

# Town of Windermere

614 Main Street Windermere, FL 34786

Office: (407) 876-2563 Fax: (407) 876-0103



## Community Room Rental Contract

Today's Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Type of Function	No. Attending	Date Reserved
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### RENTAL FEES:

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Booking and Damage Deposit: \$100.00 (**will be deposited upon receipt**)  
(Refundable if applicable)

\_\_\_\_\_  
Date of Payment and form of payment

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Hourly Rate \$45.00  
Day Rate (5+ Hours) \$100.00

Number of Hours \_\_\_\_\_ X \$45.00 = \_\_\_\_\_ Amount Due

\_\_\_\_\_  
Date of Payment and form of payment

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### Cancellation Policy

All cancellations are to be made in writing to The Town of Windermere, Administrations Office, 614 Main Street, Windermere, FL 34786. Refund Policy is as follows:

<u>Days Prior to Event</u>	<u>Charges</u>
7-14 Days	\$20.00 Charge (Taken out of Deposit)
0-6 Days	\$50.00 (Forfeit Deposit)

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## HOLD HARMLESS

The Renter will take all reasonable precautions for the safety of, and will provide reasonable protection to prevent damage, injury, or loss to all persons and property in the building. The Renter will comply with all laws, ordinances, regulations, or other orders regarding the safety of person or property, or their protection from damage, injury, or loss.

In an emergency affecting the safety of persons or property, the Renter will act with reasonable care and discretion to prevent threatened damage, injury, or loss. The Renter will indemnify and hold harmless The Town of Windermere and its agents from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of, or resulting from the occupancy of the Community Room by the Renter, its agents, servants, invitees, and guest under this license.

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### **Rules and Regulations for Rental of Community Room**

- Renter is solely responsible for damages for any and all accidents or injuries to persons or property resulting from renter's use of building. Renter shall pay all costs resulting from said accidents or injuries. Renter shall indemnify and hold the Town of Windermere, its employees, agents, officials and contractors, harmless from and against any and all claim, including without limitation, attorneys fees(whether incurred before, during or after trial, or upon any appellate level), arising from the renter's use of the facility.
- No thumbtacks, nails, paper clips, push pins or staples may be used on tables, chairs or walls. Easels are not provided. Renter is responsible for all visual aids.
- Renter is solely responsible for all set-up and clean-up, including bathrooms, garbage etc.
- No smoking is allowed in the community room per state law effective April 1, 1992.

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I have read and agree to abide by all the rules and regulations set forth on this contract.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date