during operating hours may be allowed in the afternoon/evening of the day prior to the event with advanced approval but is not guaranteed. If a re-set is needed during the event, fees may be incurred. Setup time is an additional fee.
4. **Decorations:** Shall not be attached to any Facility surface in a manner that causes damage. Prohibited materials include, but are not limited to, nails, tacks, pins, tape, adhesives, glitter, confetti, rice, birdseed, straw, and silly string. The Lessee shall not drive any nails, tacks, pins, or other objects into the floor, wall, ceiling, doors, windows, woodwork, or any other parts of said premises, nor change in any manner, nor move any fixtures on Facility premises. No alteration or change to the premises shall be made.

5. **Clean Up:** All decorations, supplies, and equipment must be removed from the Facility prior to the conclusion of the rental period. Arrangements must be made in advance with suppliers for all equipment, furniture, or supplies to be picked up on the day of the event. After-hours pickup of rental items must be coordinated with the Facility Manager and will incur an additional fee. Items left in the building past closing time are subject to late removal fees. Lessee shall ensure trash is properly disposed of and the Facility is secured before vacating.

### III. SAFETY, SUPERVISION, AND CONDUCT

1. **Supervision:** Lessee must be present for the duration of the event and is responsible for the safety and conduct of all attendees.
2. **Prohibited Activities:** Alcohol, drugs, selling items, gambling (including bingo), standing on tables or chairs, pyrotechnics, explosives, open flames, or fireworks, pets or animals (except for service animals as defined by law), smoking indoors; smoking is permitted only outdoors at a minimum distance of 10 feet from the building.
3. **Behavior:** Lessee and events must abide by all laws, regulations, and ordinances.

### IV. LIABILITY AND INSURANCE

1. **Indemnify:** Lessee assumes full responsibility for all damage, loss, or theft occurring during their rental period and agrees to indemnify and hold harmless the City of Niceville, its officers, agents, and employees.
2. **Insurance:** Event liability insurance is recommended and may be required at the discretion of the City.
3. **Security:** The City Manager may require security personnel at Lessee's expense.

### V. ADDITIONAL TERMS

1. **Maximum Occupancy:** 300 persons with tables and chairs, or 350 persons with chairs only.
2. **Publicity:** The City reserves the right to photograph or record events for promotional purposes, including the use of social media content.
3. **City staff**, on official business, shall always have access to the Facility.
4. **Selling Policy:** Facility shall not be used to produce income for an individual or profit-making organization. Accordingly: No person shall solicit, sell, or offer to sell goods or services in this Facility. As used in this paragraph, "person" means an individual, for profit or a non-profit organization.
5. **City Discretion:** The City reserves the right to deny use or terminate any event that poses a threat to public safety, violates applicable laws, or fails to comply with the mission of the Facility and the City of Niceville.
6. **Violations** of these policies may result in immediate event termination, forfeiture of fees and deposits, and denial of future Facility use.

By signing the Facility Rental Agreement, Lessee acknowledges receipt of, understanding of, and agreement to these policies and regulations.

**LESSEE:** \_\_\_\_\_ **ORGANIZATION:** \_\_\_\_\_

**LESSOR:** CITY OF NICEVILLE **AGENT:** \_\_\_\_\_

## LEASE OF THE CITY OF NICEVILLE COMMUNITY CENTER

This lease agreement entered into this date between the **CITY OF NICEVILLE, FLORIDA**, a municipal corporation, **LESSOR**, and the **LESSEE** signing this lease agreement, for valuable consideration mutually agree as follows:

### I. PROPERTY AND TERMS

This lease pertains to the Niceville Community Center and is for the term and rental sum contained in the Reservation, Application and Community Center Regulations attached hereto and incorporated herein.

### II. HOLD HARMLESS AGREEMENT

The **LESSEE** shall use reasonable care and make reasonable diligent efforts to avoid any harm, injury or loss of property to any person using these premises during the term of this lease and agrees to indemnify and hold harmless the **LESSOR** from any and all liability, sums and costs, including attorney fees and all other fees incidental to defend any loss or damage the **LESSOR** may suffer as a result of claims, demands, costs or judgments resulting from the **LESSEE'S** use of the premises.

### III. ASSIGNMENT AND SUBLETTING

**LESSEE** shall not assign, transfer or sublet its rights, title or interest in this lease and the lease property without **LESSOR'S** prior written approval.

### IV. ALCOHOLIC BEVERAGES PROHIBITED

**LESSEE** shall not allow or permit the sale or use of alcoholic beverage of any kind on the said premises, including but not limited to beer, wine, or liquors.

### V. CAPACITY OF LIMITATONS

The **LESSEE** shall not exceed the capacity of 350 people on the lease premises at any one time.

### VI. COSTS AND EXPENSES

The **LESSEE** shall pay upon demand all **LESSOR'S** reasonable expenses and costs incurred in enforcing the **LESSEE'S** obligation under this lease including legal costs, charges and/or expenses, including reasonable attorney's fees incurred by **LESSOR** in any pre-litigation negotiation, litigation and/or appeal in which the **LESSEE** causes the **LESSOR** to become involved or concerned.

### VII. DAMAGE

The **LESEE** shall not damage, or allow it to be damaged, the Facility premises or any fixture, or personal property located herein; in the event of any property damage, the **LESEE** shall promptly restore the premises or property to its original state, or make repairs, or pay the City of Niceville for such damages. Any missing property, or furnishings such as, but not limited to, equipment, furniture, and sound system, incidental to a rental will be replaced, or paid for by the **LESEE** to the satisfaction of the City. The person signing the application assumes full responsibility and assures that no damage or loss will occur to the meeting space, furnishings, or equipment.

**LESSEE:** \_\_\_\_\_ **ORGANIZATION:** \_\_\_\_\_  
**LESSOR:** CITY OF NICEVILLE **AGENT:** \_\_\_\_\_

**Office Use Only:**

Down Payment Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Damage Deposit: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_