



Thank you for considering the International Harvester Park and Facilities to host your special event. We appreciate your interest and 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 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. In order to secure your date we will need your refundable deposit, Renter's Application, and Rental Policies form filled out completely and turned into City Hall. We will not hold any dates without those items.

You can find more information, pictures of the I.H. Clubhouse, and even an interactive tour of the facility on our website www.lakelandtn.gov/clubhouse. 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,

City of Lakeland
Parks and Recreation Department
(901) 867-2717

IH Clubhouse/Rec Room/Pavillion 2018 Fee Schedule

	Rate/Hr	Flat rate	Minimum Rental Time	Deposit	Cancellation Fee 3 weeks or more.	Cancellation Fee 3 weeks or less
Clubhouse/Rec Room/Stage Rentals						
IH Clubhouse - Weekday Rentals (Sun-Thurs)	\$75		2 hr	\$200 CH, \$300 Multiple	\$100	\$250
Rec Room - Weekday Rentals	\$50		3 hr		\$100	\$250
Rec Room - Wkday Rental w/Clubhouse Rental		\$200				
Stage Rental - Weekday	\$50				\$100	\$250
Stage Rental Weekday w/Clubhouse Rental		\$150				
IH Clubhouse - Weekend Rentals (Fri-Sat)	\$150			\$300 CH, \$400 Multiple	\$300	\$500
Rec Room Weekend Rental	\$100					
Rec Room Weekend Rental w/Clubhouse Rental		\$350				
Stage Rental - Weekend Rentals	\$75					
Stage Rental - Weekend w/Clubhouse Rental		\$250				
PACKAGE (Full Weekend Rental) \$450 Savings						
Includes: Friday 5-10pm, Saturday 8am-1am, Sunday 8am-12pm All facilities included with this package.		\$3,750		\$500	\$500	\$1,000
Pavilions (Dawn-Dusk)						
City Hall, IH Park & Zadle Kuehl		\$100		\$50	\$25	\$75
Windward Slopes & Oak Ridge		\$50		\$50	\$25	\$75
Non-Profit & Contract Rental Rates						
Clubhouse	\$50			\$200 CH, \$300 CH w/multiple	\$50	\$150
Rec Room	\$50					
Rec Room w/Clubhouse Rental	\$35					
Stage	\$40					
Stage w/Clubhouse Rental	\$25					
Storage Fees	\$1.00 sq ft					
Additional Add on Options						
Sounds Systems \$200, Screen & Projector \$100, Podium, \$50						

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. Nothing can be stored overnight before or after your event. 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



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. Confetti is not allowed to be used in any room. 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, and food warmer 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. (\$100 deposit deduction if left otherwise.)
- 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. Please sign and leave this for at the I.H. Clubhouse following your event.

Rental Date: _____

Event: _____

Renter's Name: _____

Signature: _____



Rent 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.
- **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:** Once a date is booked, the renter must notify the City in the event of a cancellation fee. An event that is cancelled will be charged a 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. 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:** Confetti is not allowed to be used in any rooms. 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 and rental equipment must be removed by the renter after their event. Nothing can be stored overnight before or after your event.
- The renter must follow the cleaning check list at the end of their event to qualify for their deposit to be refunded.

Table and Chair Setup:

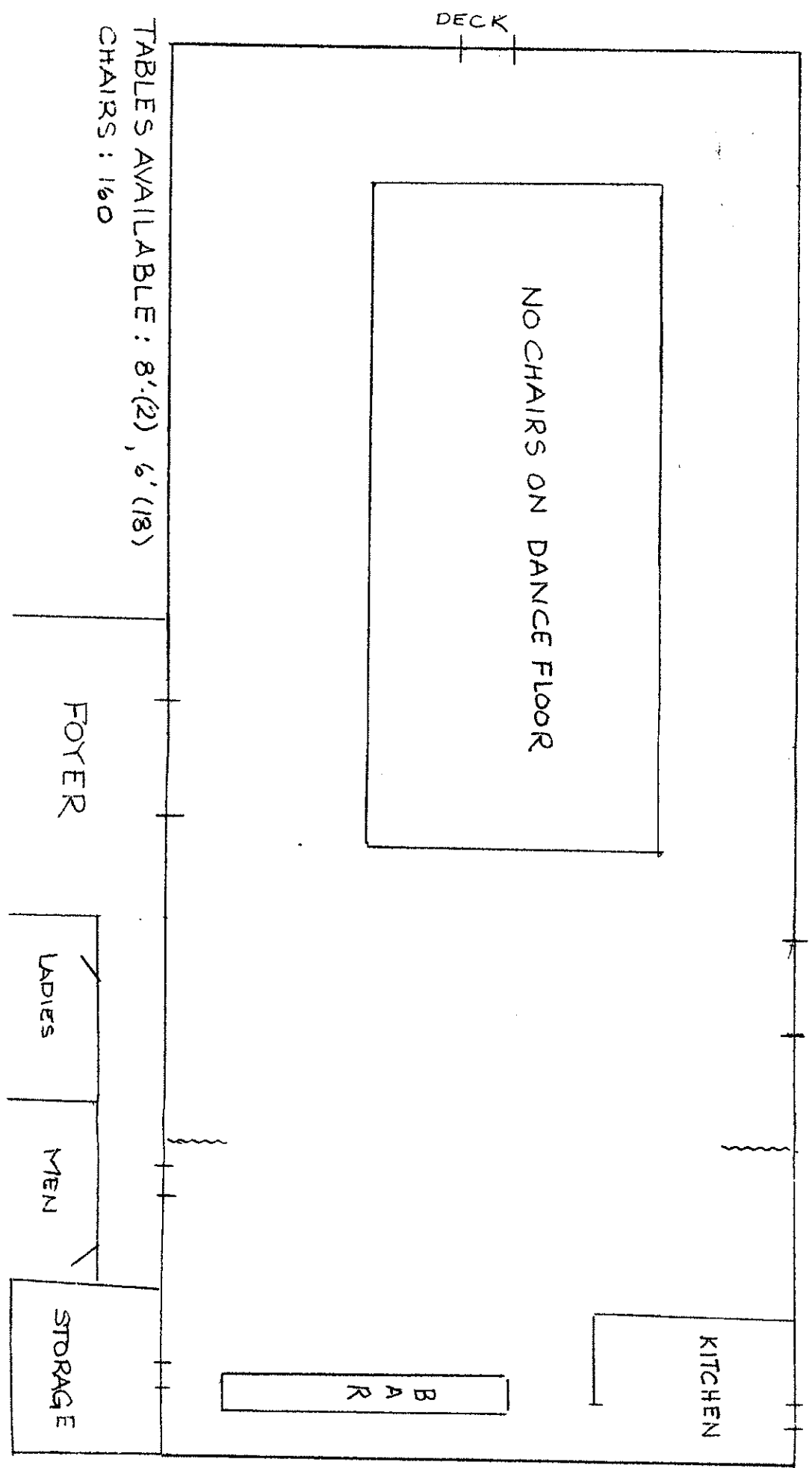
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- We can provide up to 25 six foot tables, 2 eight foot tables, one podium, and 160 chairs for your event. We do not have any table cloths or chair covers available. You may rent any as needed.
- Normal table setups will have six chairs to a table. We can do up to eight when requested by the Renter ahead of time on their table setup sheet. The Clubhouse can seat 120 guests comfortably with 15 tables setup around the dance floor. We can seat the max occupancy of 160 guests, but the table setup will be a tight configuration.
- 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.
- A table and chair setup sheet must be received by three (3) 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.
- 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 ahead of time before using it at the event.
- You may rent different tables, chairs, furniture, or items for your event. Any rented items 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.

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

IH CLUBHOUSE

DATE _____

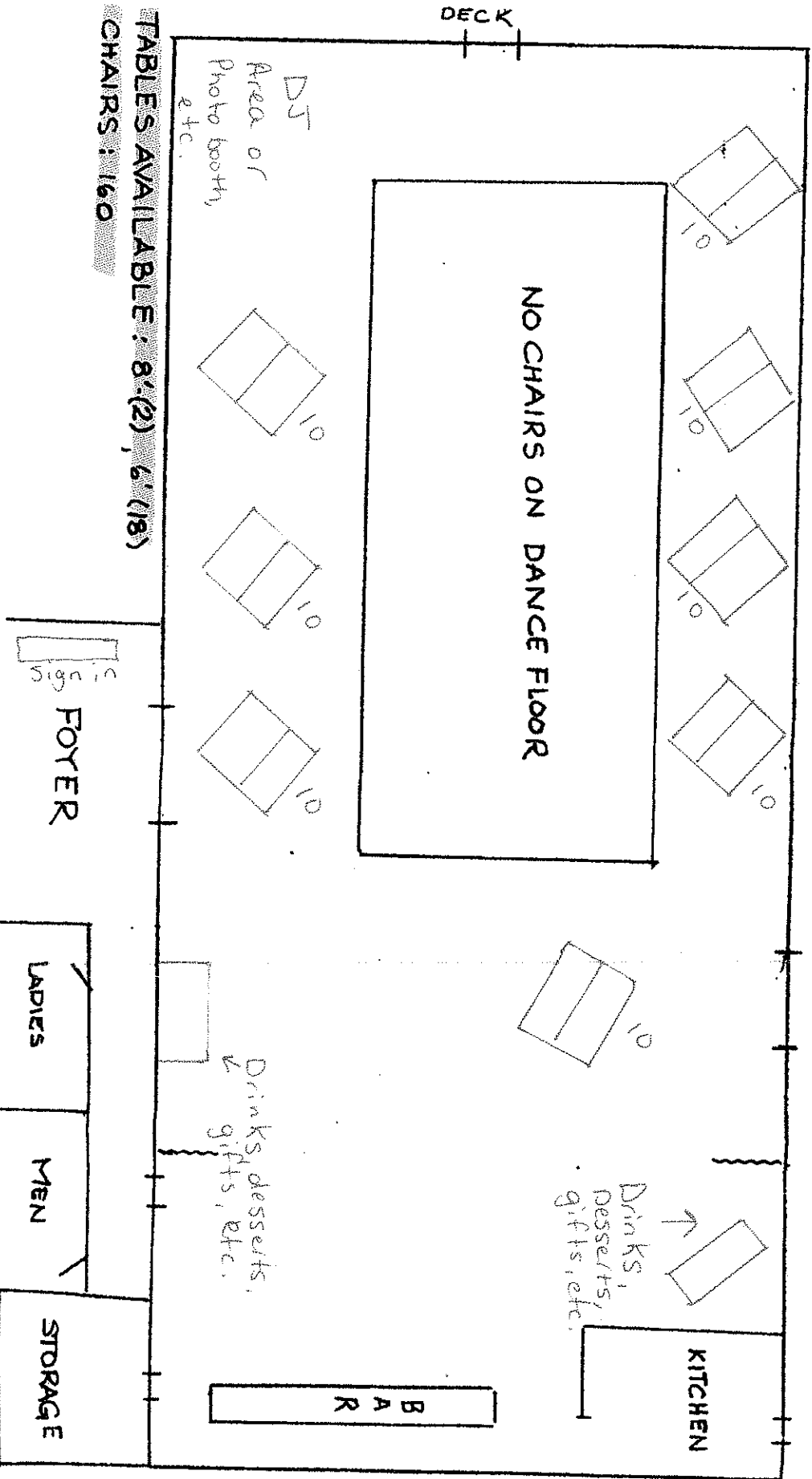


Sample Set up

IH CLUBHOUSE

Set up for 80

DATE _____



TABLES AVAILABLE: 8' (2), 6' (18)

CHAIRS: 160

Tenant User Liability Insurance Program

The City Of Lakeland, has enrolled in a program that allows you, the "user" of a municipal facility, school, or other local government property, to secure cost effective liability insurance, which 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. Third-Party Property Damage Coverage is also provided.

The City Of Lakeland is a registered user of TULIP through the National League of Cities (NLC) and HUB International New England via Entertainment Brokers International. Its assigned unique Venue ID-Code is 0501-CCY. The Venue ID-Code applies to all facilities City Of Lakeland owns and rents to third parties.

How it Works:

1. Go to <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
2. Enter the Venue ID-Code 0501-CCY listed above or use the venue drop down menu.
3. Select the Event Details or "eligible activity" from the drop down window, e.g. wedding, festival, etc. Please also review the list of events that are *ineligible* for coverage.
4. Answer the underwriting questions and supply information about your event.
5. You will be able to obtain a quote prior to being asked for any payment information.

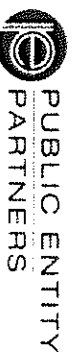
Once you submit your payment information, coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance is issued and sent via email, in your Name or Organization's Name, to you and your local government.

If you have questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International N.E. (800) 370-2106. If you experience technical difficulties, please contact *Entertainment Brokers International* at 1-800-507-8414 (8:30AM - 5:00PM PST)



National League of Cities



PUBLIC ENTITY
PARTNERS

