



Clermont City Center  
Rental Application



## CLERMONT CITY CENTER 620 W MONTROSE ST, CLERMONT, FL 34711 RULES & REGULATIONS

### RESERVATIONS & APPROVALS

- Reservations are accepted no more than twelve months in advance of rental date. An application form will be furnished by the Parks & Recreation Department at the Clermont City Center or online at the City of Clermont website and must be filled out and approved by a Parks & Recreation staff member.
- Clermont City Center parking is for public use. Rental of the Clermont City Center does not guarantee exclusive parking for rental use or any specific number of spaces.
- A City representative will be present to open and close the facility. The pre and post walkthrough of the facility will only be performed with those whose names appear on the application.
- The applicant shall be responsible for all payments, certificate of insurance, damages to the facility, cleaning of the facility, and must be on site for the duration of the reservation.
- Sunday through Thursday – rental times are from 8:00 AM – 10:00 PM. Friday & Saturday – rental times are from 8:00 AM - 12:00 AM. **All rentals should schedule appropriate time for setup and clean up, including chairs and tables**, and will be required to pay for the entire amount of usage time.
- Alcohol is not permitted anywhere on the property, unless prior approval has been received. The applicant will be held responsible for the conduct of all guests, and will forfeit the full security deposit if alcohol is present at any time.
- Applicants are permitted to schedule a maximum of four (4) rental dates within a thirty (30) day period. New applications will be accepted once the current rental agreement has expired.
- Only the most current version of the application will be accepted. Applications will not be accepted if they are incomplete or not signed.
- The City of Clermont reserves the right to cancel any events/rentals in any City-owned facility or park.
- A ceiling-mounted projector and wall-size screen are available in the main Meeting Room A or Meeting Room B. Rooms C, D and E have a blank wall on which to project. Additional charges apply for use of the projector. Renters must use their own equipment in Rooms C, D or E.

### SECURITY DEPOSITS, PAYMENTS and REFUNDS

- All fees and application must be submitted in full to reserve the room and are due at the time of the reservation.
- Payment may be made in person, in the form of cash, credit card, money orders, or check payable to the *City of Clermont*. Credit card payments may be subject to a processing fee.
- Entering early or failing to vacate the room at the scheduled time will result in additional rental costs, to be billed in 30 minute increments
- Security deposit refunds are issued 2-3 weeks after the rental date.
- There is a \$25.00 returned check fee.

## CANCELLATION POLICY

Cancellation requests must be made in writing to the Parks & Recreation Department.

<i>Rental Cancellation and Refund Policy (application fees are nonrefundable)</i>	
<i>If you cancel within:</i>	<i>You will receive:</i>
30 calendar days or more of the rental date	100% of the rental cost 100% of the security deposit
29-15 calendar days of the rental date	50% of the rental cost 100% security deposit
14 calendar days of the rental date	No refund of the rental cost 100% security deposit

### RESPONSIBILITY OF USERS

- The applicant, or otherwise appointed event contact, must be present for the entire duration of the rental.
- The applicant is responsible for setup, breakdown, and storage of the tables and chairs within the rental time.
- The applicant is responsible for leaving the building, including the lobby, kitchen and bathrooms, in the same condition it was before use. All chairs, tables and other equipment are to be returned to proper storage areas; trash is to be placed in outside receptacles; sweeping, mopping and other housekeeping chores are to be performed as required. The kitchen area must also be thoroughly cleaned after each use.
- All damages, accidents, injuries, or malfunctioning equipment must be reported to staff immediately.
- The applicant will be held liable for all damage that occurs to any equipment, the room or the facility, inside or out, due to guest or renter's negligence. This cost will be deducted from the security deposit. If the cost of damage/repair exceeds the security deposit, the applicant will be billed for all additional costs (plus staffing hours, if applicable).
- The Parks & Recreation Director may deny the use of this building to any person or organization that fails to clean the building after use or damages the facility.
- Events where alcohol is present and/or events with an expected attendance of 100 or more may be required to hire an off-duty Clermont police officer at the applicant's expense.
- Children must be supervised at all times.

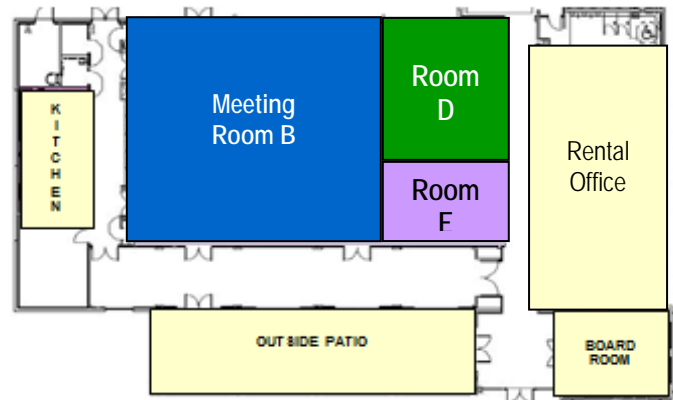
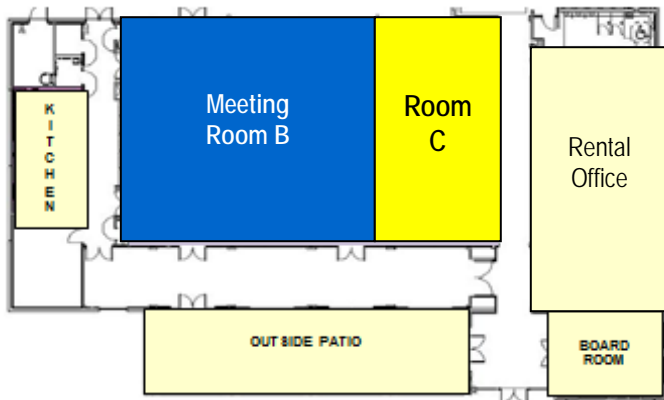
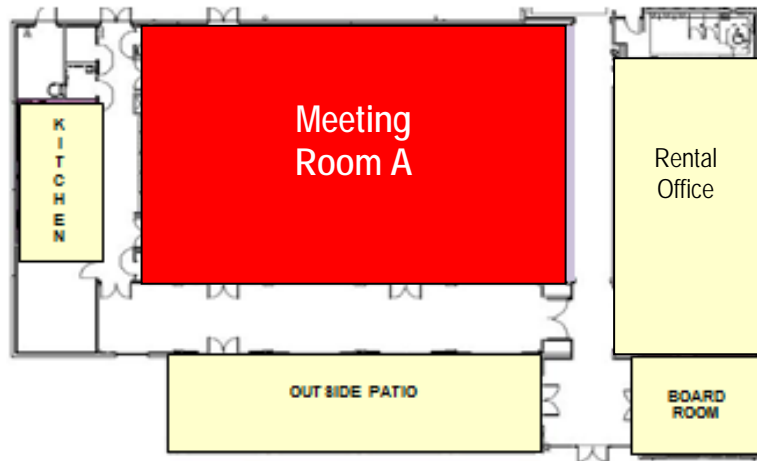
### PROHIBITED ITEMS

The following shall not be permitted in the building:

- ✗ Flammable Substances (with the exception of sterno for chafing dishes)
- ✗ Firearms
- ✗ Animals (with the exception of service animals)
- ✗ Attaching any items to the wall whether temporary or permanent is strictly prohibited
- ✗ Alcoholic Beverages (without prior approval)
- ✗ Smoking
- ✗ Illegal Drugs
- ✗ No organization or individual may store or leave supplies, materials, or equipment of any sort in the building.
- ✗ Noise and music that exceeds our current noise ordinance may result in additional cost and penalties enforced by Clermont lince Department
- ✗ No glitter, fog machine or dry ice.

**TO RESERVE CLERMONT CITY CENTER BUILDING,  
ALL FEES AND APPLICATION ARE DUE AT THE TIME OF RESERVATION.  
APPLICATION IS TO BE DELIVERED TO THE CLERMONT CITY CENTER, 620 W MONTROSE ST, CLERMONT  
(352) 708-5975**

## RENTAL SPACES



Meeting Room A can be divided into two rooms (Meeting Room B and C) or into three rooms (Meeting Room B, D and E) through the use of portable partition.

  
 Total Sq Ft

  
 Room Size

  
 Classroom

  
 Theater

  
 Banquet

  
 Conference

	Total Sq Ft	Room Size	Classroom	Theater	Banquet	Conference
Room A	3,938	76'.10" x 49'.10"	162	380	152	0
Room B	2,802	56'.00" x 49'.10"	108	288	96	0
Room C	1,121	22'.02" x 49'.10"	42	112	64	0
Room D	664	22'.02" x 29'.10"	24	56	32	0
Room E	458	22'.02" x 19'.10"	22	35	24	22
Patio	1,320	87'.09" x 13'.07"	0	128	56	0
Boardroom	447	23'.01" x 19'.1"	0	0	0	19

Maximum number of people per seating style



# CLERMONT CITY CENTER RENTAL APPLICATION

Today's Date \_\_\_\_\_ Room Requested \_\_\_\_\_

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

Date(s) of Event \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

Name of Organization/Applicant \_\_\_\_\_

*\*The refundable deposit will be made payable and mailed to the name and address of the applicant listed\**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Email \_\_\_\_\_

Check Type of Organization  Non-Profit  Resident  Non Resident  Business

Tax Exempt (If applicable)  Yes  No *If Yes, you must provide your Tax Exempt Certificate with application.*

Additional Event Contact \_\_\_\_\_ Day Phone \_\_\_\_\_

Additional Event Contact \_\_\_\_\_ Day Phone \_\_\_\_\_

Briefly Describe Event: \_\_\_\_\_

Will there be any outside vendors, businesses, groups, etc. participating/involved?  Yes  No

If yes, please list each company: \_\_\_\_\_

**All vendors must provide a valid Certificate of Insurance and License prior to rental.**

Will there be food at the event?  Yes  No Admission Fee:  Yes  No

Are you cooking onsite:  Yes  No Describe: \_\_\_\_\_

Will there be alcohol at the event?  Yes\*  No *\*If yes, an alcohol request form must be submitted and approved prior to your event. Violation of this policy will result in forfeiture of your deposit and immediate cancellation of your rental.*

**\*For-profit businesses are prohibited from charging admission or conducting sales of any type.**

### Resident/Non-Profit:

- Applicant is a resident or land owner located in the Clermont city limits
- For-profit businesses may utilize the resident rate only if the business's physical address is within the City limits. Rentals for the intended use of a business function must utilize the business's physical address.

*\*Non-Profit organizations must provide proof of non-profit status (501c3), and be currently registered and active with the Florida Division of Corporations. Applicant must be a registered agent, representative, or board member of the organization/business.*

### Non-Resident/Business:

- Applicant resides outside the Clermont city limits
- Business is located outside the Clermont city limits

*\*Clermont Residents are not permitted to use 'Resident' status if the business is located outside of the city limits.*

## CLERMONT CITY CENTER COST ESTIMATOR

DEPARTMENT USE ONLY - TO BE FILLED OUT BY CITY OF CLERMONT STAFF

RENTAL SPACE	DEPOSIT	RESIDENT & NON-PROFIT PER HOUR RATE	NON RESIDENT & BUSINESS PER HOUR RATE	NUMBER OF HOURS	HOURS TOTAL COST
ALL ROOMS <i>Includes all the spaces below</i>	\$750	\$125	\$150		
Room A	\$500	\$60	\$80		
Room B	\$300	\$45	\$65		
Room C	\$200	\$35	\$45		
Room D	\$200	\$25	\$35		
Room E	\$50	\$10	\$20		
Boardroom	\$50	\$20	\$30		
<b>ADD ONS</b>					
Patio	\$0	\$35	\$45		
Kitchen	\$100	\$25	\$35		
<i>*Kitchen hours must correspond with room rental hours.</i>					
Projector*	N/A	<i>*rooms A &amp; B Only</i>	\$40	Y / N	
<b>Subtotal</b>					
<b>Sales Tax</b>					
<b>Total</b>					
Application Fee		\$10	\$10	<i>*non-refundable</i>	\$10
Security Deposit		\$50-\$750	\$50-\$750	<i>*based on room</i>	
<b>GRAND TOTAL</b>					

*There is a two-hour minimum for all rental spaces. Rental fees are calculated in hourly increments. Anything less is based on half-hour increments.*

*Applications will not be accepted less than 14 days prior to rental date unless rental will occur on a Monday through Friday, 8:30 am-4:30 pm.*

*Only those listed on the application will be permitted to make changes to the rental information. Rental dates and times may not be altered within 14 days of event.*

**HOLD HARMLESS/INSURANCE AGREEMENT**

The user will indemnify and hold harmless the City of Clermont from and against all claims, damages, losses, and expenses, including reasonable attorney’s fees, arising out of, or resulting from the occupancy of the Park/Facility by the User, its agents, servants, invitees, and guests under this license.

The User will comply with all laws, ordinances, regulations, or other orders regarding the safety of persons or property, or their protection from damage, injury or loss.

The applicant shall supply, when required, a Certificate of Insurance reflecting minimum coverage \$1,000,000 Comprehensive General Liability Insurance, without deductibles, per occurrence. The City of Clermont shall be named as an additional insured, which shall be noted on the Certificate of Insurance. The Certificate shall indicate that the applicant’s insurance policy shall not be cancelled without thirty days’ prior written notice to the City of Clermont.

The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply the Certificate of Insurance to the City of Clermont no later than fourteen (14) calendar days prior to the Program/Event Date. Also, the undersigned agrees to be responsible for damage to facilities and conduct of persons in the program and/or event. Parking is permitted only in designated areas of the park/facility.

There is no parking allowed at any place of business or residence near the park/facility unless written permission is granted by each individual owner in advance.

I understand and agree that I am responsible for any vandalism or damage to the buildings and/or fixtures during my rental dates. As assurance of such responsibility I am posting the required deposit, which will be returned to me after the completion of my scheduled event, providing that the rental facilities, buildings and fixtures are not damaged, that all equipment has been properly stored and additional cleanup is not necessary. I understand all rental fees are required at time of reservation.

**I have read the rules and regulations and fully understand them. I accept responsibility and insure that all members and guests will honor and abide by the above conditions.**

**Name of User (printed):** \_\_\_\_\_

**Group Representing:** \_\_\_\_\_

\_\_\_\_\_  
**User Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
City of Clermont Employee Signature

\_\_\_\_\_  
Date

City of Clermont  
Parks & Recreation Department  
Clermont City Center  
620 W Montrose St, Clermont, FL 34711  
(352) 708-5975 Office  
WWW.CLERMONTFL.GOV