One City. One Future.

APPLICATION TO LEASE PUBLIC BUILDINGS

Parks & Recreation Department
Phone: (727) 562-4800
Please complete and return ASAP but not less than at 30 days prior to date of use.

1. Building requested:	❑ Clearwater Beach Recreation Center Social Hall ❑ Other: ❑ Martin Luther King Center Social Hall
2. Date of event requested:	
3. Rental hours from:	(Doors open) to: (Room empty)
4. Pre-event preparation:	Date: Hours:
5. Organization desiring lease:	
6. Individual or representative desiring lease:	Name: _____ Phone: _____ Address: _____ City: Zip:
7. Alternate representative:	Name: Phone:
8. Type of event:	❑ Reception ❑ Banquet ❑ Dance - age group?_____ ❑ Fashion - Type clothing? _____ ❑ Other - Please explain:
9. Description of event:	
10. Age group of participants:	❑ Senior ❑ Adult ❑ Teen (Please check with City staff for any activities involving teenagers.)
11. Purpose of event:	❑ Fund-raiser: Please specify:_____ ❑ Social: Please specify: _____ ❑ Other: Please specify:_____ ❑ By invitation only ❑ Open to the public
12. Will moneys be collected?:	❑ No ❑ Yes If yes: ❑ Admission ❑ Sales ❑ Donations
13. How will money be used?:	❑ Profit ❑ Cover costs ❑ Charity - Please specify:
14. Occupational License needed:	❑ No ❑ Yes If yes, confirmed: ❑ No ❑ Yes
15. Will signs/banners be used ?:	❑ No ❑ Yes Permit required: ❑ No ❑ Yes
16. Will alcoholic beverages be served?:	❑ No ❑ Yes If yes, please explain (B.Y.O.B. etc…):
17. Will refreshments / food concessions be available?:	❑ No ❑ Yes Sales conducted? ❑ No ❑ Yes
18. City equipment requested:	❑ P.A. system ❑ Kitchen facilities
19. Table arrangement desired:	❑ Dance ❑ Banquet ❑ Dance/Banquet ❑ Other:
20. Number of tables requested:	_____Card tables _____6' tables _____60" round tables (Clearwater Beach Recreation Center only) _____Total tables
21. Chair arrangement desired:	❑ Theater ❑ Banquet ❑ Dance/Banquet ❑ Other: _____ Total number of chairs requested:

(Continued on reverse side)

ALL RENTAL ACTIVITIES MUST BE CONDUCTED IN ACCORD WITH THE CITY OF CLEARWATER CODE OF ORDINANCES

If a specific arrangement is desired, it must be submitted with a floor plan. Changes in room arrangements must be **submitted and approved at least three (3) days prior to the event**. NO SMOKING PERMITTED IN CITY BUILDINGS. Time Limit: Event should be over by 1:00 AM; out of the building by 2:00 AM. After 2:00 AM, user is charged at time-and-a-half per hour.

_____ _____

Signature **Date**

Upon completion please submit to: **Clearwater Parks & Recreation**
P.O. Box 4748
Clearwater, FL 33758

Note: This application should be completed and returned at least (30) days prior to date of rental. An outside group must attach a deposit of $50.00 plus tax ($53.50) to reserve a date. If approved, the deposit becomes NON-REFUNDABLE and will go toward payment of the balance; if not approved, the deposit will be refunded. Co-sponsored groups must submit a fee of $1.00. All occupational licenses, Health Department permits, etc., must be secured prior to approval of application.

Parks & Recreation Department Use Only

Police Officers required? ❑ None ❑ Two ❑ Three ❑ Other:_____
(The Leasee is required to arrange for off-duty Police Officers through Sergeant Charles Dunn, Clearwater Police Dept: 562-4143)

ESTIMATED CHARGES

I. BASIC RENTAL:
- A. Clearwater Beach Recreation Center Social Hall: Number of days of use:_____ x $250.00
- B. Other Recreational Social Halls: Number of days of use:_____ x $100.00
- C. Recreation Center Rooms: Number of days of use:_____ x $ 50.00 $ _____

II. HOURLY CHARGES:
- A. Utilities: Number of hours of use: _____ x $10.00 / hour $ _____
- B. Personnel:
  - Set-up hours _____ x Number of employees: _____ x $15.00 / hour $ _____
  - Pre-event hours _____ x Number of employees: _____ x $15.00 / hour $ _____
  - Event hours _____ x Number of employees: _____ x $15.00 / hour $ _____
  - Clean-up hours _____ x Number of employees: _____ x $15.00 / hour $ _____
  - Overtime hours _____ x Number of employees: _____ x $20.00 / hour $ _____

III. EQUIPMENT USED: Days of use:_____ x Number of equipment: _____ x $10.00 $ _____

EVENT STATUS:
- ❑ Private Use
- ❑ Public/Civic/Church
- ❑ Co-sponsored Use
- ❑ City Related Use

SUB-TOTAL	$ _____
STATE SALES TAX	$ _____
TOTAL CHARGES	$ _____
LESS DEPOSIT (PLUS TAX)	$ _____
BALANCE DUE	$ _____

AUTHORIZED BY:_____

BALANCE DUE (14) DAYS PRIOR TO EVENT

Upon completion, original to be forwarded to Parks & Recreation Administration for processing and retention as an official record according to the City of Clearwater's Records Management Program. (Parks/Forms/1600-0182 AP TO LEASE BUILDINGS) revised 11/4/98