

**FACILITY USE AGREEMENT – WPHF COMMUNITY ROOM**  
**151 West Lyman Avenue, Winter Park, FL**

Capacity: 90 people  
Rates:  
Weekday \$65 per hour

**Additional One-time Fees:**

- Cleaning \$85.00
- Discount 25% Room discount to Chamber members

**RESERVATIONS**

**Courtesy holds** may be accepted and held for a maximum of seven days at which time the hold will expire without notice to the customer. Courtesy holds may be made in person or by phone. **Reservations** will not be considered firm until a contract is signed. **All changes to contract for rental dates and/or times must be made in writing.**

**DEPOSITS:**

**A 50% deposit MAY be required to secure requested date; deposits are fully refundable up to one week prior to the event date. Otherwise deposit is not refundable. Deposits are held separate from the rental fees and are not applied toward account balances.**

**Deposits** are refunded 4-6 weeks after the events unless the deposit or a portion of the deposit is retained due to violation of contract rules and regulations such as but not limited to:

- **Damage to building, equipment or property**
- **Use of tape, tacks, staples, nails on walls or furniture is prohibited**
- **Use of confetti or glitter inside or outside is prohibited**
- **Use of sparklers inside or outside is prohibited**
- **Entering rental rooms prior to time specified on contract**
- **Failure to vacate facility at time specified on contract (time used in excess of contracted time is charged at time and one half rate)**
- **Smoking inside facility is strictly prohibited**
- **Misrepresentation of the organization or type of event**
- **Failure to remove all items from building. (No storage allowed)**
- **Exceeding noted maximum room capacity**
- **Use of rooms that are not specified on contract**

**PAYMENT:**

**FULL payment is due BEFORE the event.**  
Remit to: Winter Park Chamber of Commerce  
P.O. Box 280  
Winter Park, FL 32790

**CANCELLATION**

**Deposit will be forfeited without notice of at least 10 days intent to cancel event**

**GENERAL:**

**The person signing the contract is responsible for the orderly conduct of attendees.**

The sale of alcohol, directly or indirectly such as cover charge is **prohibited**.

The City of Winter Park/Winter Park Chamber of Commerce is not responsible for any items left at the Winter Park Welcome Center.

Clean-up includes placing all papers in trash cans, cleaning spills from floors, counters, tables, etc. and picking up litter indoors and outdoors and removing all customer belongings from building. Kitchen clean-up must include clearing refrigerator, cleaning counters and sink. Candles or alcohol burning equipment must be placed in non-combustible, well supported bases with flame protection.

**No LP gas or propane** containers are permitted inside building.

Failure to pay fees as outlined above will result in collection procedures.

The City of Winter Park reserves the right to cancel any events/rentals in any City owned facility.

**NOTES:**

**Welcome Center is not available on holidays**

New Year's Eve	Easter
New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day

**By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park and the Winter Park Chamber of Commerce from any and all claims, demands, action, or right of action arising out of or by reason of the use of City owned facilities, except due to the sole negligence of the "City." By signing below, client acknowledges receipt of and understanding of facility rules and regulations on attached sheets.**

\_\_\_\_\_ *Judy Barry*

(WP Chamber representative signature)

\_\_\_\_\_ Judy Barry

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

\_\_\_\_\_

(Renter's signature)

\_\_\_\_\_

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