



**Crestview
Community Center
Application
Lease Agreement
*Non-Commercial
Non - Profit***



**1446 Commerce Drive
Crestview, FL 32536**

For Reservations Phone: (850) 682-1560

Fax: (850) 682-8077

email: Crestviewcomcenter@cityofcrestview.org

Facility Description

Reception Hall

The Reception Hall is the largest room in our facility. It is a 77 ft. x 118 ft. room. The total available sq. footage = 8726. This area has a central in house sound system. The room is capable of seating approximately 1000 people (chairs only) and approximately 650 people (tables and chairs). The Reception Hall also houses a large kitchen area with a service window, making our Reception Hall an extremely convenient facility for your catered events. The kitchen is for food service and warming only. No cooking may be done in the kitchen area.

Meeting Room A

Meeting Room A is a 14 ft. x 14 ft. room with a carpet floor. The total available sq. ft. = 196. This room is one of the smaller rooms available to rent. The room is capable of seating approximately 20 people (chairs only) and approximately 15 people (tables and chairs). This space is created by the use of the curtain divider. **Extra fee will be charged for food service in this room.** (\$20.00)

Meeting Room B

Meeting Room B is a 22 ft. x 29 ft. room with a carpet floor. The total available sq. ft. = 638. The room is capable of seating approximately 50 people (chairs only) and 40 people (tables and chairs). This room has a curtain divider to create two smaller rooms. **Extra fee will be charged for food service in this room.** (\$50.00)

Meeting Room C

Meeting Room C is a 22 ft. x 29 ft. room with carpet floor. The total available sq. ft. = 638. The room is capable of seating approximately 50 people (chairs only) and 40 people (tables and chairs). **Extra fee will be charged for food service in this room.** (\$50.00)

Stage Area

Our facility also has a 40 ft. x 58 ft. raised stage. The total available sq. ft. = 2320. This makes our facility unlike many in the surrounding area.

The above mentioned areas may be rented by the public upon completion of the application/lease agreement and returned to the Crestview Community Center main office.

Equipment available to you when renting our meeting rooms: You may choose from a TV and VCR/DVD, a podium with sound, a speaker stand with no sound, magnetic white marker boards. Some items carry a fee in addition to the room fee. (Some items are limited and will be available on a first come, first serve basis.)

We gladly invite you to host your next business or personal engagement in any the areas available. Please feel free to contact us with any of your questions or concerns.

Crestview Community Center **Non-Commercial/ Non-Profit**

Reception Hall (no food) without stage - \$100.00 for the first two hours, \$20.00 each additional hour

Reception Hall (no food) with stage - \$150.00 for the first two hours, \$20.00 each additional hour

Reception Hall (with food) - \$250.00 for the first two hours, \$20.00 each additional hour

***2 hour minimum is required.** No refunds if expected attendance is not met; additional attendance fees will be charged after the function or withheld from the damage deposit.

Flat Rate: Wedding receptions only - \$500.00 First day from 9:30 am until 4:30 pm (**building should be cleared out by 4:45 pm or additional fees will apply**) Second day from 8:00 am – 10:00 pm

Additional attendant fee will be assessed based on the total number of hours worked

***Early Arrival/Late Departure:** An additional fee of \$40.00 per hour will be charged if you need to be in the building earlier than the 8 am opening time. An additional \$60.00 per hour will be charged for every hour past 10 pm. Additional fees will be added the longer someone remains in the building past 10 pm closing time.

Meeting Rooms: See attached diagram of the building.

2 hour minimum is required	First 2 hrs	First 4 hrs	Additional hrs	capacity
Mtg. Rooms A, B1 or B2	\$25.00	\$40.00	\$20.00	25
Mtg. Room B1&2	\$35.00	\$50.00	\$25.00	50
Mtg. Room C	\$35.00	\$50.00	\$25.00	50

Schools:(Inside city limits) \$150.00 for up to an eight hour time slot and \$25.00 per hour for each additional hour after the eight hours (a 10 hour day = \$250.00); (outside city limits) \$250.00 for up to an eight hour time slot and \$25.00 per hour for each additional hour after the eight hours (a 10 hour day = \$300.00). These special rates are for **STUDENT RELATED ACTIVITIES ONLY.**

Attendant Rate: \$15.00 per hour. Attendant fees will be charged for any event held outside the normal work hours of the Crestview Community Center staff. Normal hours are Mon. – Fri. 8:00 am to 5:00 pm. This is in addition to all other fees pertaining to the use and rental of the facilities. The attendant is responsible for unlocking/locking doors, operating lights and HVAC systems, and generally supervising the building usage.

Attendant is not responsible for clean-up during or following the event.

Accessory Equipment Available:

*Chairs and tables no charge *Podium with sound

750 chairs are available. additional chairs are responsibility of the lessee

*Speaker stands no charge

*In house sound system w/microphone

Some items are limited. Available on a first come first serve basis

Damage Deposit: A \$100.00 damage deposit is required for the use of the building. A \$200.00 damage deposit is required if alcohol is served. The deposit will be refunded if the building is left clean, secure and damage free. **Refund will be processed after final inspection by Staff members.**

- ❖ **The City of Crestview reserves the right to adjust the amount of the damage deposits as needed.**
 - ❖ All checks should be made payable to the **City of Crestview.**
 - ❖ A \$25.00 fee is charged on each returned check.
 - ❖ Prices subject to change without notice.

The building is available between 8:00 am and 10:00 pm, and is closed on all city recognized holidays

CRESTVIEW COMMUNITY CENTER REGULATIONS and LEASE FEES

The Crestview Community Center meeting rooms, reception hall, stage and other outdoor areas are for City and community use. When not required for use by the City of Crestview, these areas may be made **available for use by the public, and certain local groups and organizations, subject to the following regulations.**

1. **Use of the Crestview Community Center is by reservation only.** Reservations must be made during the hours of 9 am and 4 pm ., Monday through Thursday, by contacting the City Hall office at 850-682-1560.. A reservation can be made up to twelve months in advance. Individuals or groups wishing to use the Crestview Community Center must fill out the required paperwork with the Crestview Community Center office before the date is secured on the calendar. A **maximum** of three (3) consecutive dates may be scheduled every six months. **The minimum damage deposit will hold your date until the fees are assessed. Upon assessment a minimum of half of the fee is required upon signing the contract. The balance must be paid at least two (2) weeks prior to the date of the function.**
2. **Liability Responsibility – a Certificate of Insurance is** required for private group gatherings where alcohol will be served. **The Certificate of Insurance shall name the City of Crestview as a certificate holder and contain a brief description of the planned event, prior to approval of the application.** All **commercial lessees and vendors** associated with a scheduled event are required to furnish a Certificate of Liability Insurance for a minimum of \$1,000,000 naming the City of Crestview as a certificate holder, prior to approval.
3. If a scheduled meeting, class, or event is cancelled, the Crestview Community Center staff should be notified immediately so that the room(s) can be made available to other groups. The Crestview Community Center staff must receive notice of intent to **cancel at least 24 hours prior** to the event in order to issue a refund. A 10% processing fee will be assessed.
4. **Lessee is responsible for the set up and take down of chairs and tables,** and other amenities for use by **Lessee**, under the direction of the **Lessor**. The **Lessee** shall and will indemnify and save harmless the City of Crestview, its officers, agents and employees against any and all loss, damage and/or liability that may be suffered, caused by, arising out of, or in any way connected with the use by the **Lessee** of the premises, or any part thereof, or the exercise of the rules, or provisions granted herein.
5. **Security:** At the discretion of the Building Manager, **security personnel** may be required for an event. When required, the Building Manager will determine the number of security officers needed. The **Lessee** will pay the necessary cost for the security service. **Security personnel shall be certified law enforcements officers with arresting powers. The names of the security personnel working the event shall be provided to the building manager prior to the event.**
6. City of Crestview personnel on official business shall have access to the building at all times.
7. The Lessee shall not damage or allow to be damaged the said premises or any fixture or personal property located herein; in event of any damage thereto, the **Lessee** shall promptly restore the premises or property to its original state or repair, or pay the City of Crestview for such damages. Any missing property, or furnishings such as but not limited to, TV and VCR, tables and chairs, sound equipment, speaker stands, and podium, incidental to a rental will be replaced or paid for by the **Lessee** to the satisfaction of the City of Crestview. **The person signing the application assumes full responsibility and assures that no damage will occur to the meeting space, furnishings or equipment.**

8. **While decorating, the Lessee shall not** drive nails, tacks, pins, any other object or place tape on the floor, wall, ceiling, doors, woodwork or any other parts of said premises. **Lessee shall not change** in any manner, nor **move any furniture** or fixtures to **include plants inside the community center without prior approval.** No alterations or change to the premises shall be made.
9. The **Lessee will promptly remove** all decorations, balloons, tape and etc. All tape must be removed from the tables, including the underside and from any and all other surfaces where applied. The prompt removal of all decorations must be done prior to the end of the reserved time slot, on the day the Crestview Community Center is used. Arrangements must be made in advance with suppliers for all equipment to be picked up on the day of the event. Rental companies may pick up rental items at night for an additional fee, and this will need to be coordinated with the Crestview Community Center. **A \$25.00 fee will be added for leaving said items in the building after closing time.**
10. **Lease times** are between 8:00 am and 10:00 pm (unless special arrangements are made) additional fees may apply, see the Lease Fees page for more details. Cleanup must be done by the end of the reserved time slot. Garbage should be placed in dumpster, **the building secured and vacated by the end of reserved time slot.**
11. **Alcoholic beverages (SEE ATTACHED ORDINANCE).** **Damage deposit with alcohol use will be no less than \$200.00.**
12. Under Federal Law, smoking is prohibited in the building. **Smoking must be done outside and at least 10 feet away from the building and any entrance to the building.**
13. No pets or animals are allowed in the Crestview Community Center except for seeing eye dogs and police/rescue dogs.
14. The **Lessee** must abide by all Federal, State, and local laws, regulation and ordinances.
15. No event, meeting, or entertainment may be held for the purpose of advancing any doctrine or theory subversive to the United States of America.
16. The Crestview Community Center Manager may deny use of the Crestview Community Center at his discretion. Any event that is contrary to the mission of the Crestview Community Center and the City of Crestview may be denied.
17. **City programs have priority.**
18. Attendance to any meeting must not exceed the maximum capacity as specified by the State of Florida Fire Marshal. **Building maximum capacity 1000.**
19. No gambling or games of chance are allowed in this building or on this property.
20. Violation of any of the established policies or rules will result in the loss of all present and possibly future privileges.

The applicant has read the Crestview Community Center Regulations, understands and agrees to abide by the above regulations.

Applicant's Signature

Date

Received by: _____
City of Crestview Staff

Date

Things to know when planning your event:

Staff is not responsible for set or clean up

If you are using a decorator or planner, please let them **know up front** the times you have reserved the building so they can working accordingly

If more hours are needed, we must know as soon as possible. Going over time allotted could result in loss of deposit.

Nothing can be brought in or left in building outside the hours on contract, without paying for use of building

AT THE CONCLUSION OF YOUR EVENT THE FOLLOWING IS REQUIRED:

- 1) Take down decorations (remove from the building)
 - 2) Tables and chairs put back on racks and in closet
 - 3) Trash picked up off the floor
 - 4) Kitchen cleaned
 - 5) Bagged trash needs to be removed from the building and placed in the dumpster, which is located in the rear parking lot
 - 6) The building should be in the same condition as when you arrived.
 - 7) Check out with attendant before leaving
- ***Please allow reservation time to include set up and clean up***

 - ***The Community Center Staff is not responsible for set up or take down for your event***
 -
 - ***The Community Center is not responsible for items left in building after the event***

For 2 day events The Wedding Rate of \$500.00 may apply. Additional days are \$250 per day over the 2 day wedding rate (between hours of 9am -5pm Monday – Friday)

An event needing an addition day to set up will be required to pay the addition day rate of \$250.00. (attendant fee will apply where needed)

State of Florida
County of Okaloosa



Lease of the City of Crestview Community Center

This lease agreement entered into this date between the City of Crestview, Florida, a municipal corporation, LESSOR, and _____ LESSEE, signing this lease agreement for valuable consideration mutually agree as follows:

PROPERTY AND TERMS

This lease pertains to the Crestview Community Center and is for the term and rental sum contained in the Reservation Application and Crestview Community Center Regulations attached hereto and incorporated herein.

Hold Harmless Agreement

The Lessee shall use reasonable care and make reasonable diligent efforts to avoid any harm, injury, or loss of property to any person using these premises during the term of this lease and agrees to indemnify and hold harmless the Lessor from any and all liability, sums and costs, including attorney fees and all other fees incidental to defend any loss or damages the Lessor may suffer as a result of claims, demands costs or judgments resulting from the Lessee's use of the premises.

LIABILITY RESPONSIBILITY

A Certificate of Insurance is required for private group gatherings where alcohol will be served. The **Certificate of Insurance shall name the City of Crestview as a certificate hold and contain a brief description of the planned event prior to approval of the application.** All commercial lessees and vendors associated with a scheduled event are required to furnish a Certificate of Liability Insurance for a minimum of \$1,000,000 naming the city of Crestview as a certificate hold prior to approval

ASSIGNMENT AND SUBLETTING

Lessee shall not assign, transfer or sublet its rights, title or interest in this lease and the lease property without Lessor's prior written approval.

ALCOHOLIC BEVERAGES

No Alcoholic beverages of any kind shall be sold, consumed, served or permitted to be served or consumed in any city facility or on any city property except with an approved special event permit and when holding a license under the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation.

(A) The following guidelines shall be used by the City of Crestview, Division of Parks & Recreation in issuing any and all permits that include a request for the consumption of alcohol in city parks, buildings, and outdoor areas:

1) Public Buildings:

- a) Private parties / Commercial groups: Individuals and groups requesting the use of public facilities for private parties can serve (but not sell) alcohol at approved functions. Approval shall be subject to all of the terms and conditions of our Special Event policies.
- b) Non-profit Organizations: Officially registered non-profit organizations requesting the use of public facilities can sell and serve alcohol at approved functions. Subject to the issuance of a state alcoholic beverage license, the City of Crestview, Division of Parks & Recreation may approve special events that include the consumption and sale of alcoholic beverages in public facilities subject to all of the terms and conditions of our special event policies.
- c) City functions: Officially sponsored City functions are subject to the same terms and conditions as listed for non-profit organizations.
- d) Approved locations: Subject to review and approval, the facilities listed below are approved for events that may include the consumption or sale (subject to state approval) of alcohol:

Crestview Community Center.

Warriors Hall Auditorium.

Old Spanish Trail Park facilities.

2) Outdoor areas:

- a) Commercial groups: Shall be prohibited from applying for the use of any outdoor facility or park that would include the consumption or sale of alcohol.
- b) Non-profit organizations: Officially registered non-profit organizations (strictly for private, noncommercial functions) may apply to the City of Crestview, Division of Parks & Recreation for the use of any outdoor area listed below for any event that includes the consumption or the sale of alcohol. Application for this use shall be made as part of a special event permit application which shall be subject to review and approval by the Division of Parks & Recreation and the Crestview Police Department. Users must meet security staff requirements as defined by the Crestview Police Department.
- c) City functions: Officially sponsored City functions are subject to the same terms and conditions as listed for non-profit organizations.

- d) Approved locations: Subject to review and approval, the outdoor areas listed below are approved for events that may include the consumption or sale (subject to state approval) of alcohol:

Crestview Community Center grounds.

Old Spanish Trail Park (Not to include City Recreational Scheduled Events/Seasons).

3) Special Conditions:

- a) Note: Non-profit organizations: Shall be defined as officially registered non-profit organizations with a non-profit identification number.
- b) All applicants are subject to the terms and conditions listed in applicable Special Event Policies and Ordinances, including fees and insurance requirements. User must provide an insurance certificate listing liquor liability and naming the City of Crestview as an additional insured. The user must pay a damage deposit commensurate with the proposed use.
- c) All applicants are subject to regulations and must comply with all requirements from the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation.
- d) All applicants agree to be fully responsible for ensuring that event participants and organizers are not served excessive amounts of alcohol and do not endanger themselves. All applicants must define a method of control for location of sale, quantity of sale to individuals, and prohibiting individuals from bringing alcoholic beverages into the event.
- e) All applicants agree to be fully responsible for ensuring that no person under the age of 21 can purchase or consume alcohol beverages at the event.

(Excerpt From City of Crestview, Florida Ordinance 1469, approved August 22, 2011)

Damage deposit with alcohol use will be no less than \$200.00

CAPACITY LIMITATIONS

The Lessee shall not exceed the capacity of 1000 on the lease premises at any one time.

COSTS AND EXPENSES

The Lessee shall pay upon demand all Lessor's reasonable expenses and cost occurred in enforcing the Lessee's obligation under this lease including legal cost, charges and/or expenses, including reasonable attorney's fees incurred by Lessor in any pre-litigation negotiation, litigation, and/or appeal in which the Lessee causes Lessor to become involved in concern.

Lessee: _____
Please Print

Witness:

By: _____

Lessor: City of Crestview

By: _____

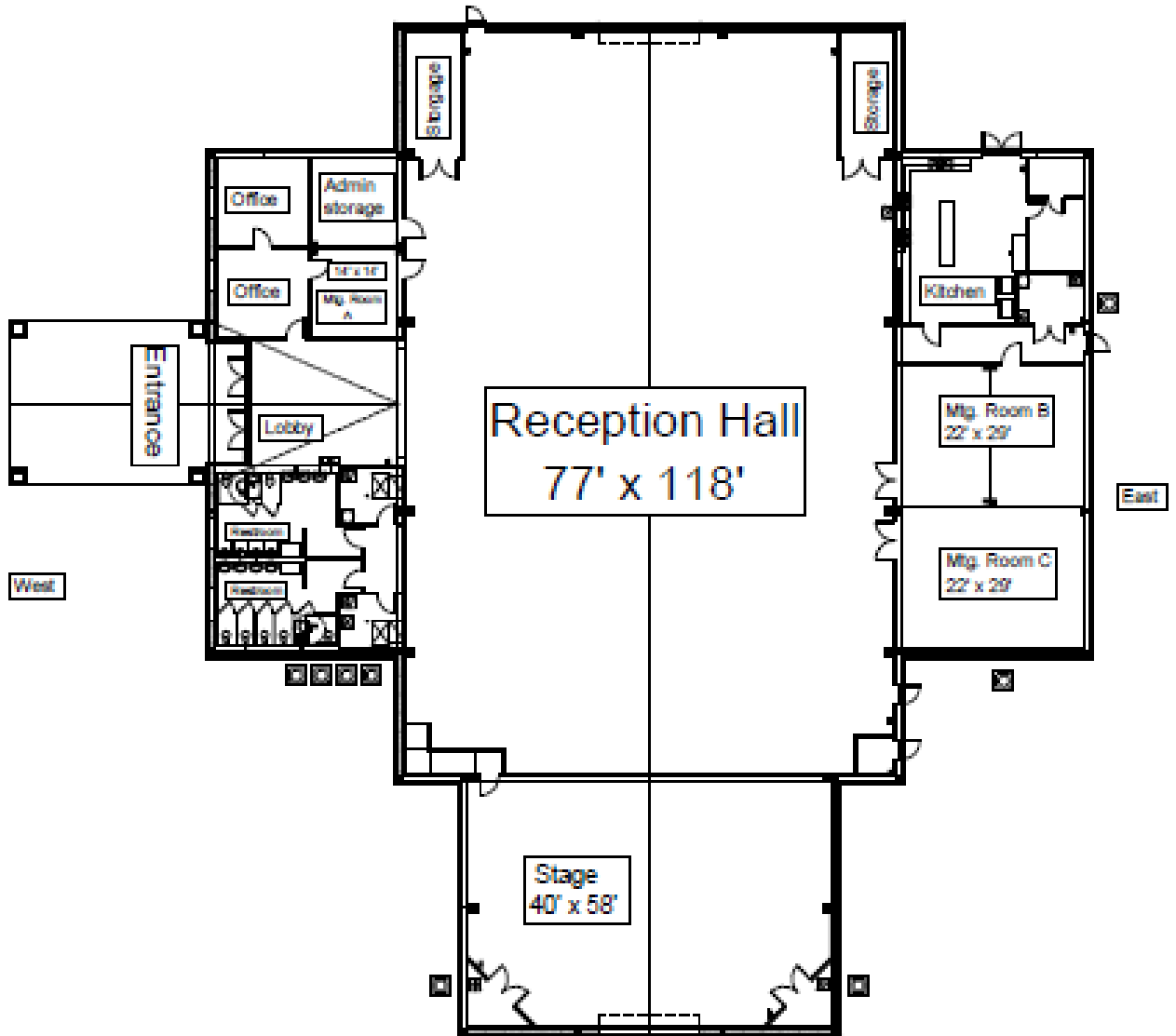
Date: _____

SPECIAL
CONDITIONS: _____

I have read and agree to all above mentioned special conditions. I understand that if any condition changes the event will be terminated immediately.

Applicant's signature

North



West

East

South

APPLICATION FOR USE CRESTVIEW COMMUNITY CENTER

Date of Application: _____ Date of Event: _____

Hours: Arrival _____ Departure _____

(Total scheduled time must include set up and take down. This is the responsibility of the Lessee)

Contact Person (please print) _____

Phone number: Day _____ night/cell _____ fax: _____

Organization: _____

Mailing Address: _____

City _____ State _____ zip _____

Facility use: _____

Expected Attendance: _____ Type of Decorations _____

Space Requested:(check all that apply)

_____reception hall _____stage _____Kitchen _____Meeting room(Specify)

Will Food be brought into the Building? _____ Are you using a Caterer? _____

Company name of Caterer _____ Type of Food _____
(insurance Certificate Required)

Will Alcoholic Beverages be served? (extra Deposit required) _____

Equipment needed (please indicated number of each needed)

_____Round Tables _____Rectangle Tables _____Chairs (750 available)

Other equipment

____In house Sound system ____TV/VCR ____Podium with sound _____Coffee Maker
(some equipment is on a first come/first served basis and may require additional Fees)

I have read the attached Lease agreement, Fee Schedule, and regulations for the City of Crestview Community Center and agree to all terms and conditions. Insurance requirements as stated in Facility regulations will be met.

Signature of Applicant _____ Date: _____

Please do not write below, Staff use only:

Insurance certificates received: applicant _____ caterer _____

Fee Computation attached: _____

Signatures Received: Application _____ Lease Agreement _____ Regulations
form _____

Facility inspected by _____ deposit refund? _____

If no, reasons _____