

Navarre Community Center Rental Agreement

Today's Date: _____ Event Date: _____ Time: _____
Contact: _____ Organization: _____
Address: _____ City, ST, Zip: _____
Telephone: _____ Approximate # In Attendance: _____
Meeting Type: _____
Recurring? YES / NO. If yes, please specify: _____

SELECT EVENT TYPE / DURATION (Please allow for your set up time in booking arrangements)

Non-Profit, Church

Tax can only be exempted on production of organization's Tax ID # _____
Rented in 4 hours increments (8am – noon) (1pm – 5pm) (6pm – 10 pm) unless by arrangement

1. Half Day Minimum / Not to exceed Four Hours

_____ \$50 (Food/Beverage NOT permitted) **OR** _____ \$65 (Food/Beverage permitted)

2. Full Day / Not to Exceed Eight Hours

_____ \$100 (Food/Beverage NOT permitted) **OR** \$105 (Food/Beverage permitted)

Corporate, Private, Civic Hire

*Rates in **BOLD** include tax @ 6.5%*

Rented in 4 hours increments (8am – noon) (1pm – 5pm) (6pm – 10 pm) Note: No access permitted prior to booking

1. Each Four Hour Increment

_____ **\$79.88** (Food/Beverage permitted)

2. Full Day / Not to Exceed Eight Hours

_____ **\$133.13** (Food/Beverage permitted)

Other Charges

_____ **\$26.63 Internet Access (check if required)**

_____ **\$100 Cleaning & Damage Deposit.** Must be paid at time of booking to secure booking. (*Will be returned if Community Center checklist requirements have been satisfied and the key is returned within 48 hours.*)
No tax on cleaning deposit

TOTAL DUE 14 days prior to the event: \$ _____ . Key can be picked up 24 hours prior to event.

**Please make checks payable to NABOR - Mail to:
1917 Navarre School Road, Navarre, FL 32566**

I HEREBY ACCEPT RESPONSIBILITY FOR ABIDING BY THE RULES AND REGULATIONS FOR THE USE OF THE NAVARRE COMMUNITY CENTER AND HAVE SIGNED SHEET #1 (Rental Request) #2 (Checklist) & #3 (County regulations) AS MY ACCEPTANCE. I FURTHER UNDERSTAND THAT IF I DO NOT USE THE COMMUNITY CENTER DURING THE TIME I SCHEDULED, AND I DID NOT CANCEL AT LEAST 14 DAYS PRIOR TO THE SCHEDULED TIME, **THE CLEANING/DAMAGE DEPOSIT WILL BE FORFEITED.** I UNDERSTAND THAT THE NAVARRE AREA BOARD OF REALTORS WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS THAT ARE LEFT IN THE COMMUNITY CENTER, PRIOR TO OR AFTER MY EVENT.

Signature: _____ **Key Issued:** _____
Copy for NABOR file, copy for renter

CHECKLIST FOR NAVARRE COMMUNITY CENTER

If you have a problem entering the building, call Angela Campbell of NABOR on 420-7934.

In case of emergency, call 911 and Angela Campbell

Immediately following your event, please ensure the following items are completed for a full return of your deposit:

- Trash picked up, trash cans emptied, new liners placed, and used trash bags placed in the dumpster near the tree on the south side of the parking lot
- Thermostat set on 65 in cool months, 80 in warm months
- Tables & chairs wiped off and returned to storage area
- Floors swept
- Remove all decorations, including tape, etc
- Kitchen cleaned and all appliances turned off (oven, etc)
- All lights turned off including hallway and bathrooms
- All faucets turned off (kitchen and bathrooms)
- Doors locked (front, back, and side)

Key should be returned to the NABOR office during business hours within 48 hours of event.

I have read and understood the above requirements and am aware that failure to comply with any of the above will mean the forfeiture of my deposit.

Signed _____ Date _____

