

CITY OF CAPE CORAL / William "Bill" Austen Youth Center

315 SW 2nd Ave

CAPE CORAL, FL 33904

PHONE: (239) 242-3950 FAX: (239) 242-3969

REQUEST FOR USE OF YOUTH CENTER

DATE: _____ NAME: _____

ADDRESS: _____ PHONE: _____

DATE DESIRED: _____ TIME (2 hour minimum) FROM: _____ TO: _____

NATURE OF FUNCTION: _____ ROOM DESIRED: _____ NO. OF PERSONS: _____

***CHARGES ARE BASED ON NUMBER OF PEOPLE SET UP FOR OR ACTUAL ATTENDEES, WHICHEVER IS GREATER**

***RENTAL FEES ARE DOUBLED ON CITY/PUBLIC HOLIDAYS & NEW YEAR'S EVE**

***ALL FEES SUBJECT TO SALES TAX**

<u>ROOM</u>	<u>MAX PERSONS</u>	<u>RATE</u>	<u>DEPOSIT</u>	<u>LIABILITY INSURANCE</u>	
Main Room	199	\$100 hr	\$25	Class I	\$60
Back Room	75	\$50 hr	\$25	Class II	\$85

Note: Volunteer time may be accepted in exchange for payment on a case by case basis and approved by the Youth Center Manager.

OPTIONAL ITEMS

A. DJ & Dance Lighting	\$50 hr	B. Movie Projector	\$40 hr
C. Surround Sound System	\$25 hr		
D. Stage & Sound System	\$100 hr	E. Cleaning Charge	\$50 (If room left dirty)

***ALL PARTIES MUST BE CLEANED UP AND OUT OF THE BUILDING BY 5:45pm - NO EXCEPTIONS!**

NO DECORATIONS MAY BE HUNG ON THE WALLS, A/C UNITS, OR LIGHTING.
ANY DECORATIONS EXCEPT TALBECLOTHS AND CENTERPIECES MUST BE APPROVED BY THE MANAGER.

- Parties are responsible for all damage. The booking is confirmed if payment is received and the request form properly filled out and initialed by Youth Center personnel.
- **Balance must be paid (30) days in advance of use date.** Failure to pay balance due by balance due date will result in cancellation of booking.
- Any changes in **attendance** or in **scheduled hours** of event must be made (14) **days in advance of use date.**
- No alcoholic beverages may be consumed on the property. Any violations will be reported to the CC Police Dept. immediately
- Music shall be kept at a reasonable **volume.**
- **Anyone under the age of 18 must be supervised at all times.** No child should be allowed to leave the building without adult supervision.
- All items brought into the building must be removed when the function is over. Deliveries and pick ups from florists, caterers, etc. must be arranged within scheduled rental times. **This is a public building: any items stored are left at your own risk.**
- An inventory of furniture and decorative items belonging to the Youth Center will be done at the beginning and end of all rentals.
- **Any parties of 200 or more people must show proof of arranged security with the Cape Coral Police Dept. at least 30 days prior to their rental.** _____

CANCELLATION POLICY

A \$25 PROCESSING FEE WILL BE DEDUCTED ON ALL CANCELLATIONS **Cancellation notice must be in writing**

- 30 days notice is required to cancel an event scheduled

If proper notice is not given, deposit will be forfeited.

_____ (customer initials)

In consideration for use of the Youth Center facilities, located at 315 SW 2nd Ave. _____ shall be liable and agrees to be liable for, and shall indemnify, defend and hold the City harmless from and against any and all claims, suits, judgments or damages, losses and expenses, including court costs, expert witness and professional consultation services and attorney's fees, arising out of the User's use and occupancy of the premises, the occurrence of User's event and the conduct of User and User's guests and invitees.

Signature of Renter

Amount paid/date/Receipt#

Booked by Youth Center Staff

Date

Balance

Date

- 1.) User agrees to supervise the use of the facility to ensure that there is neither abuse to the facility nor any violation of the laws of the State of Florida or the laws and regulations of the City of Cape Coral and its Parks and Recreation Department.
- 2.) User agrees to report any personal injury during the event to the City of Cape Coral Parks and Recreation Department Director and to provide a written report within twenty-four (24) hours, describing the circumstances of the injury.
- 3.) User agrees to report any damage to the facility and to accept responsibility for the cost of repair or replacement. The Parks and Recreation Department will inspect the facility both before and after use and parties will be responsible for any damages.
- 4.) The City of Cape Coral requires liability insurance for all rentals. If you would like to submit a certificate from your company's insurance the following must occur.
 1. The certificate must be an original (no copies or faxes will be accepted) and received directly from the insurance company in the amount of One Million Dollars.
 2. The certificate must state "The City of Cape Coral as additional insured". The address for the City of Cape Coral should be listed as 1015 Cultural Park Blvd., Cape Coral, FL 33990.
 3. The certificate must be received one week (five business days) prior to the event. If the binder is not received one week prior to the event, The City's insurance form will be submitted to the Risk Management Division and the usual fees will be charged.
- 5.) In any litigation relating to the enforcement of any provision of this agreement, and in any equitable or legal action resulting from a breach of this agreement, the prevailing party shall be entitled to an award of costs and reasonable attorney's fees, both in trial court and on appeal.

I understand and agree to adhere to all of the above stipulations and regulations.

Signature of User/Representative

Date