

CITY OF MASCOTTE

Pavilion

City Hall Hours Monday-Thursday 7:00AM-5:30PM

RENTAL APPLICATION



TODAY'S DATE

REQUESTED RENTAL DATE

START TIME / END TIME

APPLICANT'S NAME

ORGANIZATION (IF ANY)

APPLICANT'S PHYSICAL ADDRESS

APPLICANT'S MAILING ADDRESS FOR REFUND

DAYTIME TELEPHONE

EVENING TELEPHONE

WHAT TYPE OF FUNCTION OR EVENT WILL BE HELD

PLEASE TELL US IF THERE IS ANYTHING UNUSUAL OR UNIQUE ABOUT THIS EVENT THAT IS NOT COVERED BY THE ABOVE.

\*\*\*\*\* IMPORTANT NOTICE: \*\*\*\*\*

RENTAL DEPOSIT: \$50.00
RENTAL FEE (resident) \$25.00 PLUS \$1.75 SALES TAX
RENTAL FEE (non-resident) \$60.00 PLUS \$4.20 SALES TAX

All fees must be paid in full at time of reservation.

\*\*\*\*\* DEPOSIT REFUNDS ARE PROCESSED DURING OUR NORMAL ACCOUNTS PAYABLE CYCLE, AND MAY TAKE AS LONG AS TWO WEEKS BEFORE IT IS REFUNDED. \*\*\*\*\*

PAVILION USER MUST PICK UP KEYS BY 4:30 PM ON THE THURSDAY PRIOR TO THE PERIOD OF USE. FAILURE TO PICK UP KEYS WILL RESULT IN FORFEITURE OF RENTAL FEE AND USE OF RESERVATION. Signature

I, \_\_\_\_\_, ACKNOWLEDGE THAT I HAVE READ THE ATTACHED "RULES" GOVERNING THE USE AND CARE OF THE CIVIC CENTER, PAVILION AND SURROUNDING AREAS, AND AGREE TO ABIDE BY THE PROVISIONS THEREIN. THE CITY RESERVES THE RIGHT TO REFUSE RENTAL TO ANY PERSON OR PARTY DEEMED TO HAVE BEEN IN VIOLATION OF THE "RULES". ADDITIONALLY, ANY PERSON OR PARTY DEEMED TO BE IN VIOLATION OF THE "RULES" MAY BE ASKED TO LEAVE THE CIVIC CENTER AND PAVILION AREA AT ANY TIME.

APPLICATANT'S SIGNATURE

DATE

AMOUNT OF DEPOSIT PAID

DATE PAID

AMOUNT OF FEE PAID

DATE PAID

PAVILION  
RENTAL AGREEMENT AND RULES

PLEASE READ AND INITIAL BY EACH OF THE FOLLOWING:

These are the general rules governing the use of the Pavilion and each applicant is required to signify their understanding of the rules by initialing next to each rule/regulation, upon application.

- 1. Use of the Pavilion will be regulated by the rules contained herein and all monies received for such use will be accounted for to the General Fund of the City.
- 2. The City reserves the right to refuse rental of the Pavilion to any person or organization deemed not in the best interest of the City.
- 3. Applications for use of the Pavilion will be processed and reserved on a First Come/First Serve basis. Conflicts will be resolved by the City Manager. The City reserves the right to cancel or reschedule a reservation expressly for the holding of a special activity instrumental in meeting the community's needs.
- 4. NO ALCOHOLIC BEVERAGES ARE PERMITTED ON ANY CITY PROPERTY.
- 5. No flammables are permitted inside the Pavilion or on Civic Center property except when allowable by the Southern Standards Building Code and/or the Mascotte Fire Chief.
- 6. Smoking is not permitted inside of the Pavilion.
- 7. Electronic paraphernalia will be provided by the user. Signs, banners, decorations or advertising materials in or around the Pavilion are not allowed unless approved at the time of application.
- 8. All activities will cease by 10:00 pm Sunday-Thursday and 11:00 pm Friday-Saturday.
- 9. Applicants will agree in writing (on the application) to keep the Pavilion clean and to ensure all trash and debris in and around the Pavilion are placed in appropriate containers.
- 10. Any damages other than an Act of God to the Pavilion will result in loss of deposit, replacement or repair cost and/or possible legal action. Damages resulting from the activity will be repaired by the City and the renter will be liable for the cost of such repairs.
- 11. Applications for groups composed of minors will be approved only for adults who will accept, in writing, responsibility for supervision of the minors throughout the period of the reservation(s).
- 12. Catering is defined as the introduction of food and drink that is prepared prior to its arrival at the Pavilion and that those consumables will be served on/in containers provided by the party renting the pavilion. A catered affair does not include utilization of silverware and dishware stored in the Civic Center.

- 13. Any one using the Pavilion for the purpose of making a profit by any allowable means allowed, will be assessed a surcharge of 10% of the gross receipts. Applicants in this instance will be required to present evidence of receipts.
- 14. Applicants must pick up the keys to the Pavilion restrooms and electric panel by 4:30 PM of the business day prior to the reservation date and will be required to return the keys no later than 5:00 p.m. the next business day following use of the Pavilion. Failure to return the keys will result in forfeiture of the security deposit.
- 15. The City reserves the right to revoke any reservation for the use of the Pavilion without notice, any activity which endangers the health, welfare, or safety of the public, participants, or those in attendance, or which is causing, or might cause, or may result in damage to the Civic Center, Pavilion or the premises.
- 16. Any individual or organization granted permission by the City to use the Pavilion and premises shall be responsible for the conduct of all guests, participants, and those in attendance. In addition, the City reserves the right to require supervision of any particular function or event by private security personnel, retained at the expense of the permitted user, to provide additional supervision at those functions or events which the City deems to require such additional supervision.
- 17. Any individual or organization granted permission by the City to use the Pavilion and premises shall indemnify the City against any loss, damage or liability, which might arise out of or result from such use. Any individual or organization granted permission by the City to use the Pavilion and/or premises shall secure insurance covering such intended use, at the user's expense, prior to the use of the Pavilion designating the City as a co-insured loss payee.
- 18. Any individual or organization granted permission by the City to use the Pavilion shall be liable for any and all damage caused to the facility or any real or personal property located thereon or therein, including loss or theft during the event or function.
- 19. Any accidents or injuries occurring during the use of the Pavilion, regardless of the severity, shall be reported immediately to the Mascotte Police Department.
- 20. No property owned by the City of Mascotte and located within or upon the premises of the Civic Center or Pavilion shall be removed from without express written permission by the City Manager.
- 21. Gambling in any form, for profit, will not be allowed within the Civic Center or Pavilion, or upon the premises thereof, without prior approval of the City Council.



22. The following is a list of items required to be completed prior to surrender of Pavilion to City Officials:

- a. Ensure there are no decorations hanging from lights or walls
  - b. Remove all nails, tacks and tape from walls & ceiling
  - c. Floor will be swept
  - d. Restrooms cleaned and lights off, no water running
  - e. Appearance around building clean
  - f. All doors locked and lights off
  - g. Electric breaker in panel turned off and panel locked
- Failure to turn off electric and lock panel will result in loss of deposit.

The Mascotte Police Department routinely patrols the Center and has the authority to terminate activities if, in their opinion, such action is necessary to preserve the peace and order of the City or if these rules have been violated.

I have read and understand the above document(s) and agree to abide by these rules and regulations and its conditions. I also understand that if I disobey any rule or regulation and if I do not call for the inspection that I will forfeit my deposit.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date