Date: \_\_\_\_\_\_\_\_ City Resident: \_\_\_\_\_\_\_\_

 Non Resident: \_\_\_\_\_\_\_\_

 Reservation taken by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lake Park Civic Center

 Rental Agreement

I hereby apply to the City of Lake Park, GA for rental of the Lake Park Civic Center Building for the day(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I agree to pay the City of Lake Park

 $ per day in advance for this privilege.

I also agree to pay a damage deposit of $100.00 upon picking up the building key. After the building has been inspected, if applicable, my deposit will be refunded in full less any cleaning/and or damage costs. The building **MUST** be cleaned immediately after the use of the building unless prior arrangements have been made and approved with City Clerk. I also understand that my rental fee is **NON REFUNDABLE**, however if a change needs to be made; we can move it to another available date.

If an extenuating circumstance arises (emergency health issue, death, etc.) a written refund request may be submitted and it would be reviewed by Council at the next Regular Council Meeting

I agree to return the premises in a like condition as received, normal wear and tear expected.

I further agree to release the City of Lake Park, GA from any liability whatsoever, which might arise from this rental agreement.

Renter Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of use requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Civic Center Key \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lake Park Civic Center

Rental Stipulations

\*Maximum occupancy of **75** persons

\*NO smoking inside building or on the porch; cigarette butts must be picked up

\*NO fire in the fireplace

\*Outdoor cooking is allowed at designated areas only and you are responsible for cleanup. Outside grills must **be at least 25 feet** away from building per Lake Park Fire Chief. Violators can be fined.

\*NO tape, push pins, tacks, or nails are to be put in the walls, doors or ceiling! **NO EXCEPTIONS (if you fail to abide by this rule you will forfeit your security deposit)**

\*All tables and chairs must be folded and placed next to wall or in chair racks. **TABLES AND CHAIRS ARE NOT TO BE REMOVED FROM INSIDE THE CIVIC CENTER AND/OR USED OUTDOORS.**

\*Lessee is responsible for total cleaning of inside building and outside yard debris. Cleaning must be done on the day of the rental, unless prior arrangements have been made with the clerk’s office.

\*Remove all items from refrigerator, stove, and cabinets. Stove, sink, and refrigerator should be cleaned after being used.

**\*The City of Lake Park does not provide cleaning supplies.** We do provide toilet paper, paper towels, and hand soap. **You are required to bring your own broom and mop to use to clean after your event.**

\*Be sure and pick up trash that has been scattered outside the building. Place all trash in plastic bags. **All trash bags can be discarded in provided trash cans located at the back door entrance of the Civic Center**.

We appreciate your cooperation in this rental agreement.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

I have read and understand the rental stipulations on this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter signature Date