

# City of Lakeland Pavilion 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: \_\_\_\_\_

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

Requests: \_\_\_\_\_

## Responsible Person signing this agreement agrees to the following terms:

- A non-refundable rental fee of \$100 per day and a \$50 refundable deposit are due when the reservation is made.
- 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.
- **No** firearms shall be permitted on the premises.
- All decorations must be removed by the renter after their event.
- The facility must be properly cleaned and free of damage after the event. If the facility is not properly cleaned or damaged, there will be a deduction from the deposit and/or additional charges billed to the Renter.
- 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 Lakeland 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 \$100 cancellation fee.

Check # \_\_\_\_\_

Cash: \_\_\_\_\_

Receipt # \_\_\_\_\_

Received by: \_\_\_\_\_

## RENTAL POLICIES FOR LAKELAND PAVILIONS

- You must pay your deposit and rental fee on the day you are booking the pavilion. We will not hold any dates without the deposit and rental fee.
- 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.
- No firearms are allowed on any City of Lakeland property
- 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.
- Please note that all rentals should be concluded and cleaned up by dusk unless arrangements are approved in advance. This may require additional fees to cover the additional costs.
- To receive your full deposit, you must leave the pavilion in “acceptable” condition following your event. An “acceptable” condition is defined as all decorations removed, trash being placed in proper receptacles, and the facility being left free of any physical damage.
- If the renter has received, read, and understand everything that is required of a renter for the Lakeland 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