



Town of McIntosh

P. O. Box 165

McIntosh, FL 32664

(352) 591-1047 office

(352) 591-1947 fax

d.gonano.mcintosh@windstream.net

www.townofmcintosh.org

Applicant's name: _____

Organization (if applicable): _____

Address: _____

Email Address: _____

Phone (day number): _____

Purpose of Use: _____

Date(s) of Use: _____ Time of Use: _____

I have read the regulations governing the use of the Civic Center located in McIntosh, Florida. Any special needs or requests have been discussed with the Town Clerk and are itemized on the back of this application. I understand that the deposit will be forfeited in the event that the building is not left clean, needs repairs to damages caused by us or our guests, or any items are missing from the inventory list. After successful inspection of the building, the deposit will be refunded to me within three (3) business days after the key has been returned to the Town Office. I am responsible for the safety of all our guests within the Civic Center and adjoining park area. Lease agreement is for twelve (12) hours on the requested application date.

Applicant(s) Signature: _____

Date of Application: _____

Deposit Amount: _____ Date Paid: _____

Lease Amount: _____ Date Paid: _____

Cleaning Service Fee: _____ (if applicable)

Town Clerk Signature: _____

Town Clerk will sign and return copy of Lease Agreement to you. Please keep for your records.

Thank you for your interest in using the beautiful McIntosh Civic Center located at 5835 Avenue F in the heart of the Historic Town of McIntosh, Florida. Please read the following rules and regulations governing the use of the building. If you have any questions, please call the Town Office at (352) 591-1047.

- 1) The fee schedule is as follows: Residents - \$100.00 Non-residents -- \$300.00
- 2) The security deposit is a \$100.00 refundable fee upon return of the key to the Town Office and successful completion of a damage inspection.
- 3) **Maximum Occupancy: 84 People. The McIntosh Civic Center is an historic building. Applicant shall be responsible for indicating exits and emergency evacuation procedures to attendees.**
- 4) Alcoholic beverages are not permitted within the building or surrounding park.
- 5) Smoking is not permitted within the building.
- 6) No equipment, furnishings, pictures, maps, or holiday decorations are to be removed from the building, used out of doors, or taken down. For your use, the Civic Center provides: 12 large tables (3'x6'), 5 smaller tables, 72 chairs, 1 cart, and various kitchen appliances.
- 7) Nails, tacks, or any adhesive is not permitted on walls or woodwork.
- 8) If kitchen is used, please take all personal items with you as you leave the building. All appliances, counter tops, floor, and walls are expected to be clean.
- 9) Garbage should be placed in large bags and secured. Garbage may be left in the kitchen area.
- 10) Entire building should be swept, vacuumed, or mopped, as needed.
- 11) Bathrooms should be left clean.
- 12) Please note this building is located in a residential area. Noise must be kept at a considerate level.
- 13) The lease does not include exclusive use of the surrounding park area. The park area is not part of the lease and may be used by the general public.
- 14) The applicant or any vendor secured by the applicant shall not provide any entertainment or amusement rides such as, but not limited to, bounce houses, water slides or rides, rock climbing walls, pony, horse or animal rides, trampolines, bungee cord rides and the like until the Town is provided with an insurance certificate of coverage for liability naming the Town as an additional insured.

The Town of McIntosh does not assume responsibility for the safety of you or your guests. You are responsible for the safety of your guests in all circumstances. You shall indemnify and hold harmless the Town of McIntosh from any and all liability arising out of the use of the premises by you or any of your assignees, guests, invitees, or licensees.

Read and Accepted
Applicant Signature

Date

2/2