



## APPLICATION FOR FACILITY RENTAL – OLD TOWN HALL

2373 OAK STREET, MELBOURNE BEACH, FLORIDA 32951

PHONE: (321) 724-5860

FAX: (321) 984-8994

**Please complete this form and return it to the Melbourne Beach Town Hall at 507 Ocean Avenue.**

1. Today's date \_\_\_\_\_ Date of Event \_\_\_\_\_
2. Type of event \_\_\_\_\_ Will it be catered? \_\_\_\_\_
3. Hours of event (include time for decorating and clean up) \_\_\_\_\_
4. Name of applicant \_\_\_\_\_
5. Address \_\_\_\_\_
6. Phone (mandatory) \_\_\_\_\_ e-mail (optional) \_\_\_\_\_
7. How many people will attend the event? (capacity 40) \_\_\_\_\_
8. Will alcoholic beverages be present? \_\_\_\_\_
  - ***If yes, a permit is required. (See Chapter 53 of the Melbourne Beach Town Code.) You may obtain this permit application at Melbourne Beach Town Hall.***
  - ***If alcohol will be served, you must purchase liability insurance and show proof of insurance.***
  - ***Liability insurance may be purchased from your homeowner's insurance company or through another insurance broker.***

**PLEASE INITIAL BESIDE EACH OF THE FOLLOWING POLICIES TO INDICATE THAT YOU UNDERSTAND, ACCEPT, AND WILL ADHERE TO THEM:**

- A \$100.00 Damage/clean up deposit is due at time of reservation and will be refunded provided (1) no damage occurs or (2) no clean up by the town is necessary. I accept responsibility for damages to and cleaning of the Melbourne Beach facility(ies) rented by me.
- I understand the Town Manager will determine the cost of damages and the Public Works Director will determine the need for additional cleaning by Town employees and that the price for further cleaning (\$31.80/hour) will be deducted from my deposit. **The minimum charge for damage/ cleanup is \$100.00.**
- I understand that the key deposit (\$100) will be refunded only if the key is returned to the Town Hall between 8 A.M. and 5 P.M. on the first business day after the event (excluding Town holidays). If the key is not turned in on the first business day after the event, no part of the key deposit will be refunded.
- I understand that rental of a Town of Melbourne Beach facility does not guarantee parking near the facility. Parking is on a first come, first served basis.
- For weekend rentals, the key to the Old Town Hall must be picked up at Town Hall before 4:30 P.M. on the Friday before the event. For weekday rentals, the key to the Old Town Hall is available on the day of the rental.
- No tents, jumping equipment or animals of any kind including ponies and petting zoos.
- No tacks, nails or staples can be used while decorating.
- Use of candles is prohibited.
- Tables and chairs may not be moved outside.
- No smoking is allowed anywhere in the Old Town Hall.
- Trash must be disposed of; you may use the trash receptacles outside the facility.
- All events must end and cleanup must be completed by 11:00 P.M.
- Lock all doors when you leave.
- Do not touch or move exhibits.
- No dancing.
- I have reviewed the cancellation policy as summarized below.

**Note:** Neglect of the above responsibilities could result in loss of the damage/clean up and key deposits. An inspection will be made of the facility prior to refunding any deposit.

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

The State Department of Revenue requires the Town of Melbourne Beach to charge sales tax on fees charged for rental of a facility. The sales tax is not included in the rental fees below.

<i>Charges For:</i>	<i>Damage and Clean Up Deposit</i>	<i>Key Deposit</i>	<i>Rental Rate* *</i>	<i>Key Returned</i>	<i>Amount Paid Check # or Cash Date Paid Receipt Number</i>
<i>OLD TOWN HALL</i>	<i>\$100.00</i>	<i>\$100.00</i>			
<i>CLEAN-UP</i>					
<i>DAMAGE</i>					
<i>FAILURE TO RETURN THE KEY</i>			<i>\$100.00</i>		

\* Restroom key

\*\* Please refer to rate chart below. Rate will be filled in by the staff member booking your event.

Inspection report: Refund check: Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
TOWN REPRESENTATIVE

\_\_\_\_\_  
DATE

**Facility Rental Rate Chart**

<b>Old Town Hall:</b>		
Conference Room		\$15.00 per hour, plus sales tax
Entire Building		\$25.00 per hour, plus sales tax
Daily Maximum		\$100.00 plus sales tax

**Cancellation Fees (ALL Facilities)**

<b>Refunds for cancellations as follows:</b>	
31+ days prior	100% refund
16-30 days prior	75% refund
8-15 days prior	50% refund
0-7 days prior	NO refund