



Received _____

Complete _____

FACILITY RENTAL/LEASE APPLICATION

Please return completed application and payment to St. Johns River Center 102 N. 1st Street, Palatka, FL 32177. For questions please call 386-916-5916 or email wfletcher@palatka-fl.gov **Applications will be processed and dates reserved upon acceptance of a complete application by the Rental Manager and all fees paid in full. No events can be scheduled less than 14 days prior to the requested date.** For assistance during a rental please call 386-916-5916.

- 1. Facility Requested:
 - Price Martin Community Center
 - Booker Park
 - Bronson-Mulholland House
 - St. Johns River Center Meeting Room
 - St. Johns River Center

- 2. Date Requested: ____ / ____ / ____ (m/d/yr) Time Requested: ____ AM / PM until ____ AM / PM
Preparation, break down, and cleaning time must be included in rental.

- 3. Applicant Information: This person will be responsible for signing pre/post inspection and MUST be present to gain access to the building and will be mailed the deposit refund.

Name: _____

Phone: _____

Address: _____

Email: _____

City State Zip

DL #: _____

Attach a copy with application packet.

- 4. Is this a fundraiser? yes no Will an admission cost be charged? yes no
 If so, what is the Organization Affiliation: _____, and
Attach a copy of 501 c(3) certificate of exemption with application packet.

- 5. Will you be serving alcohol? yes no If Yes, will you be charging for the alcohol? yes no
 If you will be serving and charging for alcoholic beverages please provide the following information:

Licensed Caterer: Name: _____

Phone: _____

Address: _____

Email: _____

City State Zip

License: # _____

Attach a copy with application packet.

- 6. Alcoholic Beverage License #: _____ **Attach a copy with application packet.**

- 7. Type of Event, check all that apply:
 - Reception
 - Meeting
 - Other _____
 - Fundraiser
 - Wedding
 - Banquet
 - Family Reunion

- 8. Number of participants: _____ Age of Participants - Check all that apply: 0-20 21- 65 65+
 Maximum Capacity of Facilities: Price Martin: 224 River Center Roof: 100 Lobby: 77 Meeting Room: 30
 Bronson Mulholland House first floor and covered porch: 175

- 9. Are you requesting any street closures? yes no

- 10. Will there be amplified sound during the rental period? Including live music or music played through a speaker system.
 yes no

Please note the available tables and chairs. These are provided free of charge –**Renter is responsible for set up and break down of tables and chairs.**

Facility	Round Tables	Rectangular Tables	Chairs	Hi Tops
Price Martin:	5' 13	19 (8 Feet)	183	0
Booker Park:	7' 8	9 (8 Feet)	80	0
Bronson House:	None Provided	None Provided	None Provided	None Provided
St Johns River Center:	10	None	40	10

Facility Rental Policies and Procedures

ANYONE VIOLATING POLICIES OF THE CITY OF PALATKA MAY BE BANNED FROM FUTURE USE OF CITY FACILITIES

1. Alcoholic Beverages are permitted within the Price Martin Community Center, Bronson Mulholland House, and St. Johns River Center only under the following circumstances:
 - a. When served free of charge (no donation, fee, or expense of any kind is associated with dispensing of alcohol at invitation only events where no price or fee is charged for admission; or
 - b. At invitation only events when dispensed by an approved commercial caterer with an alcoholic beverage license.
2. No smoking permitted inside facility buildings – no alcoholic beverages outside Price Martin Building, outside the boundary of the Bronson Mulholland House Lawn, or outside the boundaries of the St Johns River Center Lobby and Roof Top Deck.
3. Removal of City Property (tables, chairs and equipment) from the building is prohibited.
4. Renter is responsible for removing all items not belonging to the City of Palatka immediately following the event. The City of Palatka is not responsible for any items left on City property and all items left will be deemed trash and disposed of at renter’s expense.
5. All or part of the security deposit will not be refunded if the facility is not vacated at or before the agreed time, if there are any damages to the facility, city property, equipment, or if the facility is not properly cleaned following the event. The City will inspect the building before and after each event for damages and cleanliness. Please report any damages or problems to the City of Palatka.
6. Available hours for all facilities EXCEPT BOOKER PARK are 8 am to 11 pm. Booker Park is available 8 am to 9:30pm
- 7. The City reserves the right to inspect the premises at any time.**
8. Kitchen, including stove, sink and countertops are to be cleaned (Price Martin, Booker Park, and Bronson House. River Center has only sink and countertops.) Refrigerators must be left free of food and clean.
9. Floors are to be swept and any spills mopped up.
10. All tables and chairs are to be wiped down and put away in the storage closet according to the storage key. Any items taken to the roof of the River Center must be brought down at the end of the rental period.
11. All garbage and trash are to be removed from the premises and placed in the exterior trash receptacle.
12. Must abide by the maximum occupancy of the facility as set by the Fire Marshall.
13. There is **NO DANCING** permitted on the St Johns River Center Roof Top Deck.

I, _____ have read and understand the City of Palatka’s Facility Rental Policy and Procedures and agree to abide by them during my rental.

Signature of Renter

Date

DO NOT FILL OUT THIS SECTION -- CITY STAFF USE ONLY

Are Police Officers Required? yes no

If yes, the applicant shall arrange through the Palatka Police Department for a minimum of 2 police officers at the applicant's expense. Number of Officers required _____.

Special Events Permit Required? yes no

NO WAIVER OF FEES

_____ Security Deposit: The security deposit will be refunded and sent by mail within 30 days following the rental provided there are no damages and the facility is left clean with tables and chairs put away correctly. Renters will be required to pay for any damages in excess of the security deposit.

_____ Rental Fee

_____ Sales Tax: Sales tax in the amount of 7% will be charged unless a copy of a 501 c(3) sales tax exemption certificate is included with application packet.

_____ Total Due Date Received _____ Receipt # _____

**City of Palatka
Indemnification & Hold Harmless Agreement**

The BUSINESS and/or INDIVIDUAL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property. The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder. The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

_____ Signature of Applicant

_____ Name of Facility being used

_____ Print Name of Applicant

_____ Date of Use

State of _____ County of _____ The foregoing application is acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me,

or who has/have produced _____ as identification.

NOTARY SEAL

_____ Signature of Notary Public, State of _____

PRE-RENTAL CHECKLIST- TO BE FILLED OUT AND SIGNED AT BEGINNING OF RENTAL

I agree to the following:

- Sinks, Stove, and Counters are clean
- Restrooms are clean and stocked
- There is no damage to facility
- _____ # tables, _____ # chairs, _____ # trash cans are on site.
- Garbage cans are free of garbage and lined
- Floor is clean
- ~~The Podium is in working condition with all wires and mics~~

Signature of Lessee/Date

City Staff/ Date

POST RENTAL CHECKLIST – TO BE FILLED OUT AND SIGNED AT END OF RENTAL

- Group was out on time
- Sinks, Stove, and Counters are clean
- Restrooms are clean and orderly
- Floor has been swept
- No excessive cleaning required by City Staff
- Tables and chairs put away properly in storage room
- _____ # tables, _____ # chairs, and _____ # trash cans are on site.
- Food and all outside equipment was removed
- Garbage was removed to outside receptacle
- All decorations are removed
- No breakage, graffiti, or damage
- No missing furniture or appliances
- ~~Podium is in working condition with all wires and mics~~

Comments on any deficiencies in the adherence to the policies within this agreement:

Signature of Lessee/Date

City Staff/ Date

Department Head Signature/Date

Deposit Amount _____

Deposit Returned _____