

GYMNASIUM BUILDING RENTAL AGREEMENT

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

Name: _____

Address: _____

Email: _____

Phone: _____

Alternate phone: _____

Function: _____

Number of people attending: _____

Rental Date: _____

Event start time ____ CT Non-event start time ____ CT

Event end time ____ CT Non-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.

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 for clean-up by staff. This must be noted on agreement prior to the event.

Deposit received: Date: _____ By: _____

Cash ____ Check # ____ Credit card: _____

Payment received: Date: _____ By: _____

Cash ____ Check # ____ Credit card: _____

Deposit Refund received: Date: _____ By: _____

Cash ____ Check # ____ Credit card: _____



Security Deposit Fee (non-taxable) \$150	
# of Event Hours ____ x \$75	
# of additional non-event hrs. ____ x \$20	
No tablecloths available for gym	
Sales tax @ 3.5%	
Subtotal:	
Balance Due: payable by _____	

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

Signature: _____

Date: _____

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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 compliance with regulations. The **remaining balance is due 7 days prior** to the event date.,
_____ (initial)

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 GARBAGE 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