

Mailing Address	Palmetto Historical Park 515 10 th Ave W Palmetto, Florida 34221	Phone: (941) 723-4991 E-Mail: palmettohistoricalpark@manateeclerk.com
-----------------	---	---

PALMETTO HISTORICAL PARK RENTAL AGREEMENT

Please complete this agreement with as much detail as possible. Return completed agreement with ALL appropriate rental fees via mail to the address above, or make an appointment to return in person.

Name of Applicant:		Name of Organization (if applicable)	
		<input type="checkbox"/> For Profit <input type="checkbox"/> Not For Profit	
Address:	City:	Zip Code:	
Phone (daytime):	Phone (evening):	Phone (cell):	E-Mail Address:
Contact (other than applicant)	Phone (daytime):	Phone (evening):	
Anticipated attendance:	Minimum	Maximum	
Date(s) of Use:	Day(s) of week:		
Start time (include decorating/setup time):	End time (include cleanup time):		
Is this a fundraising event? <input type="checkbox"/> Yes <input type="checkbox"/> No Is an entry fee, ticket or registration fee required? <input type="checkbox"/> Yes <input type="checkbox"/> No Are any other fees associated with this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to any of the above, please explain how funds will be used.			

Please check all that apply to this event:

- Wedding Bridal or Baby Shower Birthday Party Church Function/Social
 Family Gathering/Reunion Meeting Picnic Tournament Other (describe):

Facility Details	Max Occupancy	Deposit	Fee
<input type="checkbox"/> Chapel Only	30	\$100	\$60/hr
<input type="checkbox"/> Carnegie Basement Only	70 (50 if seated)	\$100	\$165 for 3hrs
Includes: 50 chairs, 6 round 5' tables, 3 rectangle 6' tables			\$55 each additional hour
<input type="checkbox"/> Carnegie Basement & Park Grounds	70 inside (50 if seated)	\$200	\$225 for 3hrs
Includes Carnegie Basement furniture-inside use only			\$75 each additional hour
<input type="checkbox"/> Park Grounds & Restrooms	N/A	\$100	\$150 for 3hrs
Doesn't include any furniture			\$50 each additional hour
<input type="checkbox"/> Chapel, Park Grounds & Restroom	30 inside Chapel	\$200	\$255 for 3hrs
			\$85 each additional hour
<input type="checkbox"/> Chapel, Park Grounds & Carnegie Basement	Chapel: 30	\$200	\$345 for 3hrs
Includes Carnegie Basement furniture-inside use only	Basement: 70 (50 if seated)		\$115 each additional hour

Security Deposit: All facilities require a \$100-\$200 security deposit. The amount is due at the time of reservation and is refundable. Up to 100% of the security deposit may be retained for damages or as an excessive cleaning fee if deemed necessary.

The applicant hereby agrees to indemnify and hold harmless the Palmetto Historical Commission, Inc., the City of Palmetto ("City"), the Manatee County Clerk's Office, and all their agents and employees from any and all liability, defense costs, including other fees, loss or damage the City of Palmetto may suffer as a result of claims, demands, costs, or judgments against it arising from applicant's activities listed in this Rental Agreement.

The undersigned applicant certifies that he or she accepts responsibility on behalf of his/her organization/group and its guests for any damage or theft sustained by the City (premises, landscaping, equipment, furniture) because of occupancy of the City facility by the organization. I have read and agree to comply with the rules and regulations stated in or incorporated into this rental agreement. The cost of any excessive cleaning or damage to the City Facility, equipment or grounds due to the rental will be deducted from the security deposit provided. In the event that such costs exceed the amount of the security deposit, the undersigned agrees to be personally responsible for the payment of any overages.

Applicant fully understands that all requests are subject to staff approval and are processed on a first come first served basis. Upon review, a designated staff member will notify me or one of my contacts regarding the status of this request and whether or not there is any additional information required, or if any rental fees and/or deposits still remain to be paid. I/We also acknowledge that I/We have received a copy, read, understand and fully agree to all of the items and terms outlined in the following Rental Rules and Regulations, including how to proceed in the event of any emergency needing immediate attention during the event. I/We further affirm that the information contained in this application is true and correct to the best of my/our knowledge.

Signature of Applicant: _____ Date: _____

Please make ALL checks payable to the **Palmetto Historical Commission, Inc.**

Office Use Only

Deposit required + Fee + (Additional hours x hourly rate) = Total Due
 + + =

On _____, staff member, _____, received \$_____. New Total Due

On _____, staff member, _____, received \$_____. New Total Due

A Driver's License # is required for ALL checks for the person whose name is on the check:

State ____ # _____

Receipt #:

Approved or Denied

Palmetto Parks and Recreation Department _____

RENTAL RULES AND REGULATIONS

1. Applications and fees for the use of the Palmetto Historical Park must be submitted no less than **thirty (30) days** prior to scheduled events. Applications may be obtained on our website: palmettohistoricalpark.com.
2. Should an event be cancelled, the person who made the reservation must notify a Palmetto Historical Park representative by telephone or by e-mail (palmettohistoricalpark.com) no less than **fifteen (15) days** in advance. Fees will be refunded by check from the **Palmetto Historical Commission, Inc.** Check will be payable only to the person from whom it was received. If cancellation occurs less than **fifteen (15) days** prior to event date, a penalty of 25% will be taken from the deposit fee to cover administrative charges.
3. The circle in the center of the park is a fire lane. It is to be used only to load and unload.
4. **ALCOHOLIC BEVERAGES AND SMOKING/TOBACCO PRODUCTS ARE NOT PERMITTED ANYWHERE IN THE PARK, BUILDINGS OR GROUNDS.**
5. Candles and/or open fire are not permitted in any of the buildings or on Park grounds.
6. Applicants are responsible for supplying equipment such as decorations, runners, sound systems, etc. They are also responsible for the proper removal of such objects right after the event. Staff is not responsible for equipment or personal items left in the park.
7. The stage as well as all closet/storage areas in the Carnegie Library Basement are not included in the rental.
8. All pets are prohibited in the Park buildings.
9. Only park staff members are permitted to move furniture and equipment, such as the display cases, piano, organ, hallway & kitchen table, pulpit, and pews.
10. Any holiday or special event decorations in the buildings cannot be removed. No tents, canopies, etc. are allowed on Park grounds per the city of Palmetto.
11. The circle and courtyard is acceptable for the throwing of natural flower petals or bubbles. No glitter or confetti is allowed in any buildings or on Park grounds. If found in any area, your deposit will be forfeited.
12. Bring your own garbage bags for cleaning up.
13. A Palmetto Historical Park representative will be on hand to open and close the buildings.
14. All rentals must be completed, including clean up, by 8:30pm.

In the case of an emergency call 911 or the Palmetto Police Department at 941-723-4587.

I acknowledge that I have read the above Rules and Regulations and agree that my guests and I will follow them while holding our special event in the Palmetto Historical Park. I am also aware that should my guests or I not follow any of the above Rules and Regulations, that any or all of the deposit will be forfeited as seen fit by the Palmetto Historical Park representative.

SIGNATURE: _____ DATE: _____

PHP REP.: _____ DATE: _____