

WILDWOOD COMMUNITY CENTER FACILITY USE AGREEMENT

CUSTOMER INFORMATION

THIS SECTION TO BE COMPLETED BY RENTER:

Contact Name: _____

Mailing Address: _____

City, State, Zip: _____

Home Phone: (____) _____ - _____ Cell: (____) _____ - _____

Work Phone: (____) _____ - _____ Ext. _____

Email Address: _____

Physical Address: (If different than above) _____

Organization Name: _____

Organization Mailing Address: _____

City, State, Zip: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____

Proof of Residency Or Business Ownership: _____

Driver's License: _____

City of Wildwood Utility Acct. #: _____

Occupational License #: _____

Voter Registration: _____

Birth Date: ____/____/____

Is Lease Over Age 25? Yes No

User Classification: _____

Copy of 501 (c) Certificates Attached? Yes No

FUNCTION INFORMATION

Date of Function: _____

Room (s): _____

Event Begin Time: * _____

Event End Time: * _____

Total Hours: _____ **(NO HALF HOURS)**

Special Request: TV Sound System Screen

Additional Forms/Requirements:

- 1 List of Chaperones Required
- 2 Adult Responsibility for Minors Form Required
- 3 Alcoholic Beverage Waiver Required
- 4 Alcoholic Beverage Permit Required **and** Liquor Liability and General Liability Insurance coverage must be provided

Type Of Function: _____

Will There Be a Band / DJ? _____

Number Of People Expected: _____

Number Of People Under The Age Of 18 Attending? _____

Will Alcohol Be Served? Yes No

Will There Be a "Cash Bar"? Yes No

(Food) Service Area (warming kitchen) Needed? Yes No

Will There Be Outside Cooking (i.e. BBQ, grilling, etc.)? Yes No Method: _____

Will Event Be Catered? Yes No Name Of Caterer: _____

Caterer's Phone Number: _____

Type Of Seating To Be Used: Chairs Only Tables & Chairs

Will Event Be Advertised? Yes No How? _____

Will Tickets Be Sold In Advance? Yes No At The Door? Yes No Price: _____

NOTE: SET-UP AND CLEAN-UP TIME MUST BE INCLUDED IN EVENT BEGIN & END TIME.

City of Wildwood Office Use Only

FEE & PAYMENT INFORMATION

THIS SECTION TO BE COMPLETED BY OFFICE STAFF: (All payments are due no later than 30-calendar days prior to event)

Room(s) Rented: (Check all that apply)	Fee Type	Amount Of Fee	Payment Due By Date	Amount Paid	Cash or Check #	Payment Receipt Date & Time	
Room(s): Lincoln Room <input type="checkbox"/> Franklin Room <input type="checkbox"/> Jefferson Room <input type="checkbox"/> Washington Room <input type="checkbox"/> President's Hall <input type="checkbox"/> Entire 1st Floor <input type="checkbox"/> Entire Building <input type="checkbox"/> Food Service Area(s): North <input type="checkbox"/> South <input type="checkbox"/> President's Hall <input type="checkbox"/>	Rental Fee (2-hr. min.):						
	Food Service Area Use Fee:						
	Taxable Total:						
	7% State Sales Tax:						
	Non-Refundable Reservation Fee:						
	Security/Damage/Clean-Up Deposit:						
	TOTAL DUE:						
	Comments/Notes:	Payment Total:					
		Remaining Balance Due:					
		Payment Total:					
	TOTAL DUE:						

On Site Police Officer/Staff Person:
 (This fee cannot be paid at City Hall. It is listed here as a courtesy so you will know how much will be due when you arrive for your event.)

\$

NOTE: Payment of On Site Police Officer/Staff Person is due directly to the person at the start of your event before the doors will be opened. Cash or Money Order ONLY – no personal checks!

- Reservations may be made at city hall between the hours of 8:00 am and 4:00 pm Monday through Friday, with the exception of holidays. *Reservation by telephone WILL NOT be accepted.*
- **Applicant must bring this form to the facility on the date of usage and be prepared to produce it to City Staff and/or the Security Officer/Staff Person on duty at the event.**

ACKNOWLEDGEMENT

The undersigned applicant acknowledges receipt of all rules and regulations related to use of the Millennium Park facility, including the following documents:

1. Rules related to Reservations, Fee Payments, and Cancellations;
2. Rules related to Rental Fees and Payments;
3. Rules related to damage/security/clean-up and deposit and payment;
4. Rules related to the rental period;
5. Rules that are involved in multiple user issues;
6. The City of Wildwood's rights and responsibilities;
7. Security officers and staff on-site requirements;
8. Authority responsibility of the security officer and staff person;
9. Rules related to traffic and parking;
10. Rules related to alcohol;
11. Rules related to minors under 18;
12. Rules related to facility usage;
13. Rules related to user responsibilities;
14. Rules related to prohibited activities and areas;
15. Rules related to food service area facilities;
16. Rules related to washrooms;
17. Rules related to decorations, signs, and set-up/break-down;
18. Rules related to chairs and tables;
19. Rules related to protection of the facility and it's amenities;
20. Rules related to health and safety issues;
21. Rules related to user clean-up responsibilities;
22. Facility Use Agreement

The undersigned understands that he or she is bound by the rules and regulations and bound also to control all other attendants, sponsors or other persons at the facility during the event to comply with the rules and regulations.

In the event user is a Florida corporation, the undersigned affirms that he or she has the express authority to enter into this agreement and bind the corporation. Further, the undersigned agrees that he or she shall be the responsible person for purpose of contract regarding this agreement.

The undersigned understands that the City of Wildwood's Community Center is a primary State of Florida Storm Shelter, which could be activated if a storm hits *anywhere* in the State of Florida or if an emergency evacuation situation arises (chemical spill, etc.). If such is the case, the booking is automatically deferred until the center becomes usable again as a Community Center.

The undersigned understands that all fees must be received by the due dates as shown above or Facility Use Agreement shall be null and void and use of the facility shall be cancelled.

Applicant's Signature

Date

City Employee Signature

Date