

GYMNASIUM BUILDING RENTAL AGREEMENT

17869 NW Pioneer Settlement Rd. Blountstown, Fl. 32424 850-674-2777

Name: _____

Address: _____

Phone: _____

Alternate phone: _____

Function: _____

Number of people attending: _____

Rental Date: _____

Non-event start time ___ CT Event start time ___ CT

Non-Event end time ___ CT Event end time ___ CT

One hour before and one hour after are included in the rental price for set-up and clean-up only. If additional non-event hours are needed for set-up, clean-up, decorating, etc., they must be scheduled.

Table layout: Please keep in mind that the Gym seats a 100 people comfortably, with thirteen 8 ft. rectangular tables and two long tables for food.

Special Instructions: _____

Stove: _____

Kitchen: _____

Renter will clean after: ___ Yes ___ No

Chair and Table arrangement—**Use diagram:**

Additional: _____



The Security Deposit will reserve the building for your event. It is a separate payment and will be refunded after the event, provided everything is returned to the original set-up, no damages to property, and trash is removed from the Settlement. Dumpsters are located in Sam Atkins Park for your convenience.

The Deposit may be used if you choose to leave the clean-up to staff. This must be noted on agreement prior to the event.

Payment received: Date: _____ By: _____

Cash ___ Check # ___ Credit card: _____

Refund received : Date: _____ By: _____

Date: _____

Security Deposit Fee (non-taxable) \$150	
# of Event Hours ___ x \$75	
# of additional non-event hrs. ___ x \$20	
# of table cloths ___ x \$6	
Sales tax @ 7.2%	
Subtotal:	
Balance Due: payable by _____	

I have read the information provided to me and I understand my responsibility as a renter.

Signature: _____

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Thank you for choosing the Panhandle Pioneer Settlement for your event. We hope you enjoy your time with us.

RESERVATION: Your reservation is secured when a **deposit of \$150** is received. This fee is refundable upon
_____ (initial) compliance with regulations. The **remaining balance is due 7 days prior** to the event date.,

RENTAL FEES: Gymnasium **\$75 per EVENT hour**. This is the time you will be entertaining guests, eating, etc.
_____ (Initial) This **fee includes one hour before for set-up and one hour after for clean-up**.

Additional set-up/clean-up **NON-EVENT hours are \$20 per hour**. This is for event preparation and clean-up, and cannot be used for your event hours. Additional hours needed must be scheduled when rental agreement is completed.

If additional hours for set-up are requested on days other than your event, regular rental rates will apply.

DECORATION GUIDELINES: NO REMOVAL OF ITEMS FROM WALLS; DO NOT MOVE DISPLAY CASES, PIANOS, ORGANS, ETC. NO CHAIR OR TABLE REMOVAL. THIS IS MANDATORY AND WILL NOT CHANGE. **IF ITEMS ARE FOUND TO BE MOVED, YOU MAY FORFEIT YOUR SECURITY DEPOSIT.**

_____ (Initial) **No nails or abrasive adhesives** can be used to hang decorations. (Command strips work well.)

Use only **dripless candles** inside buildings, **tea lights** on outside porches. Renter assumes all liability of damages from candles, including damage from waxes, fire, or personal injury.

RENTERS CLEAN UP **Trash must gathered and taken off the Settlement premises.** Dumpsters are conveniently
_____ (Initial) located in Sam Atkins Park in the picnic area with the blue roof.

Kitchen must be left clean. **Remember to collect what is yours!**

Return anything that was moved to its original location. Tables and chairs should not be moved without permission.

Tables and chairs are wiped off. Floors and rugs swept/mopped thoroughly.

PARKING Parking is allowed inside the Settlement. Please park perpendicular to the road
_____ (Initial) on the north side of the gym and in front of the clubhouse. **Handicapped parking** is located near the ramp to the gym. Vehicles may not go past the posted signs.

Special arrangements can be made for **transporting elderly and disabled**. Please discuss when rental agreement is completed.

ADDITIONAL INFORMATION: **DRUGS AND ALCOHOL ARE NOT PERMITTED ON THE SETTLEMENT GROUNDS**

_____ (Initial) Smoking is only allowed in the driveway of the Settlement. Use available ashtrays. Do not litter with cigarette butts.

The renter assumes responsibility for **monitoring all children**. Children may enter general store only with an adult.

Dancing in the gymnasium should be done only in **stocking feet**—please no shoes!

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RENTER RESPONSIBILITY CHECKLIST **RENTAL DATE:** _____

KITCHEN:

- _____ IF USING SETTLEMENT ITEMS, WASH, DRY AND PUT AWAY ALL DISHES, SILVERWARE, POTS AND PANS.
- _____ ALL COUNTERS, TABLES AND WORK AREAS ARE CLEAN.
- _____ DISH CLOTHES AND TOWELS ARE HUNG ON SINK TO DRY.
- _____ REFRIGERATOR AND MICROWAVE ARE CLEAN. ALL PERSONAL ITEMS ARE REMOVED. (CHECK INSIDE !)
- _____ COFFEE POT IS TURNED OFF AND UNPLUGGED; FILTER BASKET IS EMPTIED.
- _____ STOVE /OVEN IS TURNED OFF.

ALL AREAS OF BUILDING:

- _____ ALL TABLES AND CHAIRS WIPED CLEAN, INCLUDING SIDES.
- _____ DECORATIONS ARE SAFELY REMOVED.
- _____ FLOORS AND RUGS ARE SWEEP—INCLUDE UNDER TABLES AND CHAIRS.
- _____ RETURN BROOM, DUST MOP AND MOP TO ORIGINAL AREA TO BE STORED.
- _____ ALL GARBARGE CANS ARE EMPTIED.
- _____ GARBAGE IS BAGGED AND TAKEN TO DUMPSTERS IN SAM ATKINS PARK.
- _____ ALL LIGHTS ARE TURNED OFF (INCLUDING OUTSIDE LIGHTS) AND ALL DOORS CLOSED.

***PLEASE INITIAL ITEMS UPON COMPLETION AND
RETURN TO OFFICE FOR SECURITY DEPOSIT REFUND.***

OFFICE HOURS: MONDAY—FRIDAY 8AM—4PM 850-674-2777