

Date: \_\_\_\_\_

(8) 8 ft rectangle tables

(64) chairs

City Resident: \$75.00

Non-Resident: \$150.00

Security Deposit: \$100.00

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 \_\_\_\_\_, 20\_\_\_\_.

I agree to pay the City of Lake Park \$\_\_\_\_.00 per day upon picking up the building key.

I also agree to pay a damage deposit of \$100.00 in advance for this privilege of reserving the selected day(s). After the building has been inspected, if applicable, my deposit will be refunded in full unless there are any rental stipulations that are not abided by. The building **MUST** be cleaned immediately after the use of the building unless prior arrangements have been made and approved by the 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 day.

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, accident(s), injuries whatsoever, which might arise from this rental agreement.

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

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

Phone Number: \_\_\_\_\_ ALT Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

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

# Lake Park Civic Center Rental Stipulations

\*Maximum occupancy of 75 persons/1300 sq ft

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

\***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, mop, and cleaning supply to use to clean after your event.**

\*All tables and chairs must be folded and placed next to the wall or center of room. **TABLES AND CHAIRS ARE NOT TO BE REMOVED FROM INSIDE CIVIC CENTER AND/OR USED OUTDOORS.**

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

\*Cut off heat/air unit, lights, and ceiling fans and **LOCK front, back and side doors.**

\*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 backdoor entrance of the Civic Center.**

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

\***NO alcohol.**

\***NO fire in the fireplace.**

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

\***NO** tape, push pins, tacks, or nails are to be put in the walls or doors or ceiling!

\***NO EXCEPTIONS (if you fail to abide by any of the rules and cleaning, you will forfeit your security deposit of \$100.00)**

Please call 229-559-7470 and connect to Maintenance Emergency if there are any issues.  
We appreciate your cooperation in this rental agreement. Safety is a **MUST!**

\*\*\*\*\*

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

\_\_\_\_\_  
Renter signature

\_\_\_\_\_  
Date

## CLEAN UP CHECKLIST:

**Before leaving the venue, please make sure all items are checked and signed off at the bottom and leave the completed checklist in the kitchen.** **If you fail to abide by any of the rules and cleaning, you will forfeit your security deposit of \$100.00.**

### KITCHEN

- ☐ All surfaces and the sink area should be cleared, wiped down and sanitized. This includes wiping spills/grease from front of cabinets.
- ☐ Floors swept and mopped.
- ☐ Remove all food from the kitchen, refrigerator and on counters.
- ☐ Wipe spills & food from inside the refrigerator.
- ☐ Place all garbage bags into the large garbage cans outside. **\*\*NO leaky bags left in the kitchen.**
- ☐ Put new garbage bags in cans.

### MAIN EVENT SPACE

- ☐ Remove all the decor, florals and accessories that you may have brought in.
- ☐ Wipe all tables and chairs with damp cloth.
- ☐ Remove all trash and place full bags in the large cans outside. **\*\*NO leaky bags left inside, please.**
- ☐ Put new garbage bags in cans.
- ☐ Main event room floors are to be swept, mopped, and spills wiped clean including (walls, doors, window seals).
- ☐ Wipe off mantel with a damp cloth.
- ☐ Wipe off doorway trim entrance to kitchen and bathroom.
- ☐ Ensure that the THERMOSTAT is turned OFF.

### RESTROOMS

- ☐ All surfaces and the sink area should be cleared, wiped down and sanitized.
- ☐ Toilets and their surfaces should be wiped down and sanitized. Clean any excessive soiling of restrooms by your guests (including on floors and countertops) This includes any bodily fluids left behind.
- ☐ Floors are to be swept and mopped.

### PATIO / SIDE PORCH / FRONT AREA

- ☐ Any litter left outside should be picked up and put into trash cans.
- ☐ Porch floors are to be swept, and spills mopped/wiped clean.
- ☐ Remove any trash left behind in the parking area and outside the event area.

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Renter signature

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Date