



# LAKESIDE

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## **LESSEE APPLICATION FOR USE**

**Revised Feb-11**

## Lakeside Community Center Fee Worksheet

### Monday – Friday

Time	Entire Building	Lakeside Community Rm.	Lakeview Conference Room
	Rate	Rate	Rate
Per Hour	\$75.00	\$50.00	\$30.00

### Saturday & Sunday

	Entire Building Only
Time	Rate
Per Hour (min 3 hours)	\$100.00

### Other Rentals

### Monday - Sunday

	Lakeside Lawn	Concession
Time	Rate	Rate
½ Day – Up To 8 hours	\$25.00	\$50.00
Full Day – More than 8 hours	\$75.00	\$100.00

### Lakeside Community Center

#### Additional Services

Item	Rate
Security Deposit	\$100.00
Alcohol Usage Fee	\$50.00
Combo Fee – Lakeside & Amphitheater	15% Discount
Late Check Out	\$50.00/Hour

#### Items included with rental of the Lakeside Community Center (Excludes Lawn & Concession Area)

- 60” Round Tables
- 6 Ft. Rectangular Tables
- Chairs
- Dance Floor
- 2 Video Screens w/ Projectors
- Laptop & DVD Player
- Kitchen:
  - Refrigerator
  - Freezer
  - Ice Machine
  - Food Warmers
  - Microwave
  - Coolers & Coffee Makers

## **DEPOSITS & REFUNDS**

1. Applications must be received at least 30 days prior to the event.
2. A deposit of \$100.00 is due when the application is submitted. This deposit is refundable.
3. 100% of fees must be paid 14 days prior to the rental.
4. All cancellations must be received in writing.
5. To receive a full refund of the \$100.00 deposit, written notification must be received within 30 days of rental.

## **RULES & REGULATIONS**

1. Lakeside Community Center is a non-smoking facility. Smoking is permitted in designated locations only.
2. Any damage or breakage shall be the responsibility of the lessee.
3. Lessees are responsible for the clean up of the facility following their event and may be charged for excessive clean up incurred by the Parks and Recreation Department once the lessee has vacated the premises.
4. The lessee agrees to remove from the Lakeside Community Center any equipment, decorations, props, etc. at the termination of their permit. The lessee agrees to pay any costs associated with the storage, moving or disposal of such items and holds harmless the City for any damage, which may occur during the moving or storage of items.
5. Permanent attachment of props or decorations by using screws, nails etc. is prohibited inside or outside the Center.
6. Caterers and food preparers must leave kitchen clean.
7. If lessee uses outdoor grills/fryers for cooking, plywood flooring must be used under cooking equipment and must cover 3 feet past the perimeter of equipment to prevent grease spills.
8. All outdoor cooking equipment must sit outside of overhangs.
9. Birdseed, petals, rice, confetti or any other item may not be thrown around the facility. Bubbles are permitted outside the building only.
10. All trash must be deposited in the dumpster outside the building.
11. Lessee must have building clean and vacated by 11:00pm.
12. No candles are to be light inside the building or under any tents.

## **ALCOHOL RULES & REGULATIONS**

Lakeside Community Center is committed to maintaining a healthy and safe facility for the use of community and private events. Alcohol abuse will not be tolerated under any circumstances. These rules and regulations permit the responsible use of alcohol in moderation by persons of legal drinking age and in accord with these guidelines.

1. Consumption of alcohol is permitted inside Lakeside Community Center and on Lakeside Lawn only.
2. Advertising that highlights the availability of alcohol at an event is prohibited.
3. Event Staff reserve the right to check proof of age at any Lakeside Community Center event.
4. Misconduct or drunkenness will not be permitted and such actions shall be subject to police action. Lessee is responsible for the actions of all guests.
5. Individual or Catering company serving alcohol are responsible of making sure guests consuming alcohol are of age and are not being over served.
6. Applicant or caterer must have an alcohol license and liquor liability insurance in the amount of \$1,000,000 listing the City of Port Orange as an additional insured in order to serve alcoholic beverages for any and all public events.
7. Events open to the public that allow alcoholic beverages must hire an official City of Port Orange police officer.
8. The type of alcohol dispenser (i.e. glass bottles, cans) may be limited based on the event.
9. Events open to the public must provide an operations plan to include the process of checking ID's and they must have a mechanism to identify guests of drinking age. (i.e. arm bands, etc.)
10. There will be no consumption of alcohol near or on amphitheater. Alcohol must stay within mapped boundaries of the Lakeside Community Center.

**HOLD HARMLESS/ INSURANCE AGREEMENT**

Section II:

The contractor, vendor, or user, hereby promises and agrees to indemnify and save harmless the City of Port Orange, a municipal corporation, its officers, agents, and employees from and against any and all liability claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorneys fees, for trial and on appeal of any kind and nature arising or growing out of, or in any way connected with the performance of the agreement whether by act or omission of the contractor, vendor, officers, agents, servants, employees, or others, or because of, or due to the mere existence of the agreement between parties.

The licensee shall supply a "Certificate of Liability Insurance" reflecting minimum coverage of \$1,000,000 (one million dollars) per occurrence. The City of Port Orange shall be named as an additional insured, which shall be noted on the certificate. The certificate shall indicate that the applicant's insurance policy shall not be cancelable without thirty days prior written notice to the City. The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply a "Certificate of Insurance" to the Department of Recreation no later than thirty (30) calendar days prior to program/event date.

**COPYRIGHT LAW:** Licensee assumes all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used on, or incorporated in the conduct of any event covered under the agreement; and licensee agrees to indemnify and hold harmless the City, from all damages, costs and expenses in law or equity for, or on account of, any patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights furnished or used by licensee in connection with this agreement and will defend the City from any such suit, or action, regardless of whether it be groundless, or fraudulent.

Licensee Signature\_\_\_\_\_

Date\_\_\_\_\_

**LICENSEE ACKNOWLEDGEMENT**

Section Four:

You are required to sign and date your agreement. Falsification of information may result in rejection of the agreement, or cancellation of the event by the City of Port Orange.

Licensee Signature\_\_\_\_\_

Date\_\_\_\_\_

**THE PARKS AND RECREATION DEPARTMENT IS NOT AUTHORIZED TO WAIVE FEES WITHOUT THE EXPRESSED WRITTEN CONSENT OF THE CITY'S CHIEF ADMINISTRATIVE OFFICER.**

The program/event will be terminated should it create or cause any violation of Local, State, or Federal laws, or ordinances.

Litter resulting from the use of this facility is to be picked up and deposited in refuse containers before leaving the area, or facility. Facility must be left in the same condition, as when rented; if not, the damage/clean-up costs will be charged back to applicant.



LAKESIDE  
community center  
City of Port Orange

**LAKESIDE COMMUNITY CENTER APPLICATION**  
(Please submit a check for \$100.00 rendered to the City of Port Orange upon application)



LAKESIDE  
community center  
City of Port Orange

Event Date: \_\_\_\_\_

Name of Lessee: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_ Times: Set-up: \_\_\_\_\_ Event: \_\_\_\_\_ Clean-up: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Will Alcohol be Served: YES / NO

Will you be catering the event? Yes \_\_\_ No \_\_\_ If yes, who will be catering and what kitchen items will you need? \_\_\_\_\_

Please check the facility/facilities you will be utilizing:

Whole Building ___	Lakeside Community Room ___	Lakeview Conference Room ___	Lakeside Lawn ___	Concession ___
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Please select any other facility you will need for your event:

Amphitheater ___	City Center Circle ___	City Hall Plaza ___
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Will you need audiovisual equipment? Yes \_\_\_ No \_\_\_ If yes, what type of equipment will you need?

\_\_\_\_\_

**\*All rentals are subject to sales tax\***

As a representative of (organization or event name) \_\_\_\_\_ I have read and do hereby accept all of the above guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date