



City of Lakeland

Dear Potential Renter,

Thank you for considering the International Harvester Park and Facilities to host your event. We appreciate your interest and we will work to help you make this event a memorable one.

Please find the enclosed information pertaining to the facility and the amenities we offer in providing you the best quality for your special event. Also enclosed is the Rental Policy & Fees along with an application. There are special requirements for parties with more than 100 guests and/or serving alcoholic beverages.

If you should need additional information or have any special requests, I am available to assist you.

It is a pleasure providing you with quality service, and I look forward to working with you to make your event a success.

Sincerely,

Kevin Rooney
Recreation Program Supervisor
City of Lakeland
(901) 867-2717

Available now!



The City of Lakeland's **I.H. Managerial Clubhouse**

4523 Canada Road

Nestled in the 65-acre International Harvester Managerial Park, this picturesque setting is perfect for retreats, conferences, business meetings, parties, or any other gathering. Lowest rental prices in the area for high-quality rental space!

Renovated facility includes a 37' x 59' room, with dance floor and a disco ball; a 27' x 37' room with bar; a kitchen with microwave oven, food warmer, refrigerator, ice machine, and beverage cooler. Plus, a large patio with a view of the I.H. Park Lake!

Free Wi-Fi available!



Scan with your smartphone,
For more information.



Private Rental Rates:* (plus \$300 refundable deposit)

\$500 on the weekend (\$700 non-residents)
(up to 12 hrs; \$75 for each additional hour)

\$400 during the week (\$500 non-residents)
(up to 8 hours; \$50 for each additional hour)

*Non-profit and training/instructional rental rates available. Visit www.LakelandTN.gov (search IH Clubhouse) for details. Please contact City Hall for verification of rental rates and other details.

Please contact Lakeland City Hall at 901-867-2717 to schedule a viewing, make a reservation, or to verify rental rates.

I.H. Managerial Clubhouse Rec. Room and Stage Rental Agreement

Responsible Person(s): _____ Application Date: _____

Address: _____

Phone: _____ Email: _____ Event Date: _____

Facility to Rent: _____ Time: From _____ to _____

Type of Event: _____ Estimated number of guests (Max 160): _____

Is this a fund raiser? Yes No If yes, please explain: _____

Tables or Chairs Request: _____ Other Requests: _____

Responsible Person signing this agreement agrees to the following terms:

- The City Manager or a designated representative reserves any and all rights to attend any functions on City of Lakeland Property, at any time. Also, the responsible person and all guests, invitees, and agents shall assume all risks of use. The responsible person(s) shall indemnify, defend, and hold harmless the City from any claims, demands, expenses, attorney fees and liability arising out of the responsible person's use. The responsible person(s) further agrees that the City shall not be liable in any way for any matter, cause, action, or omission with respect to the pavilion, park, facility, grounds, or adjoining areas and that the City is hereby released and discharged from any and all liability of any kind with respect thereto. City and responsible person(s) are not partners, joint ventures, principals, agents, or otherwise related in any way. The Renter is liable for all persons attending their event.
- If the event is attended by 100+ guests and/or alcoholic beverages will be allowed at the event, the renter will need proof of insurance for the event. Alcohol may be provided by the renter or guests, however no alcohol can be sold on the property. Insurance can be obtained through your private insurance, or through Entertainment Brokers International. For more information go to www.lakelandtn.gov/clubhouse and select User Liability Insurance. Insurance must cover \$1,000,000 in liability coverage.
- The International Harvester Managerial Clubhouse is a **NON-SMOKING** facility [See TCA 39-17-1803(a)]. Smoking **IS NOT** permitted anywhere in the building. Violation of this policy will result in a minimum deposit cleanup fee of \$100, or more if cleanup costs exceed \$100.
- **No** firearms shall be permitted on the premises.
- Tape, pushpins, nails, and/or staples will not be allowed to be used in the Rec Room or Clubhouse when hanging decorations. You may use anything that will not leave marks or damage the drywall, floors, or ceilings to hang decorations. All decorations must be removed by the renter after their event.
- The facility must be properly cleaned after the event. If the facility is not properly cleaned, there will be a deduction from the deposit
- Responsible Person(s) must fill out an incident report and report it to Lakeland City Hall when any incident, injury, or emergency situation happens during their event
- We do not rent any of our facilities over holidays and/or holiday weekends
- **Please Note:** The City Manager or a designated representative reserves any and all rights to attend any function at any time.

I the renter have received, read, and understand everything that is required of a renter for the I.H. Park Facilities. Failure to follow any of the rules can result in possibly canceling the event, deposit not returned, or additional charges billed to the renter.

Name: _____ Signature: _____ Date: _____

Reservation Deposit is required to reserve your date. (Check will be deposited the same day application is taken). Balance must be paid three (3) weeks prior to rental date. Cancellations must be made three (3) weeks prior to rental date for refund of amount paid at time of reservation minus \$50 cancellation fee. Cancellations made less than three (3) weeks prior to rental date will result in refund of amount paid at time of reservation minus the \$200 cancellation fee.

Check # _____

Cash: _____

Receipt # _____

Received by: _____

RENTAL POLICIES FOR I.H. PARK FACILITIES

- Proof of insurance (If needed) and your remaining balance is required three (3) weeks prior to the date of the rental event. Should the City of Lakeland not receive both proof of insurance and the remaining balance within this time period, your event could be cancelled by the City.
- No public invitations, admission fees, selling tickets, or social media invitations to any rental event are permissible without prior approval from the City Manager or designee.
- Alcohol CANNOT be sold, but can be served at the event with proof of insurance. The City requires general liability coverage if alcohol is to be served (\$1,000,000 liability coverage).
- Maximum occupancy should not exceed 160 guests. The upper parking is included with your rental. It has 52 regular parking spots, and 3 handicap parking spots. Please contact City Hall to request additional accommodations for parking on a per case basis. If approved for the lower parking lot, it has 63 parking spots and will need to be unlocked on the day of the event.
- Please include time in the rental agreement for the time you need for setup, decorating, and cleanup. We do not rent facilities over holidays or holiday weekends. If you exceed your rental time, charges will be applied for the additional time used. You will be given a special code for your event to gain entry to the clubhouse. The code will only work during your rental time.
- Please note that all rentals should be concluded and the I.H. Clubhouse shutdown by 12:00 a.m. unless arrangements are approved in advance. This may require additional fees to cover the additional costs.
- To receive your full deposit, you must follow the cleaning checklist provided in your rental application packet. The checklist must be signed and left at the IH upon departure.
- I the renter have received, read, and understand everything that is required of a renter for the I.H. Park Facilities. Failure to follow any of the rules can result in possibly canceling the event, deposit not returned, or additional charges billed to the renter.

Renter's Signature

Date

Event

Event Date

City Manager's/Designee's Signature

Date



I.H. CLUBHOUSE CLEAN-UP CHECKLIST

- Trash bags must be tied and placed in the dumpster out back. (\$75 deposit deduction)
- Tables, chairs, and counters cleaned and wiped down. (\$25 deposit deduction)
- Main room, bar, kitchen, and bathrooms floors swept and mopped. (\$75 deposit deduction)
- All decorations removed after event. No tape, push pins, staples or nails may be used on walls or ceilings. (Damages will be taken out of the deposit and any exceeding the amount of the deposit will be charged to the renter)
- Trash policed on and around the deck area. (\$25 deposit deduction)
- Recyclables put in the appropriately marked receptacles outside.
- Bathrooms picked up, toilets flushed, and trash taken out (\$75 deposit deduction)
- Microwave/refrigerator emptied and wiped down. (\$25 deposit deduction)
- Any damages, injuries, altercations, or emergency situations must be recorded with an incident report and filed with the city within one (1) business day of the event. (Damages will be taken out of the deposit and any exceeding the amount of the deposit will be charged to the renter)
- If evidence of smoking is found inside the Clubhouse or Rec Room there will be a \$100 fine, and all cost of cleaning will be charged to the renter.
- Renter must comply with all conditions of the Rental Agreement.
- All of the lights must be turned off after the event Thermostat must be set back to 83 degrees in the summer or 60 degrees in the winter. The Rec Room thermostat must be turned off.
- The Clubhouse should be shut down and locked by mid-night. Any Renter that exceeds their requested time will be billed for additional time used.
- Alarm set and all doors locked before leaving the premise.

Deductions or additional charges will be on a case by case basis. City Hall will notify the Renter if there will be any deductions or additional charges if they find it necessary. Misuse of facility, unruly/illegal behavior, and/or failure to comply with any portion of the rental agreement results in a breach of contract and subject to actions against the Renter including cancellation of the event, immediate dismissal/removal from the facility, forfeit all of the deposit, and could result in additional fees or legal action.

By signing below, you agree to the terms above and agree to pay any fees for items not completed on this list or any damages that occur during your event

Rental Date: _____

Event: _____

Renter's Name: _____

Signature: _____

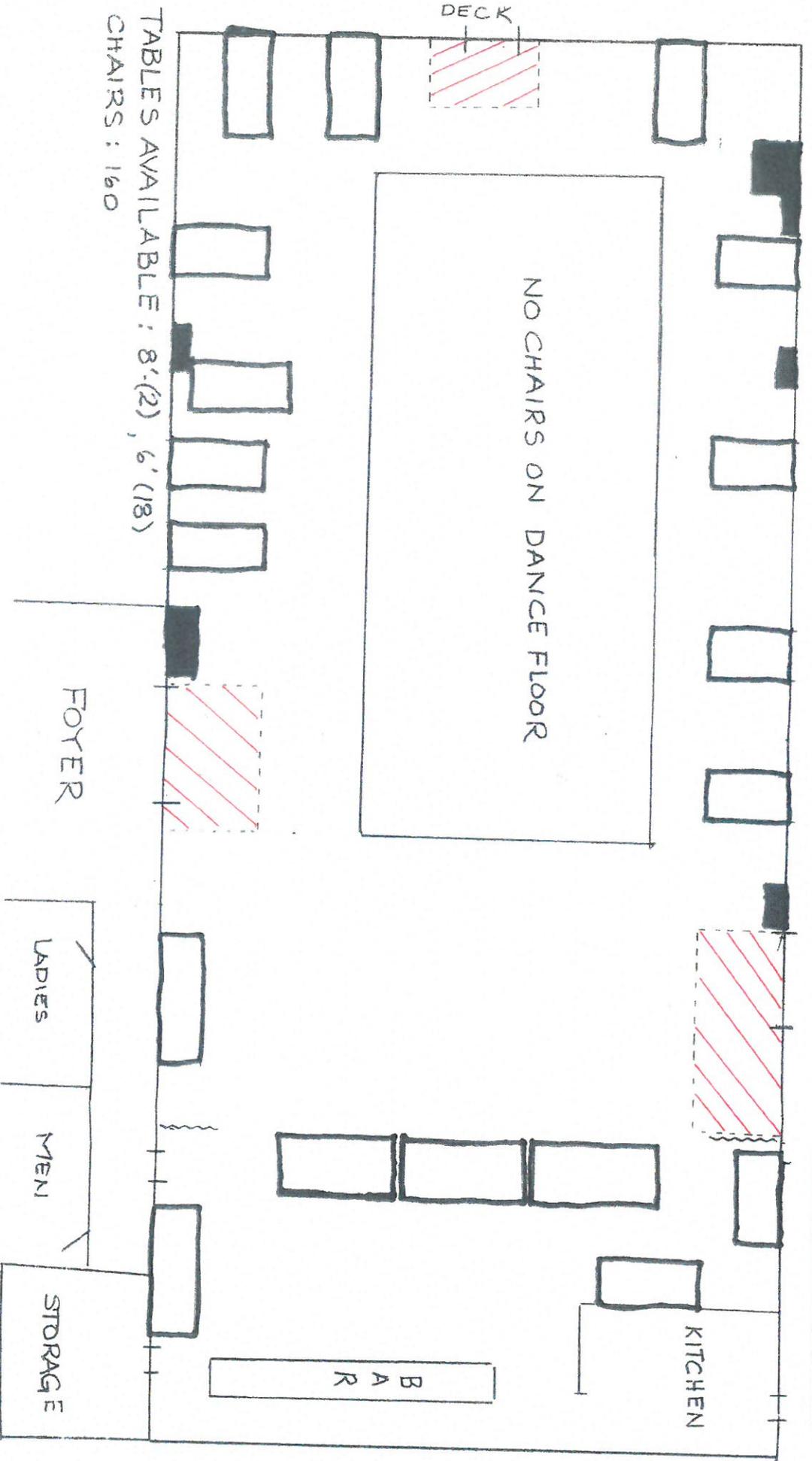
Table and Chair Setup:

- We can provide up to 25 six foot tables, 2 eight foot tables, one podium, and 160 chairs for your event. We do not have any table cloths for the tables.
- Normal table setups will have six chairs to a table. We can do up to eight when requested by the Renter
- The max setup sheet is how we can configure the table setup comfortably in in the Clubhouse. You may modify it on the blank setup sheet.
- No tables or chairs will be allowed in front of any doorways
- Tables and chairs can be placed on the dance floor if the Renter provides a cover to protect the dance floor. The cover must be approved by the City before using it at the event.
- You may rent different tables, chairs, or furniture for your event. Any rented furniture should not cause any damage to the facility. If there is damage, it will be billed to the Renter.
- We cannot store any tables, chairs, or decorations outside of your rental time. Everything must be brought in and removed during the Renter's time slot.
- A table and chair setup sheet must be received by two (2) weeks prior to the event. The City won't have any tables or chairs setup for the event if it is not received by then.

For more information on facility rentals and special requests, please contact Kevin at (901)867-2717

IH CLUBHOUSE Max Setup

DATE _____



IH Clubhouse Rental Fees (8/14)

| | Private Event** | | Non-Profit Event^^ | |
|------------------------|-----------------------------------|---------------|--|---|
| | Lakeland Residents/ Employees* | Non-Residents | Non-Profit Organization (Entry Fee) | Non-Profit Organization (No entry fee) |
| Sunday-Thursday | | | | |
| Up to 8 hours*** | \$400 | \$500 | \$100 | \$50 |
| Up to 2 hours | \$100 | \$150 | \$50 | \$25 |
| Friday-Saturday | | | | |
| Up to 12 hours*** | \$500 | \$700 | \$150 | \$50 |
| Up to 2 hours | \$150 | \$200 | \$50 | \$25 |

* Employees of the City of Lakeland and Lakeland School System

** A \$300 refundable deposit is required in addition to all rental fees for private events.

*** \$50 for each additional hour Sunday-Thursday, \$75 for each additional hour Friday-Saturday.

^^ Non-profit groups may reserve IH Clubhouse 90 days in advance of the event.

Rental fees may be waived by the City Manager or BOC for 501(c)3 non-profit organizations, including official Lakeland home-owner associations.

Cancellation Fee:

\$50 if canceled at least 3 weeks prior to the event.

\$200 if canceled less than three weeks prior to the event.

The event is considered canceled upon notification to the City.

Monthly Storage Fee (for users only) \$.80 (per sq. foot)

(Ord. 12-178)

Training/Instructional/Educational Classes:

Rental (1 daytime hour (7 a.m. to 6 p.m.)) ----- \$12.50 or 25% of class fee (roster must be submitted for each session)

*Note: A minimum number of rental periods (i.e. once per week for eight weeks) may be required for this rate.
(Ord. 11-158)*

Rental (first three daytime hours (7 a.m. to 6 p.m.)) ----- \$25 or 25% of class fee (roster must be submitted for each session)

*Note: Night classes are available Monday through Thursday with approval of City Manager or Designee.
(Ord. 11-158)*

Using the I.H. Park and Facilities:

- The alarm is active and monitored by Ellendale Security. Please make sure it is disarmed when the Clubhouse or Rec Room are in use. If you have any issues or questions, please contact our Director of Parks and Recreation Robbie Spencer at 901-378-7618.
- The switch to the left of the green exit button will lock or unlock the front doors to the clubhouse. If you unlock the doors for your event, please make sure they are locked before you arm the alarm and exit.
- The entry light switch is located to the right of the front door. After you enter the double doors into the Clubhouse, the main room light switch is to the right before the room divider. The kitchen/bar area lights are right passed the divider. The disco ball switch is located to the left of the Clubhouse double doors.
- A first aid kit is located along the wall in the kitchen area for emergencies. If you use the first aid kit you must fill out an incident report so the City has an accurate account of the incident. The incident report is included in the renter's packet, and must be turned into the City by the next business day from the event.
- The I.H. Clubhouse and Rec Room are non-smoking facilities. Guest are only allowed to smoke 25 feet away from the main entrance of the Clubhouse.
- Absolutely no firearms are allowed on the I.H. Managerial Park property.
- When not in use, the temperature for the Clubhouse will be set at 83 degrees in the summer, and 60 degrees in the winter. The Rec Room's thermostat is turned off. You are more than welcome to change them to a comfortable setting for your event, but please turn them back to the original temperature or off after your event.
- The Clubhouse has a bar and kitchen area with two microwaves, a food warmer, food prep area, an ice machine, and a two tap kegerator. We do not provide any dishes, utensils, or CO2 for events.
- A renter may bring their own BBQ pit, but it must be used on a concrete surface free of any overhead objects
- We can provide up to 25 six foot tables, 2 eight foot tables, one podium, and 160 chairs for your event. We do not have any table cloths for the tables.
- Restrooms are located in the hallway to the right of the Clubhouse. The lights are on an automatic sensor, and will turn on and off as needed.
- Wi-Fi is free and available for use during your event.
- There is a broom, mop, and mop bucket available for use in the hall closet located by the Men's Restroom. Please make sure you sweep and mop all areas used during your event before leaving.
- There are three (3) trash cans located throughout the Clubhouse. Please make sure all trash is taken out after your event.
- Please note that all rentals should be concluded and the I.H. Clubhouse shutdown by 12:00 a.m. unless arrangements are approved in advance.
- Please make sure you have armed the alarm and locked all of the doors before leaving from your event.



Rental Policies for I.H. Managerial Park and Facilities

- **Age Requirements:** Anyone renting any parks or facility must be at least 21 years of age at the time of filling out the application. Photo copy of their state issued ID will be required when turning in your application.
- **Type of Event:** All events, lectures, meetings, fundraising activities, door charges, or sale of any items must be approved by the City in advance.
- **Rental Availability:** Holding rental dates and times is done on a first come first serve basis when the deposit is paid and the rental agreement packet is turned in. No dates or times will be held without a deposit or the packet. In the event of a double booking, the party that booked first will be given priority. The second party will be given first priority for next available time slot or issued a full-refund. **Wednesdays the building is reserved for the I.H. Managerial members until 4:00 P.M.**
- **Payments:** Rentals can be made up to twelve (12) months in advance, and must be accompanied by a deposit and rental agreement packet to hold the date and time. The balance due must be paid no later than three (3) weeks prior to the event. If the remaining balance is not paid after the three-week mark, the event could be cancelled by the City and you will lose your deposit.
- **Deposits:** Deposits will be collected to hold the date and time of the event. They are also for the purpose of any damage incurred during the event, or not properly cleaning up after the event. The renter is responsible for any damages done to the facility, park, furnishings, walls, ceilings, or floors. If damages are more than the deposit, the renter will be billed for the remaining balance.
- **Cancellations:** Cancellations made three (3) weeks prior to the event date will be refunded of the amount paid at that time, minus a \$50 cancellation fee. Any cancellations made after the three-week mark will be the amount paid at that time of reservation, minus a \$200 cancellation fee.
- **Code Procedure:** The City will setup a meeting prior to the event to show the renter how they will be able to access the facility on their day of the event. They will also go over the cleanup check list so the renter knows what is expected of them when they are through with their event. The Renter's code will only be operational during their rental time slot.

Please Note: The City Manager or a designated representative reserves any and all rights to attend any functions on City of Lakeland Property, at any time. Also, the responsible person and all guests, invitees, and agents shall assume all risks of use. The responsible person(s) shall indemnify, defend, and hold harmless the City from any claims, demands, expenses, attorney fees and liability arising out of the responsible person's use. The responsible person(s) further agrees that the City shall not be liable in any way for any matter, cause, action, or omission with respect to the pavilion, park, facility, grounds, or adjoining areas and that the City is hereby released and discharged from any and all liability of any kind with respect thereto. City and responsible person(s) are not partners, joint ventures, principals, agents, or otherwise related in any way. The Renter is liable for all persons attending their event.

If the event is attended by 100+ guests and/or alcoholic beverages will be allowed at the event, the renter will need proof of insurance for the event. Alcohol may be provided by the renter or guests, however no alcohol can be sold on the property. Insurance can be obtained through your private insurance, or through Entertainment Brokers International. For more information go to www.lakelandtn.gov/clubhouse and select User Liability Insurance. Insurance must cover \$1,000,000 in liability coverage.

Please observe the following rules:

- The I.H. Clubhouse, Rec Room, and bathrooms are all non-smoking. Smoking is only permitted 25 feet from the Clubhouse main entrance.
- Absolutely **NO** firearms will be allowed on the City of Lakeland property.
- No tables or chairs are permitted on the dance floor, unless proper floor covering is approved by the City.
- **Decorations:** Tape, pushpins, nails, and/or staples will not be allowed to be used in the Rec Room or Clubhouse when hanging decorations. You may use anything that will not leave marks or damage the drywall, floors, or ceilings to hang decorations. All decorations must be removed by the renter after their event.
- The renter must follow the cleaning check list at the end of their event to qualify for their deposit to be refunded.



RISK • MANAGEMENT • POOL

**Presents the
Tenant User Liability Insurance Program
How-To Guide**

Your local government has enrolled in a program which allows you, the “user” of a municipal facility, school, or other local government property, to secure cost effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

City of Lakeland is a registered user of the TULIP program through your pool, the National League of Cities (NLC), and HUB International New England via Entertainment Brokers International. Their assigned unique Entity ID-Code is: **0501-CCY**.

How it works:

1. Log on to www.ebi-ins.com/tulip
2. Enter the Entity ID-Code listed above or use the entity drop down menu
3. Select the Type of “Event” or: “Activity” from the drop down window, e.g. wedding or festival.
4. Answer the questions that follow such as:

| | | |
|--|------------------------------|-----------------------------|
| <input type="radio"/> Have you held this event before? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="radio"/> If yes, were there any losses or claims? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="radio"/> Will there be armed private security at this event or activity? (Off duty police not included) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
5. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
6. At this point you are able to receive a quick quote by clicking on:

Get your premium now with **Quick Quote**

7. If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.
8. A Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact *Entertainment* 8414 (8:30AM

Brokers International at 1-800-507-5:00PM PST)



HUB International New England, LLC

City of Lakeland
I.H. Clubhouse Incident Report Form

Date of incident: ____/____/____ Time: _____

Location: _____

Description of the incident: _____

Responsible Person in charge of activity when incident occurred: _____

Organization using the Clubhouse (if applicable): _____

Name of witnesses: _____

Names of Any Injured Parties & Injuries: _____

Actions Taken: _____

Other facts pertinent to the incident not included above: _____

Notifications made to: _____

Signature of Responsible Person: _____ Date: _____