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 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 60 persons

\*NO smoking inside building or on the porch

\*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 or 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.

\*Lessee is responsible for total cleaning of building. 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.

\*Cut off heat/air unit, lights, and also ceiling fans.

\*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