

INSTRUCTIONS FOR RENTAL OF TANNER PARK COMMUNITY CENTER

TO RESERVE THE COMMUNITY CENTER AN APPLICATION MUST BE COMPLETED, FEES AND DEPOSITS PAID IN ADVANCE. EVENTS WILL NOT BE FIRMLY SCHEDULED UNTIL APPLICATION IS RECEIVED AND FEES PAID IN FULL.

A. The fee schedule is as follows:

<u>DEPOSITS</u>	
Key Deposit	\$25.00
Rental Deposit	\$300.00
<u>FEES</u>	
<u>Minimum of three (3) rental hours required</u>	
Meetings	\$75.00/Hour
Early Decoration Time (At least three (3) hours prior to event)	\$100.00
Funeral Gatherings	\$100.00
Private Event's	\$100.00/Hour
Profit Events	\$125.00/Hour
Non-Profit Organization	\$75.00/Hour
City Employees (No Deposit Required)	\$50.00/Hour
Responsible for Clean-Up and Any Damages	
City Sponsored Events (Approved by City Commission)	No Charge

- B. A deposit of **THREE HUNDRED DOLLARS (\$300.00)** shall be charged, to be paid in advance, **CASH or MONEY ORDER ONLY**, to guaranty repair for any damages occasioned by the use and to guaranty cleaning of the facility when activities are concluded.
- (1) If no damage occurs, and the Facility is cleaned, the \$300.00 deposit will be refunded to the User within 7 to 10 Business Days.
- (2) Any damage in excess of the \$300.00 deposit shall be assessed to the User and if not paid within thirty (30) days of notification of such assessment, legal action shall be commenced to collect same.
- C. The official seating capacity of 206 persons for the use of the Facility being used must not be exceeded.
- D. Admission fees may be charged for any event occurring at the Facility, when such event is approved by the City Manager and Director of Parks & Recreation at a cost of \$125.00/Hour. (See Fee Schedule)

- E. All rentals must be by written agreement with the City which agreement shall contain an indemnity and hold-harmless provision for insurance in an amount set forth by the City's Insurance Provider in order to insure said indemnification.
- F. Alcoholic beverages may not be sold on the Facility Premises.
- G. Alcoholic beverages may not be disbursed on the Facility premises at any time.
- H. No fee or deposit shall be charged for City sponsored activities that have been approved by the City Commission.
- I. Security:
 - (1) Shall be required at all functions unless such requirement is waived by the City Manager.
 - (2) Must be obtained by hiring an off-duty Palm Beach County Sheriff Officers at a rate of \$35.00/Hour and \$50.00/Hour for Holidays. A minimum of three (3) hours are required for any detail.
 - (3) It takes approximately 7 to 10 days to process security applications with the Palm Beach County Sheriff's Office and **proof of acquired security must be shown prior to release of keys for Facility.**
- J. Facility must be cleaned and trash removed from premises upon completion of all activities and vacated by 2:00 AM.
- K. Rules and regulations relating to use of Facilities must be strictly adhered to and copies of said rules shall be obtained, upon request, at the time of rental.
- L. Any monies to be paid shall be paid to the City Cashier at the City Hall.
- M. Conduct of persons in attendance at any activity on Facility premises shall be the responsibility of the User, and failure on the part of the User to maintain proper order shall be sufficient grounds for refusal of future use by User and discontinuance of present use.
- N. All rental agreements and all activities in progress are subject to termination or cancellation due to public safety emergencies.

WE HOPE YOU ENJOY THE FACILITY AND TAKE GOOD CARE OF IT