



Clearwater Dr. Martin Luther King Jr. Neighborhood Center
 1201 Douglas Avenue, Clearwater, FL 33755
 Phone: 727-443-5437 email: events@clearwatermlkcenter.org

Hours of Rental Availability: Monday - Thursday: 10am until 10pm
 Friday & Saturday: 10am until Midnight
 Sunday: Noon until 9pm

Organization / Individual Contact Information

Name:	
Address:	
City / State / Zip:	
Phone:	
Email:	

Emergency Contact Name:	
Phone:	Relationship:
Email:	

Event Requests

Date of event:
Preset up Day needed: Y or N Setup Date:
Event Setup hours: (Setup) From: To: (Break Down) From: To:
Event Start Time: From: To:
Estimated Number of Guests:
Type of Event: <input type="checkbox"/> Reception <input type="checkbox"/> Banquet <input type="checkbox"/> Dance <input type="checkbox"/> Family Reunion <input type="checkbox"/> Meeting <input type="checkbox"/> Birthday Party <input type="checkbox"/> Other (Please Specify):
Purpose of Event: <input type="checkbox"/> Fundraiser <input type="checkbox"/> Social <input type="checkbox"/> Family Gathering <input type="checkbox"/> Business Conference <input type="checkbox"/> Other (Please Specify):
Guest Age Group: <input type="checkbox"/> All ages <input type="checkbox"/> Senior <input type="checkbox"/> Adult <input type="checkbox"/> Teen <input type="checkbox"/> Children
Room Preference: <input type="checkbox"/> Auditorium <input type="checkbox"/> Multipurpose Room

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Application Fee: \$25 nonrefundable: \$100 Security Deposit refundable (if there are no damages or time overages) plus **50%** of the total rental fee (which is nonrefundable) is due upon the return of the application in order to remove the reserved date from the calendar. The balance is due 14 days prior to the event date.

REPASSES: \$225 set price for 4 hours “only” additional hours needed will be \$50 per hour.

Cancellation Policy: Your down payment is nonrefundable unless there is a time that the event cannot be held to no fault of the renter, (*cancellation by facility owners or bad weather conditions*). All monies will be refunded within 7-10 business days, unless the prospective renter wants to set another date(s). If your event is cancelled less than 14 days prior to the event date, you will only receive your security deposit back within 7-10 business days.

Rental Fee Includes: Use of kitchen, bathrooms, table and chairs (*Room set up / breakdown is not included*)

Auditorium ~ Full Hall

Room Capacity: With Tables & Chairs ~ 200 people; Without Tables & Chairs ~ 300 people
Base Rental Fee: \$75 an hour (for profit organizations / individuals)
\$50 an hour (nonprofit organizations)

Multipurpose Room:

Room Capacity: With Tables & Chairs ~ 50 people; Without Tables & Chairs ~ 75 People
Base Rental Fee: \$75 an hour (for profit organizations / individuals)
\$50 an hour (nonprofit organizations)

Events Types Allowed: Club Meetings, Birthday Parties, Anniversaries, Weddings, Repass, Family Reunions, Breakfasts, Luncheons, Dinners, Socials, Business Conferences, Other events as approved by the Coalition Board of Directors.

*If a specific arrangement is desired, a floor plan must be submitted in writing to the event staff manager no later than 10 days prior to the event date. Drastic interior changes must be approved by staff.

Event Rental Agreement Commitment: Rules & Regulations

The application must be filled out and approved by the Board of Directors.

No alcoholic beverages or drugs are permitted on the facility premises.

No smoking inside the facility and smokers must follow rules for smoking on the facility premises.

The facility must be completely cleaned up at the end of the activity. No food is to be left out and all trash must be picked up, inside and out of the facility. Trash cans will be available inside and outside of the facility.

Setup time is to be included in the hours that you book, no extra setup time will be allowed unless it is paid for and included on the application. Decorations must be removed before leaving the building. Decorations are not to be attached to the walls. Any damages to the facility will require a forfeiture of your security deposit plus any additional charges that will cover the damages and must be paid within 7- 10 days of the invoice. If children are present, you are responsible for the oversight and control of those children at all times. Running is not allowed in the facility.

Access to computers, television, recreational equipment and office is not part of this agreement.

When your booked rental time is over facility staff will lock the facility up. Any personal possessions left in the center will be available for pick up during the next opening day of the center. Subletting is not permitted.

Crowds and loud music in the parking lots are not permitted and may be grounds for termination of event.

Keys are not provided to the facility. The facility will be opened and monitored by a facility manager during the event. A facility manager must check the premises at the end of the event and will require the responsible party of the event to sign the closing checklist of the facility for cleanliness and damage. Any incidents or issues must be reported to the facility manager on duty.

I have read the Rules and Regulations listed above and hereby agree to abide by them, and fully understand that the Clearwater MLK Jr Neighborhood Center management reserves the right to shut down the event in any instance of a failure to follow the rules and regulations of the property.

By signing this agreement, renting/responsible party and guarantor, their assigns, employees, volunteers, invites, guest and contractors, shall indemnify and hold harmless the Clearwater MLK Jr. Neighborhood Center from all events, actions and causes arising from or occurring during the rental period, unless the event, action or cause arose from the gross negligence or intentional misconduct of the Clearwater MLK Jr.

Neighborhood Center. Any attorney fees and cost incurred by the Clearwater MLK Jr. Neighborhood Center to enforce the terms of this agreement shall be paid by the renting/responsible party and the guaranteeing party.

Signature of responsible party: _____ **Date:** _____

Administration Notes:

Date Received:	Approval Date:
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Application fee paid: \$ _____ **Security Deposit paid: \$** _____

Receipt # _____ **Date:** _____

Balance Due: \$ _____ **Paid Date:** _____ **Receipt #** _____

Staff Signature: _____