



## WPHF COMMUNITY ROOM RENTAL AGREEMENT

<b>CAPACITY:</b>	86 people
<b>RATES:</b>	Chamber Member Rate - \$75 per hour Nonmember Rate - \$125 per hour
<b>HOURS:</b>	Available M - F from 9:00 a.m. to 4:30 p.m. including set up and tear down.
<b>CLEANING FEE:</b>	\$85

### 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 the 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 event 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

### CANCELLATION:

Deposit will be forfeited without notice of at least 7 days intent to cancel event.

### GENERAL:

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., picking up litter indoors and outdoors and removing all customer belongings from the building. Kitchen clean up must include clearing the refrigerator and 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.



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Today's Date \_\_\_\_\_

Company Name \_\_\_\_\_

Chamber Member Yes or No

Contact Name \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Type of Event \_\_\_\_\_

Number of People \_\_\_\_\_ (Max 86)

Date(s) of Use \_\_\_\_\_

Tax Exempt Yes or No (If yes, please provide current form.)

Start Time/End Time Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Chamber Member Rate [\$75 per hour]	<b>HOURS</b>	_____	\$ _____
Nonmember Rate [\$125 per hour]	<b>HOURS</b>	_____	\$ _____
Trustee Credit (For Office use only)	<b>HOURS</b>	_____	\$ _____
Sub-Total			\$ _____
Tax [\$0.65]			\$ _____
Cleaning Fee [\$85]			\$ _____
Total Amount Due			\$ _____

*REMIT Payment to: Winter Park Chamber of Commerce, 151 W. Lyman Ave Winter Park, FL 32789*

**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, as well as the fee schedule listed above.**

\_\_\_\_\_  
Chamber's Representative

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date