

City of South Daytona Piggotte Community Center Rates, Rules and Regulations

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| <u>Single Fees</u> | |
| Security Deposit | \$100.00 |
| Alcohol Fee | \$100.00 |
| Kitchen Fee | \$20.00 |
| <u>Set-up/ Take Down Fees</u> | |
| Youth Activity Building | \$100.00 |
| Piggotte Center | \$100.00 |

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| <u>Hourly Fees</u> | |
| <u>Weekday Rates</u> | |
| Reception Hall | \$55.00 |
| Conference Room | \$45.00 |
| <u>Weekend Rates</u> | |
| (4:00 p.m. Friday – 11:00 p.m. Sunday) | |
| Entire Building | \$100.00 (2 hour min.) |
| <u>Youth Activity Building</u> | |
| Weekday Rate | \$55.00 |
| Weekend Rate | \$60.00 |

- ❖ The Piggotte Community Center is available for **rental between the hours of 8:00am and 11:00pm** on a first come basis. All fees **MUST** be paid 30 days prior to rental date.
- ❖ No rentals will be allowed less than 3 weeks prior to your rental date.
- ❖ The Piggotte Community Center may only be rented three times per calendar year by any individual and/or organization, with the exception of recreational classes approved by the Park and Recreation Director.
- ❖ The Piggotte Community Center **is only open for the reserved paid time, as stated in the hours of use on the rental application.**
- ❖ **Set-up and take down of the tables and chairs is the responsibility of the renter.** The building is to be left in the condition it was provided, with all chairs and tables properly stored. Our staff can set-up and/or take down the tables and chairs for the above listed fees.
- ❖ The City shall provide a building caretaker for your rental period.
- ❖ **All clean up is the responsibility of the renter, to include removal of trash, food, beverages and property not belonging to the City of South Daytona.** Mops, brooms, etc will be provided for your use during clean-up. Those items left on the property will be disposed of in a timely manner.
- ❖ Reservation of the building must be secured with the payment of the security deposit.
- ❖ **Cancellation Policy:** your deposit will be forfeited if you do not cancel at least seven days prior to your rental date.
- ❖ The security deposit will be returned once a full inspection of the building is made within 30 days of your rental date.
- ❖ The City reserves the right to terminate this contract and cancel the activity at any time that the actions of the user endangers the health, welfare and safety of the participants or when the actions are detrimental to the Piggotte Community Center. In such cases, no refunds will be made.
- ❖ **Decorations or attachments to walls, floors or windows must be approved by the Parks and Recreation Department and removed promptly. NO DECORATIONS ARE PERMITTED ON THE CEILING, FANS OR THE WALLPAPER PANELS ON WALLS. All decorating and deliveries must be made during your rental hours.**
- ❖ Only the rooms for which payment had been received will be available to the renter. Each area of the building is subject to fees (reception hall, kitchen, conference room). Any of these areas not paid for will be locked during rental hours.
- ❖ An alcohol fee of \$100.00 will be paid for **any and all alcohol** used in the building during the rental period. Payment of this fee does not provide the renter with a license to sell alcohol. If you are having a “cash bar” your caterer/bartender must have a state issued liquor license. **If the fee is not paid, alcohol will not be permitted on the property.**
- ❖ The renter of the facility accepts all responsibility for the conduct of attendees of their event. The City may require police supervision at the user’s expense when in the judgment of the Parks and Recreation Director, police supervision is required.
- ❖ The sale of items by the renter requires approval from the Parks and Recreation Director or the City Manager.
- ❖ Any and all physical damage done to the Piggotte Community Center during its use will be repaired or replaced in full at the expense of the user. Any equipment owned and maintained by the City of South Daytona that is lost, stolen, destroyed or otherwise damaged will be replaced in full at the expense of the renter. Expenses will be taken from the security deposit. If the expenses exceed the security deposit, the renter will be billed.
- ❖ The Piggotte Community Center is a smoke free facility. Smoking is permitted outside only.
- ❖ The City of South Daytona Parks and Recreation Department staff and their representatives will not be held liable for accidents or personal injury that may occur during the use of the building.
- ❖ The City of South Daytona Parks and Recreation Department staff and their representative will not be held liable for the lost, stolen, destroyed or damaged equipment and/or property owned or maintained by the user.

I have read, accept and understand the above rates, rules and regulations as a renter of the Piggotte Community Center. I have received a signed copy of these rules and regulations and understand my responsibilities.

Renter

Date

City of South Daytona Parks & Recreation

Date