



## Albertus Maultsby Community Center (AMCC)

655 3rd Street North, Lake Alfred 33850

Rental Application

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### Facility Information

Date(s) Requested: \_\_\_\_\_

Event- Start time: \_\_\_\_\_ End time: \_\_\_\_\_

(Event cleanup must be completed by 10 p.m.)

Event Description: \_\_\_\_\_

Approximate Event Attendance: \_\_\_\_\_

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### Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Cell): \_\_\_\_\_ (Home): \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

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### Rental Agreement

I, \_\_\_\_\_ have received, read, and understand the City of Lake Alfred rental regulations, refunds, and rules policy. I realize that my event/program will be terminated should it create any violation of the City of Lake Alfred's rules and regulations. I also understand that the responsible party/organization will be denied future use of all city facilities as a result of a violations of city rules and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_



## Fees

Deposit: \$200 \_\_\_\_\_

Facility Event Rental \$200 \_\_\_\_\_

Meeting Rental \$25.00/hour (2 hour Minimum) \_\_\_\_\_

7% Sales Tax \_\_\_\_\_

Police Officer (Required for large events, and if alcohol is present) \$44/hour \_\_\_\_\_

Discounts up to 10% \_\_\_\_\_

Total: \_\_\_\_\_

## Discount Information

- A 10% discount will apply to facility rental fees only.
- Those eligible for the discount are non-profit organizations (if 501(c)3 documentation is provided), City Residents, Religious Organizations, Veterans, First Responders, Teachers, and current City Employees and Commissioners.
- The discount can be applied up to four times in a calendar year, after the fourth time a full rate will be required.

### For Office Use Only

Date Application Received: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Event Rental Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Walkthrough Post-Event: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Processed for Return: \_\_\_\_\_



## Rules and Regulations

- I agree to be solely responsible for and pay the cost of repair and/or replacement of equipment and/or any damages caused by me or my guests to the grounds or building while the Albertus Maultsby Community Center is being used for my event/program.
- I understand that a \$200.00 security deposit is to be turned into the City of Lake Alfred and will be mailed back to me after my event/program, foreseeing there are no damages to the facility. If I do not return the key and/or leave the building and grounds as it was at the time of my rental the City will retain my entire security deposit.
- I understand that a \$200.00 security deposit must be received to reserve the date of the rental. All reservations for rentals may be later than a week in advance. All rental fees and security deposit must be received no later than one week before the reserved date.
- A 25% cancellation fee will be charged to the security deposit if the event is cancelled 11 business days or more prior to your event. The total security deposit will be forfeited if the event is cancelled 10 business days or less prior to event.
- In the event of a default by the renter in the performance of any of the terms and conditions of this agreement (other than damage in or to the facility rented hereunder), the City of Lake Alfred will terminate this Agreement. Any deposit paid to the City of Lake Alfred shall be retained and shall be considered as payment of mutually agreed to liquidated damages for the default, and not as a penalty.
- In the event the default by the renter consists of damage in or to the facility rented the City of Lake Alfred may immediately terminate the event/program (if ongoing), retain the security deposit and if the amount of damages exceeds the deposit, the renter shall be fully liable for the excess amount which shall be payable upon demand by the City of Lake Alfred. All sums due and owing to the City of Lake Alfred under this Agreement, will be invoiced to the renter and bear interest of 10% per month from date due until date of payment.
- Trash receptacles are provided for you inside and outside the building. Litter resulting from your use of the building will result in the loss of your security deposit.
- Smoking is prohibited in all City of Lake Alfred buildings or in any other public areas in accordance with the Florida Clean Air Act. Non-compliance with this policy will be cause for termination of your event/program and loss of your security deposit.



## Rules and Regulations Continued

- Under no circumstances will anyone be permitted to remove chairs, tables, or any other equipment and/or materials from the building.
- If alcoholic beverages are going to be present at the event a uniformed City of Lake Alfred Police Officer must be present for the time the alcoholic beverages are being served with a minimum of two hours at \$44.00 per hour. Issue, incidence, or complaint that requires the presence of additional law enforcement will constitute the forfeiture of my total security deposit. If alcohol is consumed prior or after an officer is onsite for scheduled time, a fee of \$100 will apply.
- The Albertus Maultsby Community Center is available Monday through Friday to rent with a 2-hour minimum time frame @ \$25.00 (plus tax) per hour. These rentals may be scheduled more than 2 weeks in advance. A security deposit of \$200.00 is required to reserve the Albertus Maultsby Community Center. Saturday and Sunday rentals will be at the full day rental price.
- The City of Lake Alfred has the discretion to negotiate the terms of use with a private instructor or educator to hold recreational and educational classes or meetings at this facility.
- I understand that any personal items are my responsibility and agree not to hold the City of Lake Alfred liable if any personal items are lost and/or damaged.
- All decorations used for the event must be free-standing. No decorations may be placed on walls, doors and/or windows.
- The City of Lake Alfred assumes no responsibility for personal property, such as decorations, flowers, food, etc., that is left in the building when your rental is completed. Please remove all personal belongings the day of your rental.
- The City of Lake Alfred will not be liable for, and Renter hereby discharges and holds the City harmless from any and all claims for loss, damage or injury of any nature to person or property, which claims results in any way from, occur in any manner from or are connected to the use of the City facility.
- The key to the facility is available for pick-up only on the day of the event from the Parks and Recreation Department no earlier than 8:00 a.m. Monday through Friday. If my event is on Saturday or Sunday, the key may be picked up before 3:00 p.m. on Friday afternoon. Only key pickup is allowed, no setting up on the Friday before unless arrangements were already made with the Parks and Recreation Office.



## Release of Liability and Hold Harmless Agreement

I, \_\_\_\_\_ who resides at \_\_\_\_\_  
in consideration of the rental of the Albertus Maultsby Community Center (AMCC) by the City of Lake Alfred. The applicant does hereby covenant and agree to save and hold the City of Lake Alfred, Florida, its agents, servants, and employees harmless from any and all liabilities or costs arising out of any rental materials rented by outside rental companies, personal property (such as decorations, flowers, food, etc.) that is left in the building and/or grounds when the rental is completed.

This agreement shall remain in full force and effect for any continued, additional or postponed date as indicated. The municipality reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to or if the municipality determines that a situation that might lead to personal injury, property damage, or violation of law exists. The renter agrees that this Release of Liability and Hold Harmless Agreement shall include the responsibility to provide legal defense for the City of Lake Alfred for any suit arising out of the applicant for the rental of the AMCC, and that should the renter or his/her insurance carrier fail or refuse to provide such a defense, the renter will reimburse the City of Lake Alfred for any costs incurred by it for the any person or organization acting on its behalf.

The undersigned is authorized to execute this Release of Liability and Hold Harmless Agreement as the binding act of the applicant.

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

State of Florida  
County of Polk

There foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_ 20\_\_\_  
\_\_\_\_\_ is personally known to me or who has produced a  
driver's license as identification and who did not take an oath.

\_\_\_\_\_

Notary Public

Notarial Seal and Commission \_\_\_\_\_

Expiration Date \_\_\_\_\_