

*CRESCENT CITY WOMEN'S CIVIC ASSOCIATION*

*Community Resource Center*

*704 Huntington Rd Crescent City, FL 32112*

*Phone: (386) 559-0212 | Email: customerservice@ccwca.com*

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**Facility Use Contract**

**Event Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Renter Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City Resident:            Yes            No            Business/Organization: Yes    No

If yes, name of business or organization \_\_\_\_\_

**Renter phone numbers, include area codes**

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

\_\_\_\_\_ Facility                      \_\_\_\_\_ Kitchen                      \_\_\_\_\_ Outdoors

**FOOD AND BEVERAGE**

\_\_\_\_\_ Catered Event      Caterer Name: \_\_\_\_\_

\_\_\_\_\_ Non-Catered Event

Alcohol Beverages:    Yes    No            \_\_\_\_\_ Wine            \_\_\_\_\_ Champagne

Equipment Requested (Optional):

\_\_\_\_\_ Podium                      \_\_\_\_\_ Speakers                      \_\_\_\_\_ Microphone

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The undersigned applicant agrees to abide by established rules, (on page three (3) thru five (4) of this contract), regulations, city, county ordinances and state laws.

I do hereby assume the risk of liability for and shall indemnify, defend and save harmless the Crescent City Women's Civic Association (CCWCA) and Board of Directors from and against any and all claims, damages, suits, judgments, liabilities, losses, court cost and expenses including attorney's fees and attorney fees on appeal for all personal injury or death, disease, damage and destruction to myself or other persons and to any property whatsoever arising out of the rental of the CCWCA facility of which I am registering, due in whole or in part to the actions and/or omissions on the part of the undersigned, and/or his or her representatives, employees, servants or assigns.

Upon the expiration of my participation in the use of this facility or in the event CCWCA property is lost or damaged by me, I agree to reimburse the center for its loss as appropriate.

I certify that I have read and understand this agreement and that I fully agree with all terms and conditions. If I am an adult signing on behalf of a minor, I affirmatively represent that I am the parent or legal guardian of that minor and I have authority to sign on the minor's behalf. My signature of this paper is an acknowledgement of my agreement with the terms of this hold harmless.

Print Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Driver's License #: \_\_\_\_\_

OFFICE USE ONLY

Date Submitted: \_\_\_\_\_ rate: \$ \_\_\_\_\_ #hrs. \_\_\_ fee: \$ \_\_\_\_\_  
Rental Amount: \$ \_\_\_\_\_ tax: \$ \_\_\_\_\_  
Deposit Amount: \$ \_\_\_\_\_, \_\_\_\_\_ deposit: \$ \_\_\_\_\_  
Balance: \$ \_\_\_\_\_, \_\_\_\_\_ Building Attendant # hrs. \_\_\_ \$ \_\_\_\_\_  
Money Order # \_\_\_\_\_ Cash \_\_\_\_\_  
Receipt # \_\_\_\_\_ Audio/Visual Equip. \$ \_\_\_\_\_

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## TERMS AND CONDITIONS

1. Reservations: A Rental Fee Security Deposit of **\$200** together with a **signed Facility Use Contract**, will secure your Event Date. The balance of the Rental Fee and the Damage Deposit is due no less than **(2) weeks** prior to your Event Date. (Unless the reservation is made within thirty (30) days of the event date; in which case the total Rental Fee would be due.) No reservations will be held until the use contract is signed. **You are not allowed to charge an entry fee to anyone at the door. If you're found guilty of collecting funds, you will not be allowed to rent the center in the future.** You are welcome to presale tickets in advance.

Initial: \_\_\_\_\_

2. **Cancellation for any event will be accepted with notification via phone or email.** Please give a 48-hour notice if a cancellation is needed. The CCWCA will refund the **FULL** deposit within 3 days.

Initial: \_\_\_\_\_

3. Changes for any event will be accepted with notification via phone 386-559-0212, email: ccwca@hotmail.com or in person.

4. **Rental of the Community Building is on daily rate. The hours shown on the application will cover the entire time required for the renter to decorate, set-up, conduct the activity, and clean up the facility after use. The facility must be vacated promptly at the conclusion of the time specified on the contract. Rental period must be between: Monday –Sunday 8:00 AM through 12:00 AM. All inside and outside music must stop at 11p there is no exception to this rule. No one should be on the premises after 12:00am.**

Initial: \_\_\_\_\_

5. **The contracted renter must be present during the entire rental period and must be available to review both a pre-activity and a post-activity checklist with a board member of CCWCA as they feel necessary.**

Initial: \_\_\_\_\_

6. **Nails and tape are prohibited (NOT ALLOWED) on walls, ceilings, tables, chairs, and floors when decorating.** Rice, birdseed, silly string, and glitter are prohibited inside and outside the Community Building. Confetti is only allowed inside the building and renter is responsible for cleaning up all confetti at the end of event. Chairs and tables may not leave the building.

**Absolutely NO smoking allowed inside the building.**

Initial: \_\_\_\_\_

7. Use of the center's tables and chairs are included with your rental. You are welcome to setup as desired. Please be sure to clean any food or gum left on any table or chair before storing.

8. No person shall willfully make, deface, disfigure, tamper with, displace or remove any furniture, fixtures, equipment, or landscaping, whatsoever, either real or personal from the building or grounds.

9. No person shall carry firearms or discharge any firecrackers, explosives, etc of any description.

10. No pets shall be allowed except for service dogs.

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11. No person shall post or affix to any tree, shrub, plant, fence, building structure, monument, gates or any other physical object, any sign, poster or other printed or written matter.

12. The person or entity that rents the CCWCA will be responsible to see that the above listed prohibited activities are adhered to. The center reserves the right to take whatever action is necessary to correct any violation of this section including but not limited to immediate eviction from the building and you forfeit your deposit.

**Initial:** \_\_\_\_\_

13. The CCWCA will not assume responsibility for theft or damage to any motor vehicles or any other property while located in the building or on the city parking lots.

14. If the city establishes, or if a resident acknowledges, that renting the community building is for a nonprofit organization, religious group, or educational business function instead of residential event; then the center shall charge the renter full price and any deposits by said renter may be retained by the center. The Executive Director or his/her designee may also cancel the reservation at his/her discretion and refuse future rentals of the community building to said renter and the resident or commercial/business user(s).

**Initial:** \_\_\_\_\_

15. **Hard liquor is prohibited (NOT ALLOWED) inside the building.** You may not sell or serve hard liquor. You may serve wine and champagne only.

**Initial:** \_\_\_\_\_

16. The renter is responsible for leaving the inside/outside of the CCWCA Community Building and the parking lot in the same condition as before the event. **All trash must be picked up inside and outside from the parking area and placed inside the six black cans with lids closed. Excess trash that doesn't fit into the trash cans need to be removed from the premises by you. You are responsible for taking down decorations, clearing tables and removing all items brought into the building. If spills occur during the event, the renter is responsible for cleaning those spills.** The renter must sweep and mop the entire facility. **If you use the stove in the kitchen, you must clean it.** **Both restrooms must be cleaned along with the entire building. The front patio area must be cleaned. CCWCA staff will inspect the building before the renter's deposit is refunded.**

**Initial:** \_\_\_\_\_

17. All refunds will be issued by CCWCA check/Cash. Security deposit will be refunded to the address on the contract or in person typically within 3 days following your event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_