



**TOWN OF PIERSON
COMMUNITY CENTER
124 W. WASHINGTON AVE.
PIERSON, FL 32180**

Date Deposit Received:

Date Deposit Refunded:

Date Canceled:

Event Type: _____ Event Date: _____

Name: _____ Pierson Resident: Y / N

Address: _____ State: _____ Zip: _____

Phone: _____ email: _____

In consideration for the use of the Community Center building, which is owned and operated by the Town of Pierson, a Municipality, existing under the laws of the State of Florida, it is hereby agreed to: **Rent for a party event**: only one on Saturday or Sunday but not each day. **For a meeting event**: available from Monday to Thursday from 9:00 am to 9:00 pm and until 5:00 pm on Friday upon availability and approval.

This agreement states:

- That the undersigned agrees to use the facility for lawful and non-disturbing activities. If it is found to be otherwise, the Town of Pierson has the right to terminate the agreement and remove everyone from the premises.
- That the undersigned is made known that the facility is a "SMOKE FREE" building.
- That the undersigned agrees to pay to the Town of Pierson, upon confirmation of residency or non-residency, the sum(s) indicated below and agreed upon.
- **That the undersigned further agrees and promises to be solely and absolutely responsible to the Town of Pierson for any breakage or damage of any nature whatsoever of the facility.**
- That the facility will be supplied with toilet paper, liquid hand soap and garbage bags.
- That it is **prohibited the attaching of any decorations to the ceiling**, to the interior building and/or any of its contents (Use only COMMAND poster strips – NO SCOTCH TAPE or STAPLES AT ALL!), acts of God only accepted, while the undersigned is in possession thereof.
- That any cancellation made at least 48 hours in advance of the date requested will be refunded. Cancellations made within the 48-hour period will be charged \$50.00.
- That children must be watched and kept off the monument and plants. The monument located at the Community Center is a memorial to all Veterans of Northwest Volusia which honors those that died in Wars. This monument is to be respected at all times. Any damage to the property will be taken out of the deposit and may have additional cost as well.
- That there is no parking inside the white fenced area.
- That all trash must be placed in proper garbage bags and put in the dumpster at the ballfield or the receptacle placed outside the kitchen door.
- That the tables and chairs must be cleaned, folded and returned to original location.
- That the kitchen area and appliances must be cleaned, and all food removed from facility.
- That the floors will be swept and no chemical liquids (except water) are to be used to clean them.
- That the undersigned further agrees and promises to restore said building and the grounds adjoining thereto, to the state of cleanliness and repair which existed at the time the undersigned took possession.
- Meeting Room use will require a cleaning fee if any food is to be served.
- **MUST LEAVE PREMISES BY MIDNIGHT TO AVOID LOSS OF DEPOSIT**

By initialing here _____, undersigned is made known that ***ALCOHOLIC BEVERAGES ARE PROHIBITED*** inside or outside the grounds of the community center and if not complied with, ***THE ENTIRE DEPOSIT WILL BE FORFEITED.***

A deposit in the amount of **\$400.00** is required. The deposit will be refunded in full once it has been verified that the building is free of damages or missing any items and has been cleaned appropriately. **If**

the Community Center is not cleaned or is damaged in any way or if any provision or rule in this agreement is not adhered to, ***THE ENTIRE DEPOSIT WILL BE FORFEITED.***

- Keys to the facility are available from 12:00 pm – 3:00 pm the day PRIOR to the event. If it is rented, cannot enter until after 5:01 pm. Return keys by noon time on the next business day.
- There are **99** folding chairs and _____ rectangular folding tables between 6' & 8' long in the Community Center on the date of rental and these will be counted prior to returning the deposit. The fee schedule is as follows:

<u>Rent</u>	
<input type="checkbox"/> Deposit Received \$ 400.00 (Cash / Check)	Date: _____ Initials: _____
<input type="checkbox"/> Pierson Resident with proof of address	\$200.00 Rental Fee + \$13.00 Tax = \$213.00 Due
<input type="checkbox"/> Non-Resident	\$300.00 Rental Fee + \$19.50 Tax = \$319.50 Due
<input type="checkbox"/> Meeting Room (Day / Evening)	\$100.00 Rental Fee + \$ 6.50 Tax = \$106.50 Due
<input type="checkbox"/> Meeting Room Cleaning Fee	\$ 50.00 + \$ 3.25 Tax = \$ 53.25 Due

Renters Signature

Town Clerk or Designee

***Deposit to be refunded to the original renter with proof of receipt unless otherwise advised. ***

<u>Return</u> Re-checked by Staff member (Name): _____	
<input type="checkbox"/>	<u>The renter has returned the community center keys</u>
<input type="checkbox"/>	<u>The renter has meet the post check of the community center; ok to return deposit.</u>
<input type="checkbox"/>	<u>The renter has NOT meet the post check of the community center; Deposit is forfeited **</u>
** <input type="checkbox"/>	<u>Forfeit due to Alcoholic Consumption violation</u>
** <input type="checkbox"/>	<u>Forfeit due to Damage to Property / Memorial (May incur further fees)</u>
** <input type="checkbox"/>	<u>Forfeit due to Other:</u>

Deposit Received by: _____ Date given: _____

Returned as: Cash Check # _____ Date returned: _____

Staff acknowledged return/ forfeit: _____ Date _____