

City of Florence
Florence Senior Activity Center
Terms and Conditions for Rental (Revised January 18, 2016)

Your event at the Florence Senior Activity Center, 7431 U.S. 42, Florence, Kentucky, is subject to the terms and conditions outlined below. Please read it carefully. Failure to comply with the terms and conditions below may result in the loss of your damage deposit, and/or cancellation of your event.

Facility Availability & Rental Rates:

- All rental events must conclude no later than midnight.
- Monday, Tuesday, Wednesday, and Thursday evenings between 5:00 p.m. and midnight.
Monday thru Thursday Evening Rental Rates:
 - \$200 (Florence Resident)
 - \$300 (Non-Florence Resident)
- Friday evening between 5:00 p.m. and midnight. Saturday and Sunday between 8:00 a.m. and midnight.
Friday Evening, Saturday, or Sunday Rental Rates:
 - \$400 (Florence Resident)
 - \$500 (Non-Florence Resident)
- **Add \$150 to the rate if the event is a wedding or wedding reception.**
- Event rental is limited to six (6) hours subject to the time availability provisions outlined above. Event rental hours must include time for preparation and clean-up. The reservation can exceed six (6) hours, with a surcharge of \$50 per hour beyond six (6) hours. Arrangements to extend an event beyond the established six (6) hour rental time must be made in advance of the event. If the event does not conclude at the scheduled time, a surcharge of \$15.00 per each fifteen (15) minutes over will be assessed to the renter. The City representative reserves the right to require an event to cease at the scheduled event end time. All rental events must conclude no later than midnight.
- Full rental fee is due thirty (30) calendar days prior to the event date. If the event is booked less than 30 calendar days before the event, full payment is due at the time of booking.
- Rental hours must be established for the facility at the time of reservation. Changes to rental hours are subject to approval and availability. Hours may be changed or additional hours requested up to five (5) calendar days prior to your event.
- Reservations may be accepted up to one year in advance of the event and not less than seven (7) calendar days prior to the event. Events reserved less than seven (7) calendar days prior to the event will be subject to a \$25 surcharge added to the rental fee.

- Rental includes access to the multi-purpose room, back patio, kitchen, restrooms, and lobby areas. The kitchen is available for warming or serving food, but **not** for cooking. Technology in the facility (TVs, projector, sound system, etc.) is **not** available for renter's use. The use of the facility's technology will result in forfeiture of the damage deposit.
- The facility is available for rental no more than one time per day.
- No rentals on holidays (including the day a holiday is observed by the City of Florence, if different than the actual holiday).
- To reserve the Florence Senior Activity Center contact the Florence Public Services Department Monday-Friday 8:30 a.m. to 5:00 p.m. at (859) 647-5416 or on-line at www.florence-ky.gov.

Cancellation Fees:

- 30 or more calendar days prior to your event, 0% of your rental fee will be retained.
- 15 to 29 calendar days prior to your event, 25% of your rental fee will be retained.
- 14 or fewer calendar days prior to your event, 50% of your rental fee will be retained.

Damage Deposit:

- A \$250 refundable damage deposit is due within three (3) business days of reserving the facility. A damage deposit not submitted within three (3) business days after making the reservation will result in automatic cancellation of rental. If the event is booked less than 30 calendar days before the event, damage deposit is due at time of booking.
- Any damages, extra cleaning needs, or policy violations that occur will be noted and applicable fees deducted from your damage deposit.
- The renter will be billed for any additional expense not covered by the damage deposit. The determination and assessment of additional charges shall be determined by the City of Florence.
- The damage deposit will be returned by mail within seven (7) calendar days after the event provided there is no damage, decorative accessories missing, or excessive clean up required.

Renter's Responsibilities:

- The renter is solely responsible and accountable financially for any and all accidents or injuries to persons or property resulting from use of the Florence Senior Activity Center.
- The renter is responsible for the control and supervision of all people in attendance during their usage of the facility. Minors (any person under the age of 21) must be supervised at all times.

- The building must be vacated by the scheduled end time of the event and the premises (parking lots) must be vacated no later than 30 minutes after the scheduled end time of the event. This includes, but is not limited to, all guests, caterers, musicians, and other contracted service providers. The renter is responsible for ensuring this requirement is followed. If the event does not conclude at the scheduled time, a surcharge of \$15.00 per each fifteen (15) minutes over will be assessed to the renter. The City representative reserves the right to require an event to cease at the scheduled end time.
- The renter is also responsible for ensuring their guests and service providers adhere to the facilities policies, procedures, and regulations.
- If damage to the facility or the behavior of guests or people in attendance at an event warrant it, a City representative may terminate the rental immediately, and the renter may be denied further use of the facilities.
- Do not leave building unattended.
- If a renter locks themselves out of the building after the Public Services Department employee opens the facility for an event, a \$25 surcharge will be imposed for each call out to re-open the facility.
- If a renter experiences a problem with the facility during the event, they should contact the after-hours answering service at (513) 768-3473. The answering service will contact the appropriate city representative who will respond to the facility.

Facility/General Rental Policies:

- The facility capacity maximums are strictly enforced. The maximum seating capacity in the community room using a table and chair format is **92** people, which includes all adults and children. Standard setup is 14 tables with 56 chairs. Tables and chairs to accommodate a maximum of 72 people can be provided with the rental at no additional charge. Additional tables and chairs must be provided by the renter in accordance with the applicable provisions of this policy. Additional setup beyond the standard setup must be requested by the renter a minimum of two (2) calendar days in advance of the rental event. No additional setup will be provided when facility is opened for the rental event.
- Renter must be 21 years of age or older. Rental agreements cannot be transferred, assigned sublet, or issued to persons under the age of 21.
- Smoking is not permitted inside the building.
- Storage is not available before or after the scheduled rental times. All tables, chairs, and other items supplied by the renter must be delivered and picked up the same day as the event.
- Other than service dogs, animals are not permitted in the building.
- Barbecuing on the back patio area is prohibited.

- All exterior doors, including patio doors, are to remain closed during the rental.

Decorations:

- The usage of open-flame decorations such as freestanding candles is prohibited inside the facility. Decorations must be made of flame-retardant material. Smoke machines of any type may not be used inside the facility.
- Attaching decorations to walls, ceiling, window treatments, and windows is prohibited. The use of nails, tacks, scotch tape, duct tape, staples, etc. is prohibited. Exits and exit signs must not be covered or obstructed in any way.
- Rice, birdseed etc. is not permitted inside or outside of the building.
- Helium balloons are permissible if attached to a paper weight.
- Confetti, rose petals, candles, glitter, aerosol streamers, sand, hay, etc. are prohibited inside or outside the building.
- DJ music or band must be inside the facility.

Alcoholic Beverage Policy:

- Alcoholic beverages shall not be offered for sale.
- Alcoholic beverages may be offered for consumption by the renter, and must be consumed inside the building or on the rear patio only.
- Alcoholic beverages, in any form, shall not be served to persons under the age of 21.
- It is the renter's responsibility to ensure that all local, state, and federal regulations are followed as it relates to serving or consumption of alcohol.

Renter's Clean Up Responsibilities:

- Immediately clean up any spills on floor with water only to avoid staining.
- Leave the facility as you found it. Remove everything from the facility that you brought into the facility. Tables and chairs must be placed back into the original configuration that existed at the beginning of the rental.
- Remove all decorations.
- Remove all food and food service products.
- Remove all trash from building. Trash bags must be disposed of in the large trash containers outside the delivery entrance.

- Spot clean dirty areas on floor with water only.
- Wipe off tabletops.
- **Absolutely no grease in the sink. Remove all food particles in the sink.**
- Ice is to be dumped in the sink only.
- Surface clean all appliances used, clean any spills or splatters on counters, stove fronts and tops, ovens and on oven racks to original state.
- Remove outside debris from parking lot and surrounding main building.
- **Note:** if damage to the facility occurs during the reserved time or if extraordinary clean-up is required, the damage deposit, or a portion thereof, will be retained.