



Town of McIntosh
Community Center Rental Application

Name/Organization: _____

Address: _____ Mailing Address _____

Phone: _____ Email: _____

Event Description: _____

Date(s): _____ Time of Use: _____

Lease Deposit: *\$100 (refundable after inspection)* Date Paid: _____

Rental Fee: **Friday -Sunday \$100/ day for McIntosh residents (proof required) and \$300/day for non-residence (12-hour rental). Monday- Thursday \$50/ day for McIntosh residents and \$150/ day for non-residence (6-hour rental).**

Total Due: _____ Date Paid: _____



I have read the regulations governing the use of the Community 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 if 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 a successful inspection of the building, the deposit will be refunded to me within five (5) business days after the key has been returned to the Town Office. I am responsible for the safety of all our guests within the Community Center and adjoining park area. I understand that the Lease agreement is for twelve (12) hours on the requested application date.

Applicant(s) Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Administration Use:

Cleaning Service Fee Applicable? **Yes or No**

Notes: _____

Date of Inspection: _____

Refund Check #: _____

Date of Check: _____

Agreement

Thank you for your interest in using the beautiful McIntosh Community 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/day (12 hours Fri-Sat) \$50/day (6 hours Mon-Thurs). Non-residents - \$300.00/day (12 hours Fri-Sat) \$150/day (6 hours Mon-Thurs).
- 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 and cleanliness inspection.
- 3) **Maximum occupancy is 84 people. The McIntosh Community Center is a historic building. Applicants are responsible for indicating exits and emergency procedures to all attendees.**
- 4) Alcoholic beverages may only be served, provided that the renter produces verification that outside insurance coverage has been obtained. See the attached event insurance information.
- 5) **Smoking is not permitted within the building.** All outdoor smoking must be cleaned up properly.
- 6) No equipment, furnishings, pictures, maps, or holiday decorations are to be removed from the building, used outside, or taken down.
- 7) Nails, tacks, or any adhesives are not permitted on walls or woodwork.
- 8) If the kitchen is used, please take all personal items with you as you leave the building. **All appliances, countertops, floors, and walls are expected to be clean.**
- 9) Garbage should be placed in large bags and secured. Garbage must be left in the kitchen area.
- 10) Entire building should be swept, vacuumed, or mopped, including the bathrooms.
- 11) Gazebo, porch, and other outdoor areas are to be picked up after.
- 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, 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.

Initials _____

Event Housekeeping Check List

Clean-Up Check List

	Description	√
1.	ALL garbage must be placed in large bags. Leave the full bags in the garbage cans in the hallway by the bathroom.	
2.	Garbage/accessories in the park, gazebo, and all other outdoor areas utilized must be gathered/thrown away.	
3.	The entire building must be swept/vacuumed and mopped (Only use BONA on the wood floors).	
4.	Leave all empty trash cans in the kitchen.	
5.	Restrooms cleaned including sinks and toilets.	
6.	All furniture must be wiped and cleaned.	
7.	All chairs and tables are put away on the rack/ in the storage closet.	
8.	Walls/woodwork cleaned (use of nails, tasks, or adhesives are prohibited). All decorations must be removed.	
9.	All appliances cleaned (including stove/oven).	
10.	Removal of all leftover food from refrigerator/counters.	
11.	All counters must be cleaned & tidy.	
12.	All lights/fans turned off (A/C reset to 78 degrees). There are two thermostats, one by the piano and one in the kitchen.	
13.	All doors/windows must be secured and locked when vacating the building. The side door must be checked from the outside handle.	
14.	All dishes must be washed, dried, and put away.	

Your approved lease agreement details the following:

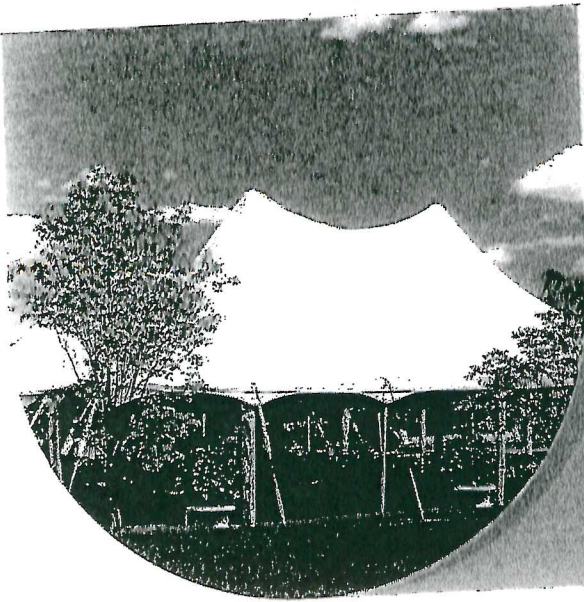
"I have read the regulations governing the use of the Community Center in McIntosh, Florida. Any special needs or requests have been discussed with the Town Clerk and are itemized on the back of this application. I understand that the deposit will be forfeited in the event that the building is not left clean, needs repairs to damages caused by us or our guests, or any items are missing from the inventory list. After a successful inspection of the building, the deposit will be refunded to me within five business days after the key has been returned to the Town Office. I am responsible for the safety of all our guests in the Community Center and its adjoining park areas. The lease agreement is for twelve (12) hours on weekends & 6 hours on weekdays on the requested application date."

I _____ agree to the terms as provided.

Signature: _____ Date: _____

NLC - Town of McIntosh, FL

unique_link	venue_is_code	
https://app.gatherguard.com/?v=0501-2037	0501	2037



GATHER GUARD

Special event coverage brought to you by Intact Entertainment, in place of the former NLC-RISC TULIP Program

PROGRAM HIGHLIGHTS

Standard Coverage

- Review only one form
- Simple verification of insurance with uniform proof of coverage
- Predetermined additional insured information
- TRIA coverage included in standard policy

Pre-Selected General Liability Limits up to \$1M

- Host liquor included
- Higher limits are available for selection by customer as directed by venue, with pre-approval.

Easy to Use

- Venue activity reports available upon request
- Copy of proof of coverage automatically sent to venue-designated personnel
- Cost effective
 - Low touch
 - Online purchase means no venue deposits or handling of money
 - Reasonable rates
 - No master policy renewals

Flexible Approval

- Individual policies, not restrictive Master Policy
 - Higher limit option for Damage to Premises Rented to You
 - Additional limits available
 - Liquor liability available
 - Option for Multi-Day events

OVERVIEW

Special events, whether a wedding reception or a professional seminar, involve considerable coordination between host and event staff. But despite careful planning the unexpected may occur—exposing the host to potential liability for bodily injury or property damage. Intact Entertainment can help with GatherGuard—a general liability insurance program that provides you with convenient, low-cost coverage for special events. GatherGuard can help mitigate your risks, while providing valuable protection to the host and venue.

WHAT IS GATHERGUARD?

When an individual or organization rents a facility or venue for an event, GatherGuard provides low-cost general liability insurance. It protects both the user and the facility against claims by guests who may be injured as a result of attending the event. It's an easy-to-use, fast method of insuring most types of events including seminars, weddings and receptions, birthday parties and concerts.

HOW IT WORKS

Intact Entertainment will work with you to set coverage limits, special additional insured language (if required by venue; must be approved by Intact); and contact preferences. Customers will be able to see predetermined information, options customized to your venue or organization, and the type of event being held. You will be able to send customers directly to gatherguard.com to purchase insurance through our simple, online system.

Our support team is available by phone or email to answer questions about GatherGuard or to offer technical assistance. Once purchased, the policy and proof of coverage will be delivered instantly to the email address entered on the online application.



Melissa Solis | msolis@flcities.com





Intact Entertainment | GatherGuard

Special events, whether a wedding reception or a professional seminar, involve considerable coordination between host and event staff. But despite careful planning the unexpected may occur—exposing the host to potential liability for bodily injury or property damage. Intact Entertainment can help with GatherGuard—a general liability insurance program that provides your client access to convenient, low-cost coverage for special events. GatherGuard can help mitigate your risks, while providing valuable protection to the event host and venue.

What is GatherGuard?

When an individual or organization rents a facility or venue for an event, GatherGuard provides low-cost general liability insurance. It protects both the user and the facility against claims by guests who may be injured as a result of attending the event. It's an easy-to-use, fast method of insuring most types of events including seminars, weddings and receptions, birthday parties and concerts.

How it Works

We will work with you to set coverage limits, special additional insured language (if required by venue; must be approved by Intact); and contact preferences. Customers will be able to see predetermined information, options customized to your venue or organization, and the type of event being held. You will be able to send customers directly to gatherguard.com to purchase insurance through our simple, online system.

Our support team is available by phone or email to answer questions about GatherGuard or to offer technical assistance. Once purchased, the policy and proof of coverage will be delivered instantly to the email address entered on the online application.

Product Highlights

Standard Coverage

- Review only one form
- Simple verification of insurance with uniform proof of coverage
- Predetermined additional insured information
- Pre-select general liability limits up to \$5M
- Host liquor included
- Higher limits are available for selection by customer as directed by venue, with pre-approval.

Easy to Use

- Venue activity reports available upon request
- Copy of proof of coverage automatically sent to venue-designated personnel
- Marketing materials available
- Cost effective
 - Low touch
 - Online purchase means no venue deposits or handling of money
 - Reasonable rates
 - No master policy renewals

Flexible Product

- Individual policies, not restrictive Master Policy
 - Higher limit option for Damage to Premises Rented to You
 - Additional limits available
 - Liquor liability available

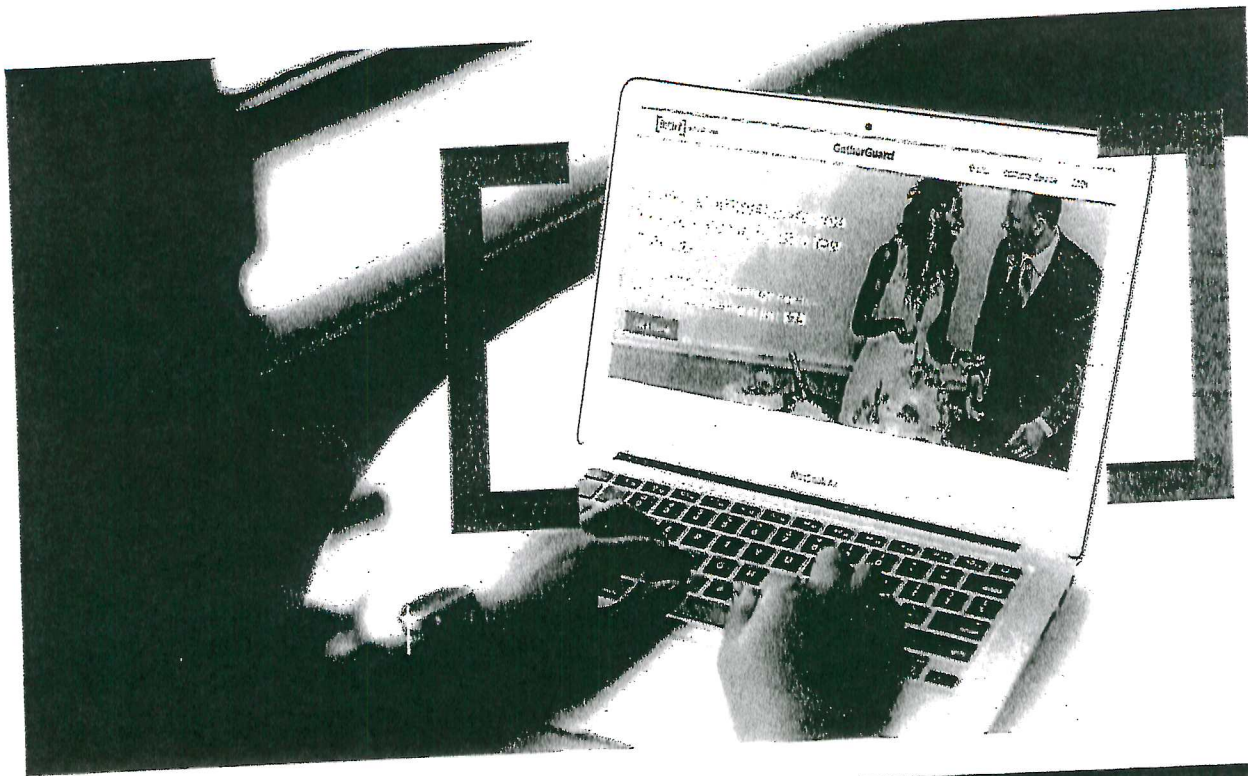
About Intact Insurance Specialty Solutions

Throughout the United States, Intact Insurance Specialty Solutions' underwriting companies offer a broad range of specialty insurance products through independent agencies, regional and national brokers, wholesalers and managing general agencies. Each business is managed by an experienced team of specialty insurance professionals focused on a specific customer group or industry segment, and providing distinct products and tailored coverages and services. Targeted solutions include group accident and health; commercial and contract surety; entertainment; environmental; excess property; financial institutions; financial services; inland marine; management liability; ocean marine; public entities; technology; and tuition refund. For further information about U.S. products and services visit: intactspecialty.com.

Intact Insurance Specialty Solutions is the marketing brand for the insurance company subsidiaries of Intact Insurance Group USA LLC, a member of Intact Financial Corporation (TSX: IFC), the largest provider of property and casualty insurance in Canada and a leading specialty insurance carrier in North America. The insurance company subsidiaries of Intact Insurance Group USA LLC include Atlantic Specialty Insurance Company, a New York insurer, Homeland Insurance Company of New York, a New York insurer, Homeland Insurance Company of Delaware, a Delaware insurer, OBI America Insurance Company, a Pennsylvania insurer, OBI National Insurance Company, a Pennsylvania insurer, and The Guarantee Company of North America USA, a Michigan insurer. Each of these insurers maintains its principal place of business at 605 Highway 169 N, Plymouth, MN 55441, except The Guarantee Company of North America USA, which is located at One Towne Square, Southfield, MI 48076. For information about Intact Insurance Specialty Solutions products and services available in Canada, visit: intactspecialty.ca and for information about Intact Financial Corporation, visit: intactfc.com.



Visit intactspecialty.com/entertainment or contact **Mary Ann Saemaldahr** at 781.332.8485 or msaemaldahr@intactinsurance.com for more information.



Intact Entertainment | GatherGuard Purchasing Instructions

Special events, whether a wedding reception or a professional seminar, involve considerable coordination between host and event staff. But despite careful planning the unexpected may occur—exposing the host to potential liability for bodily injury or property damage. Intact Entertainment can help with GatherGuard—a general liability insurance program that provides low-cost coverage for special events.

Purchasing Instructions:

GatherGuard is accessible through two easy methods:

Tip: Internet Explorer is not supported, for the best experience, please use the Chrome, Safari or Firefox browsers

Venue ID Codes

- Visit our website at gatherguard.com
- Select Get a Quote and answer a few questions about your event
- Where prompted, enter the applicable venue ID code provided by your venue, or search for your venue
- Complete the application and purchase coverage

Direct Referral Link

- Visit the website provided by the venue containing the referral link
- Click the referral link
- Complete the application and purchase coverage

You can verify the additional insured information before completing your purchase by using the "Preview my certificate language" link found at the righthand side of the application. Once the application has been completed, and credit card payment confirmed, you will receive an email with a full copy of your policy and certificate of liability insurance.

Purchasing tip: Purchase your coverage several days in advance of your event to leave time for any changes that may need to be made.

Sample Policy

You can view a sample policy at any time. Simply click "View Sample Policy" located at the bottom of our website homepage or on each page of the quote/purchasing process.

Contact Us

Customer Service is available to assist with questions at **844-747-6240**, Monday through Friday from **8:00 a.m. to 8:00 p.m.** Eastern Time.

About Intact Insurance Specialty Solutions

Throughout the United States, Intact Insurance Specialty Solutions' underwriting companies offer a broad range of specialty insurance products through independent agencies, regional and national brokers, wholesalers and managing general agencies. Each business is managed by an experienced team of specialty insurance professionals focused on a specific customer group or industry segment, and providing distinct products and tailored coverages and services. Targeted solutions include group accident and health; commercial and contract surety; entertainment; environmental; excess property; financial institutions; financial services; inland marine; management liability; ocean marine; technology; and tuition refund. For further information about U.S. products and services visit: intactspecialty.com.

Intact Insurance Specialty Solutions is a marketing brand for the insurance company subsidiaries of Intact Insurance Group USA LLC, a member of Intact Financial Corporation (TSX: IFC), the largest provider of property and casualty insurance in Canada, a leading provider of global specialty insurance, and, with RSA, a leader in the U.K. and Ireland. The insurance company subsidiaries of Intact Insurance Group USA LLC include Atlantic Specialty Insurance Company, a New York insurer, Homeland Insurance Company of New York, a New York insurer, Homeland Insurance Company of Delaware, a Delaware insurer, OBI America Insurance Company, a Pennsylvania insurer, OBI National Insurance Company, a Pennsylvania insurer, and The Guarantee Company of North America USA, a Michigan insurer. Each of these insurers maintains its principal place of business at 605 Highway 169 N, Plymouth, MN 55441, except The Guarantee Company of North America USA, which is located at One Towne Square, Southfield, MI 48076. For information about Intact Financial Corporation, visit: intactfc.com.