



CITY OF CALLAWAY

CALLAWAY COMMUNITY CENTER RENTAL

530 BEULAH AVENUE, CALLAWAY, FL 32404

OFFICE: (850) 874-0035

Date(s) of Event: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Event Type: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Departure: \_\_\_\_\_

Callaway Community Center Rental Fees

Facility Rental includes hours from 8AM-11PM

<b>Facility Rental</b>	<u>Rental Fee</u>	<u>Returnable Deposit</u>
	\$90.00	\$100.00

Security Deposit Received:	Yes / No
Sub Total:	\$ _____
Sales Tax 6.5%:	\$ _____
<b>Grand Total:</b>	<b>\$ _____</b>

I HAVE RECEIVED A COPY AND AGREE TO THE TERMS AND CONDITIONS FOR RENTAL OF THE CALLAWAY COMMUNITY CENTER. I AM 18 YEARS OF AGE OR OLDER AND I FULLY UNDERSTAND THAT NO ALCOHOLIC BEVERAGES OF ANY TYPE ARE ALLOWED IN THE BUILDING OR ON THE PREMISES, THAT I AM RESPONSIBLE FOR THE BUILDING AND EQUIPMENT THEREIN AND I WILL BE REQUIRED TO REIMBURSE THE CITY FOR ANY DAMAGE DONE. I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF CALLAWAY FROM ANY DAMAGE, INJURY OR LOSS RESULTING FROM THE USE OF THE FACILITIES BY ME, THE GROUP, ASSOCIATION OR ORGANIZATION THAT I REPRESENT.

CLIENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PAYMENT RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*Cancellations must be made in writing more than 30 days in advance from the reserved date to receive a partial refund.  
 An Administrative Fee will be automatically removed from the rental fee of \$15.00.  
 Cancellations must be made in writing less than 30 days in advance from the reserved date will receive a refund equal to half of the rental fee.  
 If cancellation occurs, the refund will take approximately 2-3 weeks to receive, via mail service.*



**CITY OF CALLAWAY**  
**COMMUNITY CENTER RENTAL**  
**530 BEULAH AVE., CALLAWAY, FL 32404**



**TERMS AND CONDITIONS**

1. The key to the facility is to be picked up no earlier than 8:00 AM on the day of the reservation. The user **MUST** take the appropriate ID and checklist to the Fire Department on Star Ave, to receive the keys.
2. The event must end early enough to allow for the premises to be cleaned and all property belonging to the City of Callaway to be put back in its proper location. All users must exit the premises and return the key to the Fire department no later than 11:00 PM, **each day rented.**
3. The user shall not remove, alter, or destroy any property or fixtures associated with the facilities. **The user shall not cause holes or attach tape or ties to the walls or ceilings.** The user shall sweep the facilities and clean the kitchen area and appliances before departure.
4. The user shall not all any unlawful conduct. No alcoholic beverages of any type are allowed in the building or on the premises. No excessively loud music or any other noises are allowed.
5. The user shall indemnify and save harmless the City from any damage, injury, or loss resulting from the use of the facilities by the requestion person, group, association, or organization.
6. The user is responsible for securing the premises after use, locking doors, turning off lights, and appliances, and removing all trash, food, and belongings of the user. The individual/ organization who signs the damage agreement and statement of responsibility is responsible for the premises until the key is returned and the inspection is made by the Fire Department. **\*Users may place trash in the 96 gals. trash can at the back door outside the building. If there is excessive trash it must be removed from the premises.\***
7. The Fire Department shall complete a post-inspection to log any issues with the building condition on a checklist.
8. The City is not responsible for any personal belongings left in the facility.
9. Following the use of the facility, a Leisure Services staff member will inspect the facility to verify that it is left cleaned and undamaged. If necessary, the Leisure Department will determine an amount to be deducted from the Security Deposit. A check request for the deposit will be submitted for the refund of the Deposit to the City's Finance Department. The refund will be mailed to the name and address on the rental agreement. If this occurs, the deposit will take approximately 10 to 21 days to receive, via mail service.
10. The damage deposit is not a liquidated amount for damages caused by the use of the facilities. The City shall retain the right to seek additional damages from the user should damage exceed the amount of the deposit.
11. The City holds the right to refuse or halt services to the client and/or their guests for illegal substances, Rowdy, disruptive, or immoral behavior that does not reflect the views of the City of Callaway.
12. The City of Callaway retains the right to enter the premises at any time during the use of the facilities.
13. Due to the facility falling within the boundaries of City Parks, in accordance with City Ordinance No. 1063, there is to be **no smoking or vaping** inside or outside the facility.

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF CALLAWAY FACILITIES USE  
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The undersigned for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, agrees to the fullest extent permitted by law, to indemnify, defend, pay on behalf of, and hold harmless The City of Callaway (the "City"), its elected and appointed officials, its agents, employees, and volunteers and other working on behalf of the City from and against any and all claims, demands, suits, or loss, including any and all outlay and expense connected therewith, including reasonable attorney's fees, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on behalf of the City, by reason of personal injury, including bodily injury or death, and property damages, including loss of use thereof, which arises out of or is in any way connected or associated with the undersigned's use of the City's facilities for the dates of \_\_\_\_\_ to \_\_\_\_\_, including acts or omissions by the undersigned's members, agents, servants, officers, employees, representatives, independent contractors and their subcontractors, invitees, patrons, and suppliers. It is the intention of the parties that the City, its elected and appointed officials, agents, employees, volunteers, or others working on behalf of the City shall not be liable or in any way responsible for injury, damage, liability, loss, or expense resulting to the undersigned, its members, agents, servants, officers, employees, representatives, independent contractors, and their subcontractors, invitees, patrons, and suppliers due to accidents, mishaps, misconduct, negligence or injuries either in person or property of the City's facilities.

Agreed to this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Client

\_\_\_\_\_  
City Staff