

TOWN OF JUPITER
APPLICATION REQUEST & PERMIT FOR USE OF JUPITER OLD TOWN HALL
 Recreation Division | 200 Military Trail | Jupiter, FL | 33458 | (561) 741-2400 | Fax: (561) 741-2406

Important information, please read: Completing this form **does not** confirm/hold your reservation. Reservations will be approved on a first come, first served basis. Once this application is submitted, requests will be reviewed within 3-5 businesses days, (Monday-Friday). Regardless if the date is available the designated contact person below will be notified by **email** for further processing or with an invoice for review. Please do not use an email address that you do not check regularly. Last minute requests may not be processed in time for deadlines so submit requests as early as possible. Please note that online requests could be processed faster since they are received via e-mail. Return application to: Jupiter Community Center, Recreation Division, 200 Military Trail, Jupiter, FL 33458, ATTN: OTH Rentals. Please read and complete page 2; failure to sign will delay reservation processing.

1. Contact Information

Please complete all information requested.

Name of Applicant _____ E-Mail: _____

Address: _____ City _____ State _____ Zip _____

Phone #1: _____ Phone #2: _____

Organization and/or HOA Representing: _____

Please select a category:

Jupiter Based: ___ Civic Group ___ Non-Profit* ___ Resident ___ Business ___ Jupiter Sponsored ___ HOA/POA

*If you are a Non-Profit **and/or** Tax Exempt please provide certificate for both 501(c)3 **and/or** your State of Florida tax exemption certificate with this application otherwise you will not receive the non-profit rate and/or taxes will apply. If you are not one of these Jupiter based categories you do not qualify to use the facility.

2. Requested Dates

Please complete all information requested.

The hours listed below MUST be accurate and include the time you are entering the facility and the time you are leaving the facility. At this location there is no price difference for set up, event time and clean up time. Additional events/meetings may be scheduled on the same day based on your access begin/end hours; you may not, under any circumstances, change your access hours without permission from the Recreation Division.

Please Check One:

****Recurring Meeting Information: (12 months in advance max)**

- | | |
|--|---|
| <input type="checkbox"/> I need ONE of the dates below | Date Range: Begin Date _____ End Date _____ |
| <input type="checkbox"/> I need ALL the dates below | <input type="checkbox"/> Meeting Pattern: (i.e. 3rd Thursday monthly) _____ |
| <input type="checkbox"/> This is a recurring meeting** | <input type="checkbox"/> Random Dates <small>***Yearly meetings are not considered recurring. **</small> |

COMPLETE INFORMATION	Date #1	Date #2	Date #3	Date #4	Date #5
Date of Event:					
Purpose:					
Facility Access Begins:					
Facility Access Ends:					
Anticipated Attendance:					

3. Purpose of Rental

Please check one.

Renting of the Old Town Hall is intended for recreational and leisurely activities. **The Old Town Hall is not to be used as a way to gain direct or indirect monetary benefit to any person, business, or group, other than for charitable causes.** All applicants may be denied the rental of the facility for good cause by the Town. If event is a fundraiser a fundraising affidavit is required with this request.

Purpose of Rental: ___ Party ___ Memorial ___ Fundraiser ___ Meeting ___ Other _____

4. Policies

****Please read.****

All participants will be held accountable for the contents, rules and policies of this lease, including third party rentals. This lease is a permit for facility usage as outlined and time PAID for on page 1. The policies and procedures in this document may be changed without notice by the Town of Jupiter.

1. Applicant must be at least 21 years old to rent facility.
2. Final rental category/rate will be determined by Recreation staff.
3. Hours billed include set up time, event time, and clean up time. Failure to disclose correct hours using the facility may result in a double booking. You **must** adhere to the hours provided on the front of this application. No exceptions.
4. You are responsible for opening and closing the facility for your meeting. You may pick up keys at the Community Center during regular business hours no earlier than one day before your rental and return key the next business day (200 Military Trail).
5. The security deposit will be returned by mail within 7-14 days after the key is returned. When returning key please be sure to indicate name and address where the security deposit should be mailed. Refunds to credit card may incur service charges.
6. Upon completion of your event you are required to return the room to a general meeting format, make sure facility is locked, window are closed, lights are off and the A/C is set back to 77 degrees. (Do not turn off A/C.)
7. All trash needs to be removed from the facility when you leave. Trash may be placed in an outside trash can or taken with you. Do not leave trash on patio or anywhere else outside as it attracts animals.
8. Obey speed limits and street signs especially in the small neighborhood that surrounds the Old Town Hall. Do not obstruct driveway access to local residents or park in yards.
9. Under no circumstances should a key be duplicated. Rental privileges will be revoked permanently if the facility is used without prior authorization/payment.
10. The facility is checked periodically so it is highly recommended that your reservation receipt be with you at all times.
11. Recurring meetings **DO NOT** automatically continue and require payment in FULL at the time of booking. Maximum of 1 year recurring meetings. You will be responsible for renewing your reservation before it expires.
12. Fundraisers must be pre-approved by Town of Jupiter staff and a fundraising affidavit submitted with this request application. Failure to do so will delay reservation processing.
13. Meetings are limited to two times per month.
14. Please report any problems with the facility when you return the keys to the Community Center.
15. **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.
16. 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, tropical storms, flooding).
17. Cancellations: Refunds will be approved if received at **least** 2 days prior to the event. No refunds will be granted on the day of or after an event.

5. Signature

****Required.****

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. Rentals are limited to two (2) times per month for all Town facilities. 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.

Date: _____ Printed Name: _____ Signature: _____