

TOWN OF JUPITER
2018 APPLICATION AND PERMIT FOR USE OF JUPITER CIVIC CENTER

<http://www.jupiter.fl.us/ParksRecreation/FacilityRentals> | (561) 741-2400

1. Please read entire lease before signing.
2. Complete page 1 and submit in person to Jupiter Community Center, 200 Military Trail.
 A list of your vendors and service providers (see page 2) will be required **at least** 60 days prior to your event.
3. Please retain pages 3-11 for your records and reference.
4. Incomplete applications will not be accepted.

Sponsoring Business _____ Business Owner Name: _____

Jupiter Business Address: _____

Business Owner Phone #1: _____ E-Mail: _____

Phone #2: _____ Business Tax Receipt #: _____

LIST PAID EVENTS ONLY	Date #1	Date #2	Date #3	Date #4	Date #5
Date of Event:					
Purpose:					
Time Guests Arriving:					
Time Leaving Facility:					
# Of Guests:					

SUMMARY:

All business owners, guests and third party rentals, will be held responsible for the all rules, policies and general information contained in this lease, including third party rentals. The lease is a permit for single day use of the Jupiter Civic Center, in addition to, safeguarding the physical wellbeing of the building and surrounding environment as outlined in this entire document including pages 1-10. The policies and procedures in this document may be changed without notice by the Town of Jupiter.

I ACKNOWLEDGEMENT BY SIGNING BELOW, THAT I, MY GUESTS, AND ANY THIRD PARTY USERS, AGREE TO ACCEPT FACILITY AS IS AND HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS ENTIRE LEASE (PAGES 1a-2a & 1b-7b) AND AGREE TO ABIDE BY ALL.

Today's Date: _____ Business Owner Printed Name: _____

Business Owner Signature: _____

Notary Commission Signature & Stamp: _____

EVENT CONTACT INFORMATION:

Please include a valid email address and 2 contact phone numbers.

NAME: _____ E-Mail: _____

ADDRESS: _____

PHONE #1: _____ PHONE #2: _____

REGISTERED VENDORS AND SERVICE PROVIDERS

Our goal is to make sure our clients are working with the most reputable vendors possible and to guarantee all vendors and service providers are complying with facility rental policies. Beginning with the 2018 reservation season, renters will be required to use only vendors and service providers from the Town of Jupiter’s Registered Vendor and Service Provider list.

A "Registered Vendor and/or Service Provider" means a business that has submitted and completed a Town of Jupiter Registered Vendor and Service Provider Application and has been added to the Vendor/Provider list. Inclusion on this list does NOT imply any kind of endorsement by the Town of Jupiter nor does it guarantee in any way the quality of service they provide. Vendors are hired and contracted at the renters own risk. We recommend you always read the agreement you execute with any vendor or service provider.

Please note that not all vendors and service providers will need to register. Only those vendors and service providers you have a written contract/agreement should register including any sub-contracted vendors and service providers your event planner, caterer, etc. contracts with.

Renters may use their own vendors and service providers; however, these vendors must pre-register with the Town of Jupiter at least 60 days prior to the rental date. Currently there is no fee for a vendor/service provider to register with the Town of Jupiter. Please refer all new vendors to the Town of Jupiter [Facility Rentals website](#) to complete the registration process.

Please list all vendors/sub-vendors and service/sub-service providers who you have, or intend to, enter into a written contract/agreement with regards to your event at the Jupiter Civic Center.

Vendor/Business Name	Purpose	Vendor Contact Name	Contact #	Registered Vendor

EXAMPLE:

Vendor/Business Name	Purpose	Vendor Contact Name	Contact #	Registered Vendor
Tasty Treats	Catering	Jane Smith	555-5555	Yes
Mobile Mike	DJ	Mike Smith	555-1234	Yes

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****PLEASE KEEP PAGES 1b-7b FOR YOUR RECORDS****

Sponsoring Business: _____ Business Owner Name: _____

	Date #1	Date #2	Date #3	Date #4	Date #5
Date of Event:					
Purpose:					
Time Guests Arriving:					
Time Leaving Facility:					
# Of Guests:					

THIS APPLICATION IS MADE WITH THE EXPRESS UNDERSTANDING THAT ANY LEASE ISSUED SHALL BE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS, WHICH ARE MADE A PART HEREOF:

PURPOSE OF LEASE: To provide Town policies and procedures for the rental of the Civic Center.

PROCEDURES: The following are the Town’s procedures for renting the Jupiter Civic Center.

POLICY: The following are the Town’s polices for renting the Jupiter Civic Center:

1. APPLICANT QUALIFICATIONS

- a. It is the intent of the Town of Jupiter to provide a facility that can be rented for recreational purposes.
- b. Any rental of the facility must be made by an **incorporated** Town of Jupiter business (must provide a current Business Tax Registration from the Town of Jupiter, see [example](#) on website), a chartered civic organization within the Town, or other public, educational, or government entity.
- c. Applicant must be at least 21 years old.
- d. The applicant will be required to provide qualifying proof of identity, age and business ownership.
 - i. All Applicants must show a State issued driver’s license, or a State issued identification card.
 - ii. In the case of a private business, **a copy of the Town of Jupiter business registration will be required with lease.** The Civic Center lease must be executed (signed) by the Jupiter business owner whose name appears on the Town of Jupiter Business Tax Receipt.
 - iii. For educational entities the principal must execute lease.
 - iv. For chartered civic groups, the president must sign lease along with established by-laws/charter.
 - v. Governmental agencies must have director or department head sign lease and provide business card.

2. PURPOSE OF RENTAL

- a. Renting of the facility is intended for recreational and leisurely activities.
 - i. It is not the intention of the Town for the rental to be used as a way to gain direct or indirect monetary benefit to any person, business, or group, other than for charitable causes (See #19).
 - ii. All applicants may be denied the rental of the facility for good cause by the Town.

3. RENTAL FEES

- a. Monday – Thursday.....\$250.00 per day, (including 7% tax = \$267.50)
- b. Friday – Sunday.....\$375.00 per day (including 7% tax = \$401.25)
- c. Security Deposit.....\$400.00 (See Section 5.d)

4. RENTAL USAGE HOURS

Facility rental hours are from 9 AM-12 AM per reservation day that has been paid for on your Civic Center Lease. **You are NOT permitted, under any circumstances, to enter the facility prior to 9 AM or to come back to the Civic Center the next morning to clean/remove decorations.** This facility is rented every Friday, Saturday & Sunday of the year and failure to comply will negatively impact the renters after you. (See #7, #32)

- a. All events that are held at the Civic Center CAN BEGIN NO EARLIER THAN 9:00 AM and must end, clean-up included, NO LATER THAN 1:00 AM.
 - i. **There are no exceptions to this time frame so plan your event accordingly.**
- b. If you need access to the building before this time you may consider renting it for two days in a row.
- c. Even though you have the facility from 9AM-12AM you still need to provide us with two times on this lease so that we may send a monthly report to various governing agencies. Failure to provide these times may result in your event being locked out of Carlin Park.
 - i. We need to know on or about when your guests are arriving
 - ii. When you will be done with clean up and leaving the facility

5. RESERVING A DATE

The facility is not available for rental on the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

- a. Reservations are only accepted in person at the Jupiter Community Center, 200 Military Trail, Jupiter. Normal operating hours are Monday-Friday, 8:30 AM-8:30 PM and on Saturdays, 8:30 AM – 4:00 PM. Community Center contact phone number is 561-741-2400.
- b. To reserve a date you must be at least 21 years old and own an **incorporated** Town of Jupiter Business.
 - i. If you don't have a business within the Town of Jupiter you may have an incorporated Jupiter Business owner sponsor you.
- c. The Jupiter business owner must complete and sign page 1.
 - i. If the signature is not executed in front of a Town of Jupiter employee then the business owner's signature must be notarized on page 1 otherwise the lease will not be accepted.
 - ii. The business owner signing the lease must be the same person whose name appears on the Town of Jupiter Business Tax Receipt otherwise the lease will not be accepted.
 - iii. A copy of the Town of Jupiter Business Tax Receipt is required with the lease submittal and payment or the lease will not be accepted.
- d. A completed lease and full rental payment must be received at the time of booking.
- e. Dates will not be held (saved) without a completed lease and rental payment.
- f. Reservations will be accepted at the Jupiter Community Center, 200 Military Trail, Monday-Friday, 8:30 AM – 8:00 PM and on Saturdays from 8:30 AM – 4:00 PM.
- g. A date is considered reserved when the applicant has received a rental receipt for payment.
- h. Reservations must be placed at least one week in advance of requested rental date.
- i. Reservations are limited to two per month by any one individual, organization or business.

6. PAYMENT

The Town of Jupiter accepts cash, check, MasterCard, Visa and American Express for rental payments. We are not permitted to accept credit card payments accept over the phone.

- a. Waiver of rental fees will be considered, at the Town's discretion, for Jupiter public school student functions and for professional functions (i.e. meetings, seminars, etc.) associated with Municipal, State and Federal Organizations.
 - i. Complimentary (no charge) rentals will only be available Monday-Thursday.
 1. Fees will apply for any and all rentals to be held on Friday, Saturday or Sunday.
 - ii. Complimentary (no charge) rentals must be for business or student related functions.
 1. Parties such as retirement, birthday, weddings/receptions and holiday, will not be exempt from payment.

7. **CLEANING**

You are expected to clean the Civic Center per the Compliance, Waiver and Key Return Agreement (page 10) **BEFORE** you leave the premises on the date of your rental. (See #4)

- a. The facility will be inspected at 6:00 AM on the morning after your event by Town of Jupiter staff to ensure that ALL cleaning requirements have been met as outlined in the Civic Center Compliance, Waiver and Key Return Agreement and you have fully vacated the facility as instructed.
- b. Any security deposit deductions will be determined by Town of Jupiter staff and are non-negotiable.

8. **SECURITY DEPOSIT**

A refundable \$400 security deposit is due when the Civic Center keys are picked up for your event. The security deposit fee is not the rental fee, it is a separate payment.

- a. The \$400 security deposit can be paid:
 - i. **IN CASH:** A refund check will be mailed to the designated recipient within 2-3 weeks of the completion of your event. Upon returning the keys, please specify name and address of person to receive security deposit refund by check.
 - ii. **CREDIT CARD:** Visa, MasterCard & American Express are accepted. **A \$25 PROCESSING FEE WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT REFUND. THE \$375 BALANCE WILL BE REFUNDED BACK TO THE INITIAL CREDIT CARD within 7 business days after your event.**
NOTE: If it's determined there are cleaning deductions it will delay your refund 3-5 weeks.

9. **KEYS**

Failure to comply with the key return policy will result in a penalty of \$30 per business day and will be deducted from your security deposit. Lost key replacement expenses will be deducted from your security deposit and includes staff time, locksmith labor costs and all lock and duplicate key set replacements. (\$250+) Keys will be picked up and returned to the Jupiter Community Center, 200 Military Trail, Jupiter, FL. Normal Community Center operating hours are Monday-Friday, 8:30 am-8pm and Saturdays, 8:30am-4pm. Please note any holidays that the Community Center will be closed. Please visit the [website](#) for holiday closings.

a. **Pick Up**

- i. Rentals for Monday-Thursday require pick up on the morning of the rental, no earlier than 8:30 AM and no later than 8:00 PM.
- ii. Rentals for Friday, Saturday and Sunday require pick up on the Friday before the rental, no earlier than 8:30 AM and no later than 8:00 PM.

b. **Returning**

- i. Keys for rentals on Monday-Thursday are to be returned the following business day after the rental, no earlier than 8:30 AM and no later than 8:00 PM.
- ii. Keys for rentals on Friday, Saturday or Sunday are to be returned the following business day no earlier than 8:30 AM and no later than 8:00 PM.
- iii. In the case of a holiday, the key will need to be returned the next business day, no earlier than 8:30 AM and no later than 8:00 PM.

10. **ALCOHOLIC BEVERAGES**

Alcoholic beverages are permitted at the Civic Center in plastic or aluminum containers.

- a. Town Ordinance, Section 14-73, 14-74, "No person shall deposit or leave litter in any park, ocean front beach, ocean or other body of water within the town."
- b. Town Ordinance, Section 14-76, states, "No person shall bring or possess any glass container into any park or ocean front beach recreation area in the town."
- c. Please do not allow guests to throw containers in wooded or grass/sand dunes that surround area.
- d. Distribution and consumption of alcohol is not permitted off Civic Center grounds.

11. **A/C RENTALS**

Portable a/c units, both cooling and heating, are not permitted at the Jupiter Civic Center. It is a violation of fire and building codes. If you are found to be using this equipment your event will run the risk of being immediately shut down. The sponsoring business will lose future rental privileges. (See #30)

12. REFUNDS | CANCELLATION NOTICE | CANCELLATION FEES

Refunds requests received in writing at least 35 days prior to the event date will be subject to the following cancellation fees: (Optional [Refund Request Form](#).)

- a. **Weekend Rentals:** \$100 per day for each day
- b. **Weekday Rentals:** \$50 per day for each day
- c. Even if you do not qualify for a refund it is still the business owner's responsibility to cancel the reservation. Failure to comply may result in loss of rental privileges for the business.
- d. Standard policy requires cancellation refunds to be issued to the name and address in Rectrac.

13. DATE CHANGES & PENALTY

To change a reservation date written notice must be received at least 35 days prior to the original rental date and a \$25 transfer fee will be due.

14. DAMAGES

The Town reserves the right to retain all or part of the deposit should it become necessary to repair damages. An inspection of the facility will be made by Town of Jupiter staff at 6:00 AM the morning after your rental. Assessed deductions are non-negotiable.

15. DECORATIONS

- a. All decorations, equipment and food must be removed from the Civic Center and premises by 1:00 AM. Do **NOT** plan to come back the next morning to clean unless you have it rented the next day. Deductions will have already been assessed
- b. Balloons are not permitted. To a sea turtle, deflated balloons look like jelly fish, and jelly fish look like dinner.
- c. Do not hang decorations from the fire sprinkler equipment or ceiling. **THIS INCLUDES HANGING CLOTH FROM THE CEILING.** This is a direct violation of building fire codes and is a fire hazard. Renters will be fined in excess of \$250 if caught hanging cloth or anything else from the fire sprinkler equipment, ceiling or rafters. (See #32)
- d. Do not nail or staple decorations to the exterior or interior of the building. Nails and staples that are left behind are a safety hazard.

16. FIRE SPRINKLER ALARM SYSTEM

The Civic Center is monitored by a fire sprinkler alarm company.

- a. If you, or one of your guests, set the alarm off as a result of inappropriate actions you will be charged for the service/monitoring call (**a \$250 fine**) to reset the alarm system.
- b. Do not hang decorations from the fire sprinkler equipment or ceiling. **THIS INCLUDES HANGING CLOTH FROM THE CEILING!** This is a direct violation of building fire codes and is a fire hazard. Renters will be fined in excess of \$250 if caught hanging cloth or anything else from the fire sprinkler equipment, ceiling or rafters. (See #32)

17. FIRES ON THE BEACH

Fires are **NOT** permitted on or in Palm Beach County beaches and parks.

- a. This activity is restricted under PALM BEACH COUNTY ORDINANCE 2004-002, Section 6.
- b. This includes the beaches in Jupiter, Carlin Park and at the Civic Center.

18. HURRICANES, ACTS OF NATURE

The Town of Jupiter reserves the right to cancel any rentals due to, but not limited to, any act of nature (i.e. hurricanes, beach erosion, and encephalitis).

- a. If your rental date is during hurricane season (June 1st–November 30th) there is a possibility that your event will be disrupted by a hurricane. (See [Hurricane Brochure](#))
- b. During hurricane season please keep your phone numbers and email information up to date.
- c. If your reservation is cancelled by the Town of Jupiter, you may either reschedule or receive a full refund without penalty.
- d. The Town of Jupiter will not be held liable for any penalty fees incurred by the lessee in which any acts of nature require an event to be cancelled at the Civic Center.

19. FUNDRAISERS

Only Jupiter based civic groups/organizations, Jupiter based non-profits/501(c)3 organizations and Jupiter based public schools will be permitted to host fundraising events at the Jupiter Civic Center.

- a. All groups must submit organizational paperwork and [Fundraising Affidavit](#) with the Civic Center lease.
- b. In the event of a Jupiter based public school the principal will be required to sign the lease or application.
- c. A civic group is an organized, chartered group of people who are joined together to network with each other and serve the community. (i.e., women's clubs, Lions Club, Toastmasters, churches, garden clubs, Friends of the Library, and, Rotary clubs are all examples of civic groups.)
- d. Jupiter based civic groups/organizations, Jupiter based non-profits/501(c)3 organizations and Jupiter based public schools will not be required to have a Jupiter business sponsor if their event is an organization function. If you do not meet the fundraising criteria your lease will not be accepted and any payments refunded. Only groups specified may receive any type of benefit or payment in connection with any fundraising activities or events held at a Town facility, either in the form of direct/indirect monetary gain, trade, discounts and/or any other goods or services. Fundraising request from individuals or business will not be approved.
- e. All facility rules and policies apply to all fundraising events.
- f. All fees apply unless specifically waived by Town Council.
- g. If your event is open to the general public then the sponsoring agency must name the Town as an additionally insured.
- h. If the event is open to the general public you will be required to provide an insurance certificate showing the Town of Jupiter as additionally insured. The purpose of an additional insured is to protect the rights of another party that might become legally liable for the actions of the named insured. For instance, the Town of Jupiter might be named in a lawsuit as a result of a fundraiser hosted on Town property. By naming the Town of Jupiter as additional insured, the named insured extends coverage, especially defense costs, to the Town of Jupiter. The organization's insurance company would have to defend both the named insured and the additional insured. It is important you make sure your agent is aware of the specific nature of the relationship you have with the additional insured, to ensure the proper additional insured form is provided.
- i. If your organization is recognized and would like to host a fundraiser then an officer from the organization must complete a fundraising disclosure and submit it with either the Community Center/Old Town Hall application or Civic Center Lease. The purpose of this disclosure is to certify that each event is in compliance with our fundraising policies. Failure to do so, or disclose all event information, may result in cancelation of your rental.
- j. Incomplete information will delay the approval/processing of your application and may result in loss of your requested date/time.
- k. Dates will not be held without a disclosure form, payment, and lease.

20. GATE ACCESS

The parking lot access gate on the north end of the Civic Center is **NOT** public access. You do not have access to this gate. It is a violation of fire and building codes to access this area. Your event will run the risk of being shut down if you are in violation.

21. OCCUPANCY

Fire Code limits parties to 225 persons; this is not the same as seating capacity.

- a. Seating capacity is *approximately* 100. There are only tables and chairs for approx. 100 guests.
- b. When chairs and tables are set up there is no space for additional tables and chairs.
- c. No outside table and chair rentals permitted. (Please see Rental Equipment #25)

22. PERSONAL PROPERTY

Personal property placed on, or in the facility, shall be at the risk of the Applicant.

23. REPAIRS

Applicant's \$400 security deposit will be reduced or not refunded if it's determined that their rental resulted in damage to the facility and park grounds.

24. **PUBLIC VIEWINGS**

Every Wednesday from 12:30 – 1:30 PM is a scheduled public viewing of the facility. Private viewings will not be scheduled.

- a. Wednesday public viewings will not be cancelled due to rentals. If this is not acceptable for you then please do not rent the facility on a Wednesday.

25. **RENTAL EQUIPMENT**

The facility is rented – AS IS. REGARDLESS of any pictures posted on websites and social media pages, you are **NOT** permitted to rent alternate chairs and tables other than what is provided at the Civic Center. **If the facility does not fit your needs as is - then do not rent it.** Any vendor or service provider renting tables and chairs at the Civic Center will immediately be removed from the registered vendor and service provider list for at least 1 year. (See #32)

26. **TRASH REMOVAL**

All inside and outside trash containers must be emptied into the parking lot dumpster.

- a. Do not empty trash into the garbage cans on the Civic Center porch.
- b. Do not throw food in the woods; this attracts unwanted pests and unpleasant aromas.

27. **TURTLE SEASON**

Turtle Season is from March 1st through October 31st there is limited outside lighting permitted along the shore line and this includes the Civic Center. Low lying deck lights have been added for your safety.

- a. This is in compliance with State and County ordinances and no exceptions will be made for outside lighting during these months. ([Turtle Nesting Brochure](#))
- b. Under no circumstances should the applicant add outside lighting to the Civic Center. Failure to comply with this ordinance may result in fines from numerous agencies that patrol the beach at night.

28. **AMENITIES**

The appliances are checked every Wednesday during open house. The Town of Jupiter will not refund money if any of the appliances are not working. For an accurate count of tables, chairs and working appliances, it is recommended that you visit the building the Wednesday prior to your event from 12:30-1:30 PM. We provide tables and chairs to meet the needs of an event with **approximately** 100 in attendance. You are not permitted to rent different chairs & tables or add to the existing tables and chairs. No outside rental equipment permitted, including tables and chairs. (Please see #24)

- a. Tables: **Approx.** 14 - 5' round tables and approx. 5 - 6' rectangular tables
- b. Chairs: **Approx.** 100
- c. There is NO a/c at this location. Portable a/c units are NOT permitted onsite.
- d. 6 ceiling fans
- e. 2 standard refrigerators
- f. 1 freestanding range; no catering ovens/stoves onsite
- g. separate male & female restrooms
- h. commercial ice machine

29. **BEACH ACCESS**

The boardwalk to the Civic Center is open to the public for use. Therefore, on occasion, you will have individuals visit your party mistaking it for a restaurant or snack bar. Please feel free to post a sign stating "PRIVATE PARTY". Be sure this sign is located on the Civic Center and NOT on the walkway. You are not permitted to stop individuals from using the walkway as it is designated public access to the beach.

30. **ON-SITE COMPLIANCE & SAFETY CHECKS**

In 2018 the following violations will be enforced by Town of Jupiter staff with an ON-SITE compliance & safety check prior to or during set up of your event. Violations will result in heavy fines and/or a complete shut-down of your event. The following policies have been in effect for several years however will be **strictly** enforced in 2018.

31. **PARKING @ CIVIC CENTER:**

Reservations for the Civic Center are booked sometimes 18 months in advance, depending upon the time of year. Therefore, it is impossible to prevent parking issues at Carlin Park so please note the following:

- a. **Carlin Park is managed by Palm Beach County Parks and Recreation Department and throughout the year Palm Beach County permits large events that impact parking throughout the Carlin Park area.**
- b. **The Applicant accepts this as a known risk in renting the Jupiter Civic Center.**
- c. The Town of Jupiter & Palm Beach County will not be able to designate any special parking for Jupiter Civic Center applicants as all parking in Carlin Park is public parking.
- d. Please park in designated parking spaces only as tickets may be issued for those illegally parked.
- e. The Town of Jupiter and Palm Beach County will not be held responsible for refunds, damages, or other hardships incurred by the Applicant as a result of such an event.
- f. For updated information regarding special events in Carlin Park it is recommended that the applicant contact Palm Beach County Parks and Recreation Department's Special Events Division at (561) 547-2173 periodically prior to their event.

32. **REGISTERED VENDORS AND SERVICE PROVIDERS**

Our goal is to make sure our clients are working with the most reputable vendors possible and to be ensure all vendors and service providers are adhering to facility rental policies. Beginning with the 2018 reservation season, renters will be required to use only vendors and service providers from the Town of Jupiter's Registered Vendor and Service Provider list. Renters still may choose their own vendors and service providers as long as these vendors and service providers register with the Town of Jupiter. At least 60 days prior to your rental date renters will be required to submit a list all registered vendors and service providers. Please direct all vendors to the Town of Jupiter Facility Rentals website to complete the registration process. Vendors and service providers will be required to provide copies of their Town of Jupiter Business Tax Receipt and Certificate of Insurance.

- a. **Rented amusements and outside vendors** are not permitted to operate at the Civic Center or in Carlin Park. This includes bounce houses, food trucks, dunk tanks etc.

33. **LIABILITY DISCLAIMER**

Applicant and all members & guests of the party will comply with all statutes, laws, ordinances, rules and regulations of the Federal, State, County and Town governments applicable to the use of the facility. Applicant shall indemnify and hold harmless the Town of Jupiter from and against any and all loss, cost, (including statutory liability and liability under Workmen's Compensation Laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by Applicant and all other persons which arise from, or in any manner grow out of, any act or neglect on or about the facilities provided hereunder by Applicant and all members of its party, their agents, employees, customers, invites, contractors and subcontractors.



Jupiter Civic Center

Compliance, Waiver & Key Return

This form is to be completed by anyone picking up a key for the **Civic Center**. (Includes renters who already have a security deposit on file, employee rentals, etc.) Please confirm rental in Rectrac. Once this form is **COMPLETED** and **SIGNED**, please place in green folder by keys. When a key is returned please remove this form from the green folder, complete key return information and send deposit return info via email to bonniec@jupiter.fl.us and place this form in the upstairs mail. If you have any questions please do not hesitate to contact me at ext. 2314. Thank you!

1. Key Pick Up Info	Today's Date:		Date of Rental:		
	HH Name Resrv Under:		Key #:		
Name of Person Picking Up Key:		Phone #1:		Phone #2:	
2. Key Return Info	Date:	Key #	Time		

3. Compliance

A signed copy of this document is required to pick up the Civic Center keys. The applicant, and third parties, hereby agrees to, and acknowledges the following key points from the Civic Center Rental Agreement:

- Civic Center rental inspections are conducted by a 3rd party. If you do not follow the rental policies as outlined in the Civic Center lease and compliance checklist, deposit deductions WILL be made and are non negotiable.
- You may enter the Jupiter Civic Center no earlier than **9:00 A.M.** on the date of your paid rental. You must leave the premises, including clean-up, as close as possible to the time specified on the Civic Center lease agreement.
- You are responsible for set up and clean-up of the Civic Center on the date of your rental which includes:**
 - The chairs and tables must be cleaned and neatly replaced on the south wall of Civic Center.
 - All equipment, decorations, food, drinks, etc., must be removed from the building by the time you leave the facility on the day of your paid rental unless you have it rented for the next day. All assessed deductions are non-negotiable and will be final. THERE ARE NO EXCEPTIONS TO THIS POLICY.**
 - All inside and outside trash receptacles must be emptied into the parking lot dumpster located on the northwest side of the Civic Center. Please do not put inside trash bags in the outside deck garbage cans.
 - The appliances and restrooms must be cleaned prior to leaving the premises.
 - Floor must be swept including restrooms. (You may want to bring your own brooms/mops.)
 - All doors and windows must be locked and secured upon departure.
- LIABILITY DISCLAIMER:** As stated in the Civic Center Permit for Use, "All personal property placed on, or in the facility, shall be at the risk of the applicant. Applicant shall indemnify and hold harmless the Town of Jupiter from and against any and all loss, cost, (including statutory liability and liability under Workmen's Compensation Laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by Applicant and all other persons which arise from, or in any manner grow out of, any act or neglect on or about the facilities provided hereunder by Applicant and all members of its party, their agents, employees, customers, invites, contractors and subcontractors."
- It is recommended that you bring additional trash bags, toilet paper, brooms, mops, cleaning supplies and WD40.
- The appliances in the Civic Center are there for your convenience. If there is a malfunction with any appliance there will be no rental fee adjustment. Under no circumstances should an individual take it upon themselves to have an appliance repaired without prior approval by the Town of Jupiter.
- Carlin Park closes 1 HR before dusk. The north gate is generally left open for Civic Center access once the park closes. In the event that all gates are locked please call the 561-799-4445.
- DO NOT ATTACH OR BLOCK THE FIRE SPRINKLER SYSTEM WITH ANY DECORATIONS OR DRAPERY. It is in DIRECT violation of fire & building codes. Violators will be fined in accordance with the Palm Beach County Fire Rescue fine.**
- No rental equipment of any kind is permitted in the facility OR on the grounds; including portable a/c units, bounce houses, food trucks, dunk tanks, tables, chairs, etc.

3. Compliance, cont'd

Please **READ** and check **EACH** box:

- I have read and understand, the **CIVIC CENTER APPLICATION AND PERMIT FOR USE AGREEMENT**, and the penalties I will incur if I am in violation of any said policies. I also understand that these policies will apply to my event even if I have not read said policies and if I have not been made directly aware of each policy by staff. This includes, but not limited to, a \$250 fine for blocking of fire suppression equipment with decorations/drapery, and violating the no outside rentals policy.
- I also acknowledge and understand the cleaning inspection is conducted by a 3rd party and deductions will be made to my compliance deposit. Deductions will be made in the amount deemed necessary to cover all costs of clean up, labor, repairs and any other unforeseen conditions. If deductions are necessary, this will delay the balance of my security deposit, if any, up to 30 days.
- If you choose to pay the Civic Center Compliance Deposit by credit card you will have the option to be refunded via check at no charge or return the deposit to the credit card for a \$25 processing fee. This fee will be deducted from the \$400 security deposit therefore decreasing your overall security deposit refund to \$375.
- Civic Center refunds will be sent via mail and may take anywhere from **2-3 weeks**. Credit card refunds may take 5-10 days. The exception to these time frames will be rentals with non-compliance deposit deductions.
- You may enter the Jupiter Civic Center no earlier than 9:00 A.M. on the date of your paid rental. You must leave the premises, including clean-up, as close as possible to the time specified on the Civic Center lease agreement. All equipment, decorations, food, drinks, etc., must be removed from the building by the time you leave the facility on the day of your paid rental unless you have it rented for the next day. If you are in violation, all assessed deductions are non-negotiable and will be final. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

4. Waiver

I ACKNOWLEDGE, BY SIGNING BELOW, THAT I, AND ANY THIRD PARTY USERS, AGREE TO ACCEPT FACILITY AS IS AND HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS ENTIRE DOCUMENT AND AGREE TO ABIDE BY ALL. This Agreement shall not be deemed a lease of the licensed premises by TOWN but rather a license granted to LICENSEE by TOWN to use and occupy the licensed premises under the terms and conditions stated herein. No leasehold interest in the licensed premises is conferred upon LICENSEE under the provisions hereof. In the event that LICENSEE fails to pay according to the rental policy, then LICENSEE acknowledges that TOWN may terminate this Agreement and all rights granted to LICENSEE herein to use the licensed premises will immediately terminate. TOWN and its officers, agents and employees reserve the right, at any time, to enter upon and have free access to any and all parts of the licensed premises. TOWN reserves the right to preclude or interrupt any act or use of equipment by LICENSEE within reasonable judgment.

5. Compliance Deposit Refund

Visa
 MasterCard
 Amex
 Deposit on File
 No Deposit Req'd
 Refund to Household in Rectrac

Check to alternate Name/Address: _____

6. Signature

Today's Date: _____

Printed Name: _____

Signature: _____