



FACILITIES RENTAL CONTRACT

The rental of Town Hall and Constitution Park in Redington Shores are reserved on a first-come, first-served basis for residents of Redington Shores ONLY.

Rental fee and security deposit must be paid in full at the time of reservation. Forms of payment accepted are **cash only for all deposits**, and cash, check, money order, or credit card (with 3.00% fee charged) for all rental fees. Security deposit will be refunded within 30 days following your event, provided the area has been cleaned, ALL items removed from the grounds, and there are no violations or damages.

LOCATIONS: _____ Constitution Park _____ Town Hall Back Room

HOURS: **Constitution Park:** 7 days a week, Sunrise - Sunset.

Town Hall Back Room:** Monday-Friday 4:00pm - 9:00pm (when available)
Saturday – Sunday 8:30am – 9:00pm

****ADDITIONAL FEE WILL BE ADDED FOR STAFF TIME TO LOCK/UNLOCK THE BUILDING**

FEES: Per day = \$50.00 rental fee + \$1.50 tax = **\$51.50**.

Deposits: Security: \$100 deposit, Key: \$5.00 deposit (**Key deposit for Constitution Park ONLY**).

Alcohol: \$100 deposit for on-site consumption

The sale of alcoholic beverages is not permitted.

PAYMENT:

Per day \$51.50 Rental Fee: \$ _____ Security Deposit \$100.00: \$ _____

Key Deposit \$5.00 (if applicable) \$ _____

After-hours fee (if applicable) for Town Hall Back Room opening and closing of the building.

After-hours Fee Calculation (if applicable)

Cost for staff to open and/or close the building. 2-hr minimum. \$ 76.09 x _____ hrs = \$ _____

TOTAL DUE: \$ _____

PAID IN FULL: # _____

Please Complete All Requested Information:

Type of Activity: _____

Date Requested: _____ / _____ / _____ Hours Requested: _____ to _____

Expected # of attendees: _____

Name: _____

Address: _____

Phone: _____ Email: _____

CANCELLATION: Cancellations with full refund will be allowed no later than **THREE** days before the reservation. Events canceled due to inclement weather should be reported within 24 hours and will be re-scheduled for the next available requested date. Refunds will not be issued after the reservation date for events canceled due to inclement weather. *(Security Deposit refundable under terms of contract.)*

GENERAL RULES & REGULATIONS: *(Reservations at Constitution Park are for the park pavilion area only. The playground and basketball court may be used; however, they remain open to the public as well).* All items brought to the event must be removed by the end of the rental period. **The kitchen, bathrooms, and grounds must be left clean before leaving. Trash is to be removed from the premises, and cleaning items must be stored away in their designated areas. Keys will be returned to Town Hall between the hours of 12:00 pm and 4:00 pm the following business day (Town Hall is open from 8:30 am until 4:00 pm.) No vehicles are allowed to be parked or driven inside the park area. Failure to comply with Town rules and/or the cleaning checklist will result in loss of deposit. Lessees will also be responsible for any damage in excess of the deposit. Lessees must have all activities completed, to include tear down and clean up, no later than 9:00 pm.**

Minors are required to always have adequate adult supervision. The use of **glitter, confetti, environmentally unfriendly items, and/or throwing of rice** is **not allowed**. When attaching decorations to the back room or pavilion, please use tape or other non-marking materials. Do not use tacks, glue, staples, or any other marring material that can damage the facility.

Bounce houses are permitted **ONLY** if the lessee provides the vendor's certificate of liability insurance, naming the Town of Redington Shores as an additional insured. Certificate must be received no later than two days before the scheduled event. Water slides and any activities using water devices are prohibited.

AGREEMENT: The lessee agrees to indemnify and hold the Town of Redington Shores, including its elected officials, employees, and agents, harmless for all claims and liabilities, costs, expenses, and legal fees that the Town may incur as a result of the Lessee's use of the Town property on the dates set forth. Lessee, his/her heirs, and personal representatives hereby assume all liabilities, risks, injuries, and hazards incidental to the rental of the aforementioned facility/park, including transportation to or from said activity. In the event the Town of Redington Shores cannot perform this agreement due to Fire, Casualty, Acts of God, Civil Unrest or any other emergency or disasters beyond their control, including, but not limited to COVID-19 or any pandemic or public health emergency, the Town will make every attempt to reschedule the event, or return any monies paid, but shall have no further liability with respect to the agreement.

By signing below, you confirm that you agree to be in attendance during the event, and that you have read, understand, and agree to the policies, rules and regulations as stated in this Rental Agreement.

SIGNATURE OF LESSEE: _____ **DATE:** _____

SIGNATURE OF TOWN REPRESENTATIVE: _____ **DATE:** _____

Deposit Received: \$ _____

Deposit Returned: \$ _____

Town Rep. Initials: _____

Lessee Initials: _____



FACILITY RENTAL POLICY: RESERVATIONS

Facility reservations are on a first come first served basis, for Redington Shores residents ONLY, and are secured by completing the contract and receipt of all monies.

Town functions shall be the only entity that will have precedence over another. No individual or group shall have precedence over another. Discounts will not be issued on rentals.

To reserve a facility for an available date, the Facility Rental Contract must be completed and returned with monies due in person at the Town Hall, which is located at 17425 Gulf Blvd. Redington Shores, Florida 33708.

REGULATIONS

1. All events must be concluded by the designated time.
2. Lessee has access to the facility only during the hours paid for.
3. Because the facilities are located close to a residential area, sounds must be maintained to a reasonable limit. If a complaint is made, the sound level must be lowered. If a second complaint is made, the event will be terminated, and the refund of deposit forfeited.
4. Weapons, fireworks, water slides, games of chance or gambling and drugs are prohibited.
5. Smoking is not allowed in any facility.
6. Alcohol that is permitted for an event must follow local, state, and federal regulations and remain in the facility.
7. Lessee is responsible to keep a list of invited guests and report uninvited guests and any minors under 21 illegally consuming alcohol. Lessee is responsible for assisting the Indian Shores Police Department (ISPD) with this violation. Failure to do so will forfeit the deposit and risk immediate termination of the event by the ISPD.
8. The Lessee is responsible for all other equipment needed for the event and will ensure that equipment does not overload any electrical system. The Lessee is responsible for removing individual equipment by the end of their event and ensuring that the Town's property is not damaged.
9. When renting Constitution Park, the Lessee will return the key to the Town Hall the following business day, between 12:00 pm and 4:00 pm. There will be a \$50 charge to Lessee if the key is not returned on schedule.
10. The Lessee is responsible for any damage to Town property (including damage caused by vehicles, persons and vendors associated with the event) and said costs will be deducted from the deposit. Damages over the deposit amount will be billed to the Lessee.
11. The Lessee agrees to indemnify and hold the Town of Redington Shores, including its elected officials, employees, and agents, harmless for all claims and liabilities, costs, expenses, and legal fees that the Town may incur because of the Lessee's use of the Town property on the dates set forth.
12. No loitering is allowed in the parking lot at any time.
13. Lessee is responsible to contact mosquito control (if relative) 3-5 days in advance, by dialing 311 and assumes all cost and responsibility for the service.

INSURANCE

The Town may require liability insurance based upon the level of risk associated with the activity to take place. The Town Administrator or designee shall determine if insurance is necessary and if so, the amount and limits of required insurance.

SPECIAL REQUESTS

All special requests must be made in writing and approved by the Town Administrator.

EVENT PREPARATION

1. All chairs and tables will be set up by the Lessee.
2. Town equipment (including kitchen appliances, facility equipment, etc.) may not be moved for any reason. If items are moved, the deposit will not be refunded.
3. No Town equipment may be taken outside of the property. All non-Town equipment (tables, chairs, rentals, etc.) must be removed from the property at the end of rental time.
4. No cooking of food is allowed in the Town Hall due to fire codes.
5. All deliveries and pick-ups must be arranged for the date of the function only. Lessee is responsible for receiving all deliveries and arranging for pickups. Deliveries and pickups must be made during the rental timeframe, unless approved by Town staff.
6. No vehicles are allowed on brick walkways or grass. Parking is allowed in available parking lots only.
7. No vehicles are allowed on walkways for loading or unloading.
8. Any reports of vehicles parking or driving on unauthorized areas, which includes all grass areas, walkways, or sidewalks, will initiate a \$100 charge assessed and will be deducted from the security deposit.

DECORATING

1. No fog, smoke, or bubble machines are allowed inside the Town Hall building or outside on the Town Hall grounds.
2. The use of glitter, confetti and/or throwing of rice is not allowed.
3. All decorations must be of free-standing style. No decorations of any kind are to be hung from the ceiling, sconces, chandelier, walls, or doors.
4. No staples, tape, nails, or Command Strips are to be used on the walls, ceiling, doors or windows.
5. Candles must be enclosed. No open flames of any kind.
6. Balloons are allowed in the Redington Shores Town Hall Back Room.

CLEAN-UP

1. All chairs and tables are to be replaced in the manner in which they were found.
2. Trash can liners must be used in trash receptacles. **All** trash is to be emptied and taken to the receptacle outside the Town Hall facility, located at the rear porch area. Lessee is responsible for picking up **ALL** outside trash around the grounds of the building.
3. Kitchen sink, refrigerator, microwave, and counters are to be cleaned and **all** food removed that was brought for the rental event.
4. All food articles and spills are to be cleaned from tables and floors.
5. Restrooms must be checked for cleanliness and trash emptied.

6. No grease is to be poured into the sink. All grease is to be placed in the outside receptacle.
7. All lights should be turned off at the end of the rental event.
8. Failure to comply with any of the above will result in a minimum charge of \$75.
9. Lessee agrees to pay for any additional cleaning charges necessary due to COVID-19 or other public health emergency situations.

IN CASE OF AN EMERGENCY – CALL 911.

RENTAL FACILITIES, FEES, AND HOURS OF OPERATION

TOWN HALL BACK ROOM HOURS OF OPERATION:

Monday – Friday: 4:00 p.m. - 9:00p.m. Saturday-Sunday 8:30am – 9:00 p.m. (excluding holidays)

Security Deposit = \$100.00 **(Cash Only)**

Alcohol Deposit (if applicable) = \$100.00 **(Cash Only)**

Rental fee = \$50.00 + \$1.50 (tax) = \$51.50, per day. **(Cash, Check, Money Order, Credit Card. Credit card usage carries a 3.00% credit card fee)**

After-hours fee (if applicable) for Town Hall Back Room opening and closing of the building.

After-hours Fee Calculation:

**Additional Hourly cost of staff to open and/or close the building.

2 hour minimum.

CONSTITUTION PARK

7 days a week, Sunrise - Sunset

Security Deposit = \$100.00 **(Cash Only)**

Key Deposit = \$5.00 **(Cash Only)**

Alcohol Deposit (if applicable) = \$100.00 **(Cash Only)**

Rental fee = \$50.00 + \$1.50 (tax) = \$51.50, per day. **(Cash, Check, Money Order, Credit Card. Credit card usage carries a 3.00% credit card fee)**

TOWN HALL BACK-ROOM FACTS

Legal Capacity: 80 persons (not seating capacity)

Chairs: 64

Rectangular tables: 10

PAYMENTS AND SECURITY DEPOSITS

Rental fee and security deposit must be paid in full at the time of reservation. Forms of payment accepted are **cash only for all deposits**, and cash, check, money order, or credit card (with 3.00% fee charged) for all rental fees. Security deposit will be refunded within 30 days following your event, provided the area has been cleaned, ALL items removed from the grounds, and there are no violations or damages.

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MISCELLANEOUS

- The Town Administrator can consider any extension beyond the aforementioned hours or waive any fees or conditions of the Facility Rental Contract.
- Once the contract has been signed and fees are paid, any changes must be made in person at the Town Hall by the Lessee.
- Lessee must provide proof of residency to receive the secure their reservation of the desired facility. If the Town ascertains, or if a Town resident acknowledges, that renting the facility is for a non-resident for either a personal or commercial/business function, then the Town may cancel the reservation. The Town Administrator may also refuse future rentals of any Town facility to said lessee and the non-resident or commercial/business user(s).

Policy updated: 04-24-2024