



VILLAGE OF PALM SPRINGS

Leisure Services Department

226 CYPRESS LANE PALM SPRINGS, FLORIDA 33461 (561)-964-8820 FAX (561)-964-2387

Room Rental Reservation Form

1. Date Requested: _____ / _____ / _____
2. Circle Room Requested
Community Room Studio Multi-purpose Room Classroom L.A.B.
3. Time Requested: _____ To: _____
4. Deposit Date: _____ / _____ / _____ Amount: \$ _____ Receipt #: _____
5. Rental Amount Paid: \$ _____
6. Person/Organization: _____
Address: _____ City: _____ Zip Code: _____
Phone Numbers: H- _____ W- _____ Other- _____
7. Type of Event: _____ Number of People: _____
8. Will alcohol be served? Yes _____ No _____
If "Yes", a Village of Palm Springs Public Safety Officer must be present at the expense of the Renter
9. Equipment Needed: Rental fee includes use of room, bathrooms, and prep kitchen. Additional items may be rented (see attachment) for an additional fee or may be brought in.

10. Additional Requests or information: _____

11. Charges for Room:

Rental Fee -	\$ _____
Deposit -	\$100.00
Staffing -	\$ _____
Equipment Rental -	\$ _____
Total -	\$ _____

The Sale of Alcoholic Beverages is strictly Prohibited

Room Rental Agreement Addendum Room Rental Fees and Charges

Community Room (Capacity – 180 Banquet, 240 Theatre)

- | | | |
|----|-------------------------------|-------|
| 1. | Hourly (Weekday) | \$100 |
| 2. | Hourly (Weekend/Holiday) | \$150 |
| 3. | Hourly Non-Profit** (Anytime) | \$75 |

Studio (Capacity - 80)

- | | | |
|----|--------------------------|------|
| 1. | Hourly (Weekday) | \$50 |
| 2. | Hourly (Weekend/Holiday) | \$75 |
| 3. | Non-Profit** (Anytime) | \$40 |

Multi-Purpose Room (Capacity - 50)

- | | | |
|----|--------------------------|------|
| 1. | Hourly (Weekday) | \$50 |
| 2. | Hourly (Weekend/Holiday) | \$75 |
| 3. | Non-Profit** (Anytime) | \$40 |

Classroom (Capacity - 25)

- | | | |
|----|--------------------------|------|
| 1. | Hourly (Weekday) | \$25 |
| 2. | Hourly (Weekend/Holiday) | \$50 |
| 3. | Non-Profit** (Anytime) | \$20 |

Leisure Activities Building (L.A.B. – Capacity – 140)

- | | | |
|----|-------------------------------|-------|
| 1. | Hourly (Weekday) | \$100 |
| 2. | Hourly (Weekend/Holiday) | \$150 |
| 3. | Hourly Non-Profit** (Anytime) | \$75 |

**** All Non-Profit groups must provide current copy of 501(c)-3 or 501(c)-6 documentation**

After-Hours Building Attendant	Minimum 2 hours	\$12.50/hour
Charge for Public Safety Officer	Minimum 2 hours	\$35/hour
ROOM DAMAGE/CLEANING DEPOSIT -		\$100

Equipment Rental (maximum of 24 hours)

	<u>Item</u>	<u>Price per</u>	<u>Quantity Needed</u>	<u>Total</u>
1.	Banquet Chair -	\$1	_____	_____
2.	6' Banquet Table -	\$6	_____	_____
3.	8-person Round (limited availability) -	\$10	_____	_____
4.	Cooler 162 qt. -	\$20	_____	_____
5.	Warming Tray -	\$15	_____	_____
6.	Cooler 32 qt. -	\$15	_____	_____
7.	Sterno Can-	\$2	_____	_____
8.	Cooler 5 gal -	\$10	_____	_____
9.	Use of Audio/Visual System	\$50	_____	_____
10.	Room Set-up/break-down	\$100	_____	_____
11.	Dance Floor (includes Set-up/break-down)	\$200	_____	_____
	Total			\$ _____

Room Rental Policies

Private Parties

The Leisure Services Department can provide all services for your party. Call the office to schedule an appointment to discuss your needs. We will handle every thing from setup to take down. Estimates are free. Let us help you.

Policies and Procedures

1. Renter will be able to get into the Room no earlier than scheduled rental time. We cannot let renters in early to decorate or late to clean up. Please take this into consideration when scheduling your rental.
2. Items for your rental will be available in the hall. Access to storage rooms is prohibited. Anyone entering that room will risk forfeiture of the damage deposit.
3. The renter should enter the administrative office to notify the staff that they are here. Staff will then open the hall and make sure that all equipment requested is available that is listed on the request form.
4. Please report any equipment that is not working properly, damaged, or missing to the staff immediately when discovered including air conditioning, restrooms, or lights. Report any items that are damaged during the rental.
5. Please do not make special requests of staff as they cannot grant them. All requests must be in writing and approved by the Director prior to the rental.
6. The hall will be checked prior to and after your event by the staff on duty. Please accompany staff member for verification of any problems. **The sale of Alcohol is prohibited. If Alcohol is being served, the renter must pay for a Public Safety Officer to be present throughout the entire rental.** Violation of this provision will result in termination of event immediately.
7. Adult supervision of children is required at all times.
8. If applicable, please provide a list of officers/adults who will be supervising event.
9. Please be advised that the Village may have to cancel an event for the use of the hall in an emergency. The Village will issue a refund or make other arrangements if possible.

Room Rental Use Agreement

THIS AGREEMENT, made and entered into this ____ day of _____, 20____, by and between the Village of Palm Springs, Florida, hereinafter designated as “first party,” and _____ hereinafter designated as “second party,” witnesseth:

For and in consideration of the mutual covenants and obligations herein and the receipt of monies and other good and valuable consideration, the parties hereby agree to be bound by the terms of this agreement.

SECTION ONE PREMISES AND TERM

The said first party has this day and date agreed to grant unto the second party the right to the use of designated Room(s) within the “Administration/Leisure Services Building” located at 226 Cypress Lane in Palm Springs, Florida for the period of _____ to _____ on the _____ day/s of _____, 20____.

SECTION TWO RENTAL FEE

The second party agrees to pay the first party a rental fee of \$_____ for the use of designated Room(s) within the “Administration/Leisure Services Building”. In addition, the second party agrees to pay a rental fee of \$_____ for the use of equipment specified in the “Room Rental Reservation Form” heretofore attached.

SECTION THREE SECURITY DEPOSIT

The sum of \$_____ is hereby received by the first party as security for the faithful performance and observance by the second party of the terms, provisions, and conditions of this agreement. The first party may use, apply, or retain the whole or any part of the security so deposited to the extent required for the payment of sums which the first party may be required to expend by the reason of the second party’s default in respect of any of the terms, covenants, and conditions of this agreement, including but not limited to any damages caused by the second party or the costs of cleaning the rented premises and/or equipment.

SECTION FOUR OCCUPANCY

A. The party of the second part is given the right, together with their invited guests, to the use of that portion of the premises as hereinabove selected together with the use of the bathroom facilities, kitchen facilities, and the parking area to the south and east of the building. Neither the party of the second part, nor any of his invited guests shall use the premises for any unlawful purpose and shall comply with all the laws pertaining to the use of the premises, including maximum occupancy limitations. The second party shall be responsible for cleaning the premises at the conclusion of the rental and return the premises in as good condition as when the second party took possession.

B. If for any reason the party of the first part is unable to give possession to the party of the second part on any of the dates hereinto fore set forth, the party of the first part shall not be liable to the party of the second part for any loss or damages sustained by the party of the second part, or his guests whatsoever, except to return the party of the second part all sums pre-paid to the first party.

SECTION FIVE
LIABILITY AND DAMAGE

A. The second party shall keep the premises, including the furnishings and equipment, in good order and repair and shall pay to the first party the costs and expenses to make all required repairs whenever damage shall have resulted from the misuse or negligence of the second party or his invited guests. If the costs of said repairs exceed the security deposit given by the second party, then in that event, the second party shall be liable to the first party for such excess amounts.

B. The first party shall not be liable for any injury or damage to any person or to any property at any time on said premises or building from any cause whatever which may arise from the use or conditions of said premises or building during said term. The first party has made no representations or promises with respect to the said building or demised premises, except that the building may be used for the purpose of a meeting and/or a dining hall.

SECTION SIX
ASSIGNMENT

No part of the premises covered by this agreement can be assigned, sublet, or otherwise disposed of by the second party without the written consent of the first party.

SECTION SEVEN
ENTIRE AGREEMENT

The Room Rental Reservation Form, Room Rental Agreement Addendum, and Room Rental Use Agreement contain the entire agreement of the parties and no representations, inducements, promises, or agreements oral or otherwise between the parties not embodied herein, shall be of any force or effect.

SECTION EIGHT
ATTORNEY'S FEES

The second party agrees to pay all costs of collection of sums due hereunder including reasonable attorney's fees, if any or any part of the rent reserved or amounts due for damage is collected after maturity with the aid of any attorney; also to pay reasonable attorney fees, and court costs, in the event that it becomes necessary for the first party to employ an attorney, in order to conditions imposed by this agreement.

IN WITNESS WHEREOF, the parties have hereto set their hands and seals the day and year first above written.

SECTION NINE
CANCELLATION/FAILURE TO MEET OBLIGATION

If party of the second part cancels less than sixty (60) days but more than thirty (30) days before this event, the security deposit will be forfeited. If the party of the second part cancels less than thirty (30) days before this event, security deposit plus 100% of the rental fee will be forfeited.

Date

BY: _____
Representing Village of Palm Springs

Date

BY: _____
Renter