

INDIAN SHORES TOWN FACILITIES RENTAL INFORMATION

RENTAL CONDITIONS:

Only individuals who have resided in Indian Shores for 6 months or longer are allowed to rent town facilities. Proof of residency consists of a Florida Drivers License or Voter Information card.

Requests for reservations are to be made in writing on form entitled REQUEST TO RESERVE USE OF TOWN HALL FACILITIES, furnishing the date, type of function, specific hours of use and number of persons anticipated. A reservation will be "confirmed" (subject to the terms of the Lease Agreement) only upon the notarized signing of a properly completed Lease Agreement by the requesting party and an authorized representative of the town, as well as the submittal of a Special Event Insurance Form, and a notarized Alcoholic Beverage Permit Application, if required.

NOTE: An administrative fee of \$35.00 will be charged if the reserved facilities are not used and a written cancellation of the reservation of said facilities was not received at least 24 hours prior to the scheduled usage.

REQUIRED FEES:

1. Use of Auditorium:

The Auditorium will be rented to residents only, for a \$250 rental fee (plus 7% Florida sales tax), a \$100.00 clean-up fee (non-refundable), a \$250.00 damage deposit (refundable), the applicable insurance fee (or quote from Florida League Insurance, whichever is greater) based upon the number of attendants and the hazard indicators (see page 2). A \$125.00 reserved parking fee will be charged for large events when a parking lot attendant is needed to cordon-off the parking area. **All fees must be paid in full at least 10 days prior to use of facilities.**

2. Use of Pavilion:

The Pavilion/Annex will be rented to residents only, for a \$100.00 rental fee (plus 7% Florida sales tax), a \$100.00 clean-up fee, a \$100.00 damage deposit (refundable) and applicable insurance fee based upon the number of attendants and the hazard indicators (see page 2). A \$50.00 damage deposit (refundable) will be charged for use of the gas grill. A \$125.00 reserved parking fee will be charged for large events when a parking lot attendant is needed to cordon-off the parking area. **All fees must be paid in full at least 10 days prior to use of facilities.**

3. Bridge Club:

\$1.00 per table, (plus 7% Florida sales tax), paid at the end of each month. Annual insurance fee or certificate of insurance required at renewal of lease agreement (may be pro-rated monthly). Not required to pay a damage deposit.

4. Religious Organizations:

An insurance fee or certificate of insurance is required at renewal of lease agreement. **Effective 9/30/2006, the rental fee is \$75.00 per week.**

5. County, State and National Elections

If use of the Auditorium as a polling place, only a rental fee will be charged the Pinellas County Supervisor of Elections, unless Municipal elections are also being held the same day/concurrently, then no deposits or rental fees will be charged.

6. Civic Organizations, Clubs and Associations:

No fees required for use of conference room or auditorium for monthly or annual meetings for Women's Club, Property Owners Association and other non-profit organizations. Lease agreement is required. General liability insurance fee required only if alcoholic beverages are served.

7. Governmental Agencies: Exempt from any fees if conducting educational programs.

8. Town Employees and Town Officials: Exempt from Rental fees and damage deposits. Must pay insurance fee and reserved parking fee for large events.

9. Mandatory General Liability Insurance Fees:

A Special Events general liability insurance fee is required for all residents and employees using the facilities, according to number of persons attending, except as noted. Insurance company must be notified 10 days prior to the event in order for event to be covered. **Insurance fee waived if insurance certificate provided.**

Class I - Low Hazard	# of Attendees	Premium
Instruct. Classes/Non Mechanical	0-100	\$100
Meetings - Indoor	101-500	\$120
Musicals/Plays	501-2500	\$185
Seminars		
Sidewalk Sales		
Social Gatherings		
Speaking Engagements		
Theatrical Performances		
Weddings/Receptions		
Art Festivals/Shows		
Auctions		
Bingo Games		
Block Party/Street Closure		
Craft Shows		
Exhibitions		

Class II - Medium Hazard	# of Attendee	Premium
Animal Shows	0-100	\$150
Athletic/Sporting Events	101-500	\$290
Concerts (Not Rock)	501-2500	\$575
Dances		
Food Concessions		
Meetings- Outdoor		
Picnics		
Political Rallies		
Rummage Sales		

10. Key Access to Town Hall Facilities:

If your event takes place after normal business hours, it will be necessary for you to sign out a key to access the facilities.

The Indian Shores Town Hall is open weekdays from 8am - 4 pm, and closed on weekends and holidays. **On the day of your event between the hours of Noon and 4 p.m, (or on the day prior to your event if it takes place on a weekend)**, a designated person must come to the Town Hall administration office and sign out a key, which will allow access to the facilities being used. That person will also be responsible for opening the building, securing the premises at the conclusion of the event, and returning the key to the Town Hall administrative office **between 8 am and noon on the next business day.**

If the designated person cannot pick up/return the key during normal Town Hall business hours during the week, they may make prior arrangements to pick up/return the key at the Indian Shores Police Department during their normal office hours. Call 595-5414 to inquire when office will be open.

11. Alcoholic Beverage Permit:

If you will be serving any type of alcoholic beverages on public property, you must apply for and obtain an Alcoholic Beverage Exception Permit. You must have your permit with you at your event or you will not be allowed to serve alcoholic beverages. You are prohibited from charging for and/or profiting from the serving of these beverages.

12. Damage Deposits:

Damage Deposits will be refunded within seven to ten days upon determination that no damage has occurred and no additional clean-up is required. In the event a key must be issued for access to the building, the damage deposit refund will not be processed until the key has been returned.

Prior to the function for which the facilities are rented, all offices and rooms will be locked and properly secured. The Police Department will be notified of all events taking place.

Lease Agreement: Town Hall Facilities
19305 Gulf Boulevard
Indian Shores, FL 33785
(813) 595-4020

**TOWN OF INDIAN SHORES, FLORIDA
LEASE AGREEMENT FOR TOWN HALL FACILITIES**

THIS AGREEMENT, made and entered into this _____ day of _____ 19 _____, by and between the TOWN OF INDIAN SHORES, FLORIDA, a municipal corporation; organized and existing under the laws of the State of Florida, hereinafter called the "TOWN", and _____ on behalf of the organization _____ herein called the "LESSEE":

WHEREAS, the TOWN and LESSEE understand and agree that this Agreement shall inure to the benefit of their respective heirs, representatives, successors, and assigns; and

WHEREAS, the LESSEE desires to rent and use certain of the Indian Shores Town Hall facilities;

THEREFORE, in consideration for the rental fee of \$ _____, (including 7% Florida Sales Tax if applicable), the damage deposit of \$ _____, a cleaning charge of \$ _____, the insurance fee of \$ _____, and the conditions contained herein, the TOWN and LESSEE agree as follows:

1. LESSEE will rent and use those facilities of the Indian Shores Town Hall which are listed below and which have an "X" placed in the blank space to the immediate left of the name or identification of each such facility:

- _____ Auditorium/Lobby/Restrooms/Kitchen
- _____ Large Conference Room
- _____ Park Pavilion/Annex Kitchen/Restroom

2. LESSEE will rent and use those Town Hall facilities specified above for the period of time which is designated in either sub-paragraph (a) or (b) below:

(a) COMPLETE FOR "ONE TIME" OR SINGLE USAGE:

From _____ A.M./P.M. to _____ A.M./P.M.
on (Date) _____ 19 _____

(b) COMPLETE FOR MULTIPLE OR REPETITIVE USAGE. LIST TIME AND PERIODICITY OF USAGE.

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3. TOWN reserves the right to change the rate charged LESSEE without notice, but only after a new agreement has been signed by LESSEE and TOWN.
4. TOWN reserves the right to cancel any reserved usage of the Town Hall's facilities for due cause (including a requirement, previously unscheduled, for use of the facilities by the Town Council, and of its Committees, or another governmental agency.)
5. LESSEE's deposit is made to TOWN in consideration of the following conditions:
 - (a) LESSEE will be held responsible for any damage to the building or any equipment or facilities utilized.
 - (b) LESSEE is responsible for the condition of the building, equipment, and facilities being at least the same, or better, after the LESSEE's usage of the facilities as they were prior to LESSEE's usage.
 - (c) Upon final inspection by a member of the TOWN's staff to verify there was no damage to the building or equipment, and that the cleanliness of the building and equipment is satisfactory to the TOWN, LESSEE's deposit will be refunded.
 - (d) LESSEE's damage deposit will be retained as compensation for any damages or improper condition, subject to the condition that retention of the full amount of the deposit does not necessarily imply or signify payment in full by LESSEE for damages to any of the TOWN's facilities incurred as a result of LESSEE's use of said facilities.
6. LESSEE shall hold TOWN harmless from, and indemnify TOWN for all manner of liability for damages which may be assessed against TOWN as a result of LESSEE's use of the premises.
7. LESSEE also shall indemnify TOWN for TOWN's costs of defending any action, including TOWN's reasonable attorney's fees, which may be brought against TOWN as a result of LESSEE'S use of the premises.

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8. When paragraph 2(b) above has been completed for repetitive rental of the Town Hall for the period of time specified in said paragraph, either the TOWN or LESSEE may cancel this agreement at any time by giving at least thirty (30) days written notice to the other. In the event either TOWN or LESSEE cancels an agreement involving repetitive rental of the Town Hall's facilities, TOWN will refund to LESSEE a proportional share of any rental monies collected in advance, where said refund is based on the proportion of the number of times the Town Hall's facilities were not used to the total number of times said facilities were scheduled to be used.

BY _____
LESSEE DATE

STATE OF FLORIDA
COUNTY OF PINELLAS

BEFORE ME, the undersigned authority, personally appeared _____, who being by me first duly sworn, deposed and says that he/she is the LESSEE, and upon being duly sworn, says that he/she executed the foregoing instrument freely and voluntarily for the purpose therein expressed.

SWORN TO AND SUBSCRIBED before me this _____ day of _____

Notary Public

Request reviewed and considered by:

Date: _____

Approved:
Denied:

TOWN OF INDIAN SHORES

BY: _____