

**City of DeLand – Rental Application
Dr. Joyce M. Cusack Resource Center
489 W. Mathis Street, DeLand, FL 32720**

Please print or type application. All sections must be completed for the application to be accepted. This application is for the rental of the multi-purpose room/kitchen of the Dr. Joyce M. Cusack Resource Center. Please email this application to dixons@deland.org or hand deliver to the Dr. Joyce M. Cusack Resource Center, 489 W. Mathis Street, DeLand, FL 32720. All applicants will be contacted within a week of application submittal. Faxes will not be accepted. The multi-purpose room has a 75 person-maximum occupancy.

***Please contact the Resource Center for updated information on social distancing requirements.**

GENERAL INFORMATION

Applicant: _____

Address: _____

City: _____ State: _____ Zip code: _____

Applicant's Phone Number _____

Email: _____

Organization Represented (if any): _____

NAME OF EVENT (if any): _____

DATE(S) OF THE EVENT: Please include a minimum of 1 hour for set up and at least 1 hour for break down and clean-up for your event

Monday, _____, 20____ Time: _____ am - _____ pm

Tuesday, _____, 20____ Time: _____ am - _____ pm

Wednesday, _____, 20____ Time: _____ am - _____ pm

Thursday, _____, 20____ Time: _____ am - _____ pm

Friday, _____, 20____ Time: _____ am - _____ pm

Saturday, _____, 20____ Time: _____ am - _____ pm

Sunday, _____, 20____ Time: _____ am - _____ pm

City/Resource Center Sponsored Event: Yes No (please circle one)

Description of Event: _____

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NOTE, THE MULTI-PURPOSE ROOM IN THE RESOURCE CENTER ACCOMMODATES 75 PEOPLE. LIMITED NUMBER OF TABLES AND CHAIRS MAY BE MADE AVAILABLE IN YOUR RENTAL. NO OTHER AUDIO-VISUAL EQUIPMENT IS AVAILABLE.

How many people are expected? _____

Is there a fee to attend this event? Yes No (please circle one)
If Yes to fee, how much: \$_____

Is this event open to the public? Yes No (please circle one)

FACILITY USE:

Will this event require the use of the kitchen: Yes No (please circle one)
If Yes, what equipment will be used during the event:

Stove____ Refrigerator:_____ Utensils _____ Microwave _____ Other _____

FOOD PREPARATION AND KITCHEN:

Will food be served at the event? Yes No (please circle one)

What types of food will be served? _____

Will a caterer be used for this event: Yes No (pls circle one)

Name of caterer: _____

Address of caterer: _____

Phone number of caterer: _____

City/County License number(s): _____

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SETUP AND CLEANUP

SETUP

- ✓ Use of the Center's tables and chairs are included with your rental with notice to Center's staff.
- ✓ Renter is responsible for set-up and break down of tables and chairs.
- ✓ Make sure that your allotted time includes adequate time for set-up, break down and clean up. You will be charged an additional \$25.00 if the clean-up process exceeds the rental agreement time. For example: if your agreement says that the event will end at 11:00 p.m., the renter should be doing a walk-through with staff at 11:00 p.m. If renter exceeds the time of rental by 15 minutes, the renter will be charged an additional \$25.00.
- ✓ Decorations are permitted within reason. They must be approved by Center management no less than five (5) days prior to your event. Glitter and other confetti-like decorations are prohibited.
- ✓ Tacks, nails, staples, etc. are not permitted to attach your decorations.
- ✓ Nothing is allowed to be tacked or nailed to the walls.

CLEANUP

- ✓ The rental facility must be returned to the condition it was provided to the renter.
- ✓ Tables and chairs must be cleared of all debris.
- ✓ All equipment and materials that are not Center property must be removed. The Resource Center is not responsible for any materials left behind.
- ✓ Waste and all paper products must be placed in the garbage cans provided and placed in garbage bags which are provided.
- ✓ For catered events where the caterer will provide cleanup, the caterer may coordinate with Center management if time outside of the rental period is needed for cleanup. This allowance must respect and not interfere with the rental periods of other guests.
- ✓ For non-catered events or events where the caterer will not provide cleanup, the rental period must include ALL time needed by the renter and vendors for setup/decoration, cleanup and to remove all materials that are not Center property.

ACKNOWLEDGEMENTS (please initial below acknowledging that you understand).

No alcohol is permitted at this venue: _____

No illegal substances allowed at venue: _____

This is a **No Smoking** facility: _____

Smoke Machines are not permitted at this facility: _____

Fireworks are not permitted at this venue: _____

Inflatables are not allowed at this venue: _____

All laws and regulations must be followed by the renter: _____

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Please read and review carefully before signing application

The following items must be agreed upon before signing this agreement:

Booking Events – application must be completed 15 days prior to the event occurrence. No events will be booked in less than the 15-day window.

Payment Schedule – complete payment must be received 5 (business) days prior to event.

Security/Damage Deposit – must be paid upon completion of application.

Cancellation Policy – If your cancellation is at least 5 days in advance you will receive a full refund. If your cancellation is less than 5 days in advance, you will receive a certificate for a future rental that includes rental fee and deposit. Please allow 3 weeks for the deposit and rental fee (if applicable) to be refunded after your event.

Your Rental Agreement will be forwarded to management for approval. You will be notified by phone within 5 business days of the date the agreement is submitted as to the status of your rental application. All balances due are **by check, money order only** payable no less than 5 (business days) prior to your event. Please allow 3 weeks for the deposit refund after your event which will be by check. Note: A \$100 dollar security deposit is due upon the signing of the agreement. This deposit (if damages are not assessed) will be refunded within 3 weeks of the event.

Acts of God. In any case where either party hereto is required to do any act, delays caused by or resulting from Acts of God, war, civil commotion, fire, flood, severe weather, or other causes beyond such renters reasonable control the City will refund the renter all proceeds connected to the rental within 3 weeks after the schedule day of the event by check.

Rental will not be available on City scheduled holidays the day before a holiday, nor the day after. Multipurpose room and/or kitchen may not be available for rental on certain dates due to a Dr. Joyce M. Cusack Center scheduled program or other administrative meeting/function, those activities have priority. One booking per customer/event at a time, re-occurring/long term rentals will not be granted.

Please attach a copy of the City of DeLand Hold Harmless Agreement, one signed by renter and one signed by the caterer.

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SIGNATURES:

Please sign acknowledging that you have read and agree to all of the statements above.

Signature of Applicant: _____

Date: _____

Title of Applicant and Affiliation (if any): _____

Approved by (City Staff): _____

Date: _____

Title of City Staff: _____

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INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The City reserves the right to cancel permits at any time with cause. The applicant, by signing below, hereby agrees to indemnify and hold harmless the City of DeLand if this permit is revoked. Further, the City of DeLand will not be responsible for any cost associated with the renovation of the permit.

The applicant shall defend, indemnify and hold harmless the City of DeLand from and against any and all liability, losses, damages, claims, demands, expenses, fees, penalties, suits, proceedings, actions and cost of actions, (including attorney's fees), of whatever kind or nature arising out of or in any way related to the use, occupancy, management or control of the site, or arising out of the event permitted by the City, any act or omission of the applicant or its agents, servants, employees, independent contractors, customers, patrons, participants or invitees whether on site or elsewhere.

The City of DeLand shall not be liable to the applicant or its agents, representatives, invitees or employees, or any other person for any injury or death of any of them, or for any damages to any of the applicants property or loss of revenue, caused by any third persons, whether the injury, death or damage is due to negligence or not.

I/We the applicant(s) hereby agree that all the information provided in this application for rental or special event is true and correct and further agree to the indemnification and hold harmless agreement outlines above.

SIGNATURES

I understand this in an application only and does not obligate the City to reserve any facility or approve a rental or event.

Signature of Applicant _____

Date: _____

Title of Applicant and Affiliation (if any): _____

Approved by (City Staff): _____

Date: _____

Title of City Staff: _____

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RENTAL FEES: (Security Deposit Required \$100.00)

Multi-purpose Room Rental

1. Monday through Thursday (5:00 p.m. to 12:00 midnight), \$25.00 per hour, two hours minimum (hours must include set-up, break down and clean up). Use of the kitchen facility is an additional fee of \$25.00.
2. Fridays (5:00 p.m. to 12:00 midnight) \$150.00 flat fee (hours must include set-up and break down and clean up). Use of the kitchen facility is an additional fee of \$25.00.
3. Saturdays and Sundays (8 a.m. to 12:00 midnight) \$200.00 flat fee (hours must include set-up, break down and clean up). Use of the kitchen facility is an additional fee of \$25.00.
4. City Sponsored/Resource Center Sponsored events will have no fee or deposit required.

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Staffing Rates

Staffing Rates for any rental are:

- \$15 per hour, per employee needed
- Two hours minimum
- Center staff will decide how many staff is required for a specific event
- Hourly rate is double on holidays