

**CITY OF APALACHICOLA**  
**FACILITY/PROPERTY RENTAL AGREEMENT**

( Fees listed below includes the Reservation Deposit(s) )

Property Requested:	6th St. Rec Center	\$300.00	River Front Park	\$750.00
	BP Community Center	\$400.00	Holy Family	\$600.00
			Lafayette Park	\$750.00

INDIVIDUAL/ORGANIZATION NAME: \_\_\_\_\_

INDIVIDUAL/GROUP       NON-PROFIT       GOVERNMENTAL ENTITY

MAILING ADDRESS: \_\_\_\_\_

POINT OF CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PURPOSE OF RENTAL: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

RENTAL AGREEMENT MUST BE COMPLETED AND RETURNED TO CITY HALL 192 COACH WAGONER BLVD. PRIOR TO EVENT.

ALL FEES MUST BE PAID IN FULL PRIOR TO OBTAINING KEY TO FACILITY. KEY MUST BE RETURNED TO CITY HALL AT 192 COACH WAGONER BLVD., ON THE FOLLOWING BUSINESS DAY. KEY MAY BE DROPPED IN PAYMENT BOX LOCATED ON THE FITNESS CENTER END OF JOHNSON COMPLEX/CITY HALL. FAILURE TO RETURN KEY WILL PREVENT DEPOSIT FROM BEING REFUNDED.

NO FEE MAY BE CHARGED FOR ENTRANCE. NO FEE MAY BE CHARGED FOR FOOD OR ITEMS.

IF THERE IS A PROBLEM WITH FACILITY AFTER OFFICE HOURS NOTIFY CITY MANAGER AT 850-323-2111 IMMEDIATELY.



CITY OF APALACHICOLA  
RENTAL RULES & GUIDELINES

- Fund Raising Events are Prohibited — Any exception must be approved by the City Commission or its Designee and a separate Event Permit Application must be completed and approved.
- Alcoholic beverages or illegal substances are NOT ALLOWED on premises
- Smoking or use of tobacco in any form is NOT ALLOWED on premises
- Reserving party or parties will be responsible for set up, clean up, and return of the facility key

**\*NO TAPE STAPLES HOOKS TACKS OR NAILS OF ANY KIND ARE TO BE USED ON ANY WALLS OR DOORS – YOUR DEPOSIT WILL NOT BE REFUNDED IF THERE IS INDICATION THAT THESE ITEMS HAVE BEEN ATTACHED TO THE WALLS OR DOORS**

- Facility must be cleaned and locked by 11:00 PM unless prior approval by the City Commission or its Designee

Deposit may be partially or fully refunded, based on:

- Inspection and cleanliness of premises
- The assigned key(s) are returned to City Hall by the following business day.

If for any reason the key cannot be returned in person, key must be dropped in the payment drop box which is located 192 COACH WAGONER BLVD. No deposit may be return if any of these rules are violated.

A complete inspection of the premises will be conducted on the following business day after the scheduled event.

I have completely read, understand, and agree with the rules and guidelines as outlined above.

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Responsible Party

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Date

**CONTRACT**  
**HOLD HARMLESS AGREEMENT**  
**RELEASE AND INDEMNITY AGREEMENT**  
**PROPERTY**

IN CONSIDERATION \_\_\_\_\_ FOR hereinafter known as the User, to use located in the City of Apalachicola on (date) \_\_\_\_\_ for the purpose of The User \_\_\_\_\_ does hereby specifically agree to and do release, hold harmless and indemnify the City of Apalachicola, their employees, officers, agents or assigns from any claim for injury to persons and property incurred while the User is occupying the said premises, whether injury is claimed to be as a result of alleged negligence in the design, construction or maintenance of said property.

The User specifically understands and agrees that this release, hold harmless and indemnity agreement in favor of the City of Apalachicola includes and covers property damage, medical expenses, loss of wages or income, pain and suffering, loss of abilities and other past, present, or future damage or claim for compensation or reimbursement whether tangible or intangible.

And that the User further specifically agrees to defend and indemnify the City of Apalachicola for any and all monies paid including legal fees and costs incurred, in the defense of any claim or suit brought against the City of Apalachicola as the results of the use of premises by the User on said date.

FURTHERMORE, the User agrees to be responsible for any and all set-up and clean-up which may need to be required prior to and after use of said premises. Also, the User agrees to repair, replace, or reimburse the City of Apalachicola for damages to said premises which may occur while User is occupying premises on date previously mentioned.

\_\_\_\_\_ - Stakes, spikes, or any form of earth anchors used to secure tents or other temporary structures are prohibited. Water barrels or other weights placed above-ground are permitted.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_ User or Representative Thereof

Printed Name:

Address:

Witness:

\_\_\_\_\_  
Printed Name:

Witness:

\_\_\_\_\_  
Printed Name: