



**CITRUS COUNTY HISTORICAL SOCIETY, INC.
THE OLD COURTHOUSE HERITAGE MUSEUM
RENTAL AGREEMENT**

ORGANIZATION: _____ DATE: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

ADDRESS: _____
(Street) (City/State) (Zip)

TAX EXEMPT NUMBER: _____ (If lessee is tax-exempt, a copy of the tax-exempt certificate must be submitted)

THE USE OF YOUR FACILITY IS HEREBY REQUESTED AND THE FOLLOWING INFORMATION IS SUBMITTED:

IT IS UNDERSTOOD AND AGREED that the able organization/individual assumes all personal liability and responsibility for any damage and theft incurred to the Museum during the period of use. We further agree to pay the charges listed below, and the check(s) are submitted herewith:

DATE(S): _____ TIME: FROM _____ TO _____

NO. OF PARTICIPANTS: _____

PURPOSE: _____ SERVING ALCOHOLIC BEVERAGES: YES ___ NO ___

1. There will be no extension of time granted. Renter will be charged for their setup and breakdown hours.
2. The Renter will provide an initial deposit to the Manager or designee in the amount of \$100.00 at the signing of the agreement. This initial deposit is **non-refundable** in the case of cancellation, unless the Renter informs the Manager or designee of cancellation in writing, at least 10 days before event. **(Initial)** _____. This \$100.00 deposit is applied to the total balance of the rental.
3. The Renter will provide a cleanup fee of \$_____, five days prior to the activity. After conclusion of the event, the building will be inspected. The refund will be mailed to the Renter approximately one month after the event date. All damage charges will be itemized and subtracted from the cleanup fee. The Renter is responsible for damage charges accrued in excess of the cleanup fee.
4. The Renter and the Manager or designee will inspect the area on the day of the activity to insure the condition of the area to be used meets required standards.
5. All liability will be assumed by the renter or its insurer. The Renter, by signing this contract, accepts liability for the activity. If the event is held after normal hours of operation (8:00 a.m. to 5:00 p.m. Monday through Friday) or will be serving alcohol, the renter shall provide liability insurance and provide proof of such insurance to the Old Courthouse Heritage Museum/CCHS, Inc., two weeks prior to the event. **(Initial)** _____.
6. If the event is held outside of normal hours of operation (8:00 a.m. to 5 p.m. Monday through Friday) or will be serving alcohol, the Renter must hire an off-duty Sheriff's Deputy for security. The Renter is responsible for making these arrangements and the full cost of the deputy. The Manager reserves the right to require additional security. Proof must be provided to the Manager or designee at least 10 days prior to the event.
7. Any damage to the building and/or inventory shortages will be assumed by the Renter. **(Initial)** _____

Rental Fee
per hour x **No. of hours** + **6% tax** = **Cost**

_____ x _____ + _____ = _____

Additional fees _____ (30 days prior to event)

Total due _____

Initial deposit _____ Due at signing of Contract

Remainder due _____ Prior to or at time of event

Cleanup fee _____ (5 days prior to event)

The undersigned further agrees to indemnify and hold harmless the Board of County Commissioners, Citrus County, Florida, its officers, agents and employees from any and all claims, damages, costs or expenses arising out of, or incidental to, the above proposed use of The Old Courthouse Heritage Museum.

I/we understand and will abide by all the Policies and Procedures of the Citrus County Historical Society, Inc. and have been provided with a copy of same.

Renter's name (print) _____ Signed _____

Manager (signed) _____ Date _____

	<i>Amount</i>	<i>Received</i>	<i>Staff Initials</i>
<i>Initial Deposit</i>			
<i>Cleanup Fee</i>			

There is a \$25.00 returned check fee for each check that is returned to The Old Courthouse Heritage Museum/Citrus County Historical Society, Inc. for lack of sufficient funds.

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 THE OLD COURTHOUSE HERITAGE MUSEUM
 RENTAL AGREEMENT**

Additional Fees*

Items	Number	x	Price	+	6% tax	=	Cost
Tables	_____	x	\$2.00 each	+	_____	=	_____
Chairs	_____	x	\$1.00 each	+	_____	=	_____
Staff time	_____	x	\$10.00/hr.	+	_____	=	_____
Misc.	_____	x	\$1.00 each	+	_____	=	_____
Total to transfer to page 3						=	_____

* These additional fees are for room set up. Fees can be avoided by providing sufficient advance notice to ensure staff/volunteers are available to set up the room or by the Renter setting up their own chairs and tables. In the event outside help is required for room setup the Renter is responsible for the full cost. White table linens and chair covers available on request for an additional fee.

**Application for Alcoholic Beverage Waiver
Alcoholic Beverage Policy**

Type of function/activity: _____

Is there a fee or donation required to attend this event? Yes _____ No _____

Date(s) requested: _____

Event time: From _____ to _____ Average age of participants: _____

Estimated attendance: _____

A Certificate of Insurance with \$1,000,000 minimum liability insurance is required for all events serving alcohol. Citrus County Board of County Commissioners must be listed as an additional insured and host liquor liability insurance. The certificate must be submitted no later than ten (10) days prior to the event.

Contact person's name: _____

Address: _____
(Street) (City/State) (Zip)

Telephone: (Daytime) _____ (Evening) _____

Citrus County Alcoholic Beverages Policy:

The user of The Old Courthouse Heritage Museum must submit a written request to the Manager seeking permission to have alcoholic beverages. This request must include a description of the use of said alcoholic beverages (i.e., sales, distribution, consumption, etc.).

The Manager has the authority to require the user to furnish additional security personnel and pay for additional Historical Society personnel, as necessary and available, depending upon the attendance and type of event scheduled.

Alcohol sales, distribution and/or consumption requests have a mandatory liquor liability insurance requirement of a minimum \$1,000,000 limit on an occurrence or claims-made form; if coverage is provided on a claims-made form, the County will require that the Certificate of Insurance indicates a retroactive date which should coincide with event date, or earlier. The County will require that this coverage include an *Additional Insured Endorsement* and a *Hold Harmless Indemnification* in favor of the County.

At least ten (10) working days prior to the scheduled event, the user must provide the Manager an original Certificate of Insurance confirming applicable liquor liability (Sale: Liquor Liability; Distribution/Consumption: Host Liquor Liability) minimum limits of \$1,000,000 coverage.

The Manager has the right to reject any request when such events may put the County at risk.

I accept full responsibility for the actions of all participants attending the event and the results of said actions. I also understand all alcohol is to remain in designated locations and if these conditions are not met, these privileges will be revoked immediately with no refund.

Person responsible for group
(Please print)

Signature

Date

Approved by: _____

Signature

Date