



HAINES CITY LEISURE SERVICES DEPARTMENT BANQUET HALL RENTAL CONTRACT



(Please fill out form completely & print legibly)

Rental Date: _____ Time of Function: _____ Estimated Attendance: _____

Description of Event: _____

Name of Group Responsible: _____ Phone: _____

Name of Person Responsible: _____ Phone: _____

Street Address: _____ City _____ State _____ Zip _____

Will You Require:

Audio/Visual Equipment? Yes No Stage? Yes No Dance Floor? Yes No

Caterer to be used: _____ Will Alcohol be present? Yes No

*Please review the facility list below to determine how the Banquet Hall will best meet your needs and **circle your choice.***

FACILITY (Daytime Room Rates) Monday Thursday / 8am 5pm	OCCUPANCY Auditorium / Banquet	RESIDENT FEE (PER HOUR)	NON RESIDENT FEE (PER HOUR)	NON PROFIT FEE (PER HOUR)
BANQUET HALL ROOM A	196 / 150	\$100	\$135	\$100
BANQUET HALL ROOM B	263 / 250	\$125	\$160	\$125
BANQUET HALL ROOM C (WITH PATIO)	285 / 150	\$150	\$185	\$150
BANQUET HALL ROOM A and B	459 / 450	\$200	\$265	\$200
BANQUET HALL ROOM B and C (WITH PATIO)	548 / 450	\$250	\$310	\$250
BANQUET HALL ROOM A and C (WITH PATIO)	481 / 300	\$225	\$290	\$225
BANQUET HALL ROOM A, B, and C (WITH PATIO)	744 / 600	\$320	\$410	\$320
BANQUET HALL CONFERENCE ROOM	16	\$25	\$35	\$25

FACILITY (Evening/Weekend Room Rates) After 5pm every day, Friday Sunday	OCCUPANCY Auditorium / Banquet	RESIDENT FEE	NON RESIDENT FEE	NON PROFIT FEE
BANQUET HALL ROOM A	196 / 150	\$600	\$800	\$600
BANQUET HALL ROOM B	263 / 250	\$700	\$900	\$700
BANQUET HALL ROOM C (WITH PATIO)	285 / 150	\$800	\$1,000	\$800
BANQUET HALL ROOM A and B	459 / 450	\$1,170	\$1,530	\$1,170
BANQUET HALL ROOM B and C (WITH PATIO)	548 / 450	\$1,350	\$1,710	\$1,350
BANQUET HALL ROOM A and C (WITH PATIO)	481 / 300	\$1,260	\$1,620	\$1,260
BANQUET HALL ROOM A, B, and C (WITH PATIO)	744 / 600	\$1,785	\$2,295	\$1,785

Room Package Rates (Discounts ARE INCLUDED in pricing above)

- Two rooms is less 10%
- Three rooms (entire banquet hall) is less 15%

Damage Deposits and Other Fees

- Damage Deposit: \$1,000 without alcohol or \$1,500 with alcohol*.
*A non-refundable alcohol permit fee of \$10 is also required.
- All rentals are for an 8 hour time period. Any event requiring more than 8 hours will be charged a per hour staff fee.
—The staff fee will be **\$75/each additional hour** (hours must be consecutive).

Payment and application must be made FOURTEEN (14) calendar days prior to event.

Alcohol Permit requires TWENTY-ONE (21) business days notice. Make checks payable to: Haines City Leisure Services

RENTAL AGREEMENT

The City of Haines City reserves the Banquet Hall room(s) _____ to _____ for \$_____ beginning time of _____ and ending time of _____ on the _____. _____ agrees to pay full reservation price upon signing this contract and pay the deposit before the Friday prior to the event. Hall and restrooms must be left neat, clean, and undamaged in all respects or there will be a damage fee assessed. Any event that is damaging the facility or defacing the City of Haines City will be shut down immediately and result in the loss of future facility reservations and the loss of all reservation and damage deposit fees.

The City of Haines City shall not be liable for theft, loss, or for any damages occasioned from acts over which the city has no control.

Any motor vehicles parked on or near the premises, together with the contents thereof, shall be parked at the risk of the group. The City of Haines City shall not be responsible or liable to the group for loss or damages to said vehicle and/or its contents. Solely the group mentioned in this contract shall occupy the facility and in no event shall the number be increased from the amount given on the reservation form.

The City of Haines City shall not be liable for any injury or damage to any person or to any property at any time of said premises of the Banquet Hall from any case whatsoever during the reservation period.

It is understood and agreed that the number of people in attendance shall not exceed the occupancy limitations listed above for the room(s) reserved. The group agrees to leave the premises, i.e., the main hall, storage rooms, restrooms, foyer, etc., neat, clean, free from debris and undamaged in all respects after the function.

I /We hereby agree to the terms and conditions set forth in this contract and acknowledge receipt of a copy.

Agreed (Lessee): _____ Date: _____

Rental Facility Manager: _____ Date: _____

Leisure Services Director: _____ Date: _____

OFFICE USE ONLY

Rental Fee:

Staff Initials: _____
Date Received: _____
Rental Fee Amount: _____
Alcohol Permit: _____

Cash: _____
Check #: _____
Credit #: _____
Debit #: _____

Drivers License: _____
Proof of Residency: _____
Tax Exemption #: _____
Receipt #: _____

Damage Deposit:

Staff Initials: _____
Damage Deposit Amount: _____

Cash: _____
Cashier's Check #: _____

Receipt #: _____
Date Received: _____