



**STEINHATCHEE COMMUNITY CENTER**  
**PO Box 1008 (1013 Riverside Drive) Steinhatchee, FL 32359**  
**RENTAL AGREEMENT**

Thank you for your interest in renting the Steinhatchee Community Center and/or its grounds. The Steinhatchee Community Center is owned by Taylor County and managed by the Steinhatchee River Chamber of Commerce.

**RENTAL FEES FOR THE STEINHATCHEE COMMUNITY CENTER**

\$100 per day

\$50 additional cleaning fee, PLUS an additional \$75.00 damages deposit check which will be returned to you at the conclusion of your event if no damage occurred to the facility.

\*\*\*2 SEPARATE CHECKS - \$150.00 AND \$75.00\*\*\*

THE REMAINDER OF THE PARK is open for community use without rental on a first come basis.

**PROCEDURES FOR RENTING THE STEINHATCHEE COMMUNITY CENTER**

1. Complete and submit the application and fees as far as 1 year prior to your event. Your reserved date and time will be tentatively reserved pending final approval.
  2. APPLICATION FEE CHECKS should be written payable to: STEINHATCHEE RIVER CHAMBER OF COMMERCE (SRCC).
  3. All applications will be approved by the Administrator.
  4. ALL FEES MUST BE PAID AT THE TIME OF RESERVATION.
  5. YOUR DAMAGES DEPOSIT CHECK will be held UNCASHED until INSPECTION after the conclusion of your event. You may pick it up your OR have it mailed to you once you have cleared inspection.
- \*\*\* CANCELLATION must be made in writing, at least two (2) weeks prior to event to receive a full refund.\*\*\*

**RESPONSIBILITIES OF RENTER In Order to Receive Your Deposit**

1. ALL ITEMS BROUGHT INTO THE BUILDING MUST BE REMOVED from the venue at the conclusion of your event.
  2. You are welcome to use anything in the kitchen, but you must wash and put away everything you use.
  3. You are responsible for taking all garbage from the premises when you leave.
  4. You are responsible for wiping down and putting away all tables and chairs.
- Obtaining entry into facility is the RENTERS responsibility. Please coordinate one week in advance with the facility agent.

**REGULATIONS**

- \*No alcohol is allowed in the building or in the county park.
- \*No smoking is allowed in the building.
- \*No indecent or illegal conduct of any kind is allowed in the building or in the county park.
- \*No cooking allowed on porches.

### CONFIRMATIONS AND PAYMENT

We make the facility available on a first-come, first-served basis. You may rent the facility during hours and on dates not filled by Taylor County Board of County Commissioners or Advisory Council activities and programs. These programs are scheduled on a monthly and quarterly basis. We will confirm your rental as soon as the Facility Use Rental and Agreement Forms have been completed; you have submitted your payment, and your event has been approved. If you have any questions, please call or the Steinhatchee Chamber at 352-(352) 356-8185. **You may pay for facility rental by cash, check, money order, or cashier's check made payable to:**

**STEINHATCHEE RIVER CHAMBER OF COMMERCE (SRCC).** If payment is made by a personal check with insufficient funds in the account, a \$35 fee will be added to the total and the terms of the permit are canceled until the permittee pays the amount due. Please mail the completed application and checks to: ATTN: Community Center Rental, P. O. Box 1008, Steinhatchee, FL 32359.

### TIPS FOR A GREAT EVENT

Plan ahead, you may reserve the facility up to one year in advance. You are more likely to get the facility on the date/time you choose. Remember all fees must be paid in full at the time of booking. Facilities cannot be held or reserved without full payment. Don't assume, ask questions if you have them. Allow enough time for your setup and cleanup. Both are required for a successful event.

### FREQUENTLY ASKED QUESTIONS

1. Do you have a wedding package with linens and caterer etc.? No. Renters must provide all of their own wedding supplies.
2. If I have a wedding and a rehearsal dinner, do I pay for 2 days? Yes, Renters would pay for these 2 separate events.
3. If I need to get in the night before to decorate for a morning event, is this okay? ONLY with prior approval from the rental agent. Do Not Assume – the facility may be rented the night before.
4. Is it the same fee for a Birthday Party as it is for a wedding? YES, the Community Center is open for rent to the community and is the same fee regardless of the APPROVED event.
5. How many people will the venue hold? The venue will hold 100 people. However, this is not 100 people seated comfortably at tables. It is recommended that you look at the venue and plan accordingly for your event.
6. Does the venue come with wedding appropriate tables and chairs? YES
7. Can we use lit candles? NO, only battery powered candles may be used in the venue.
8. May we hang things on the walls? NO, there may be no screws, nails, tacks, or punctures of any kind placed in the walls. ONLY NON-Destructive adhesives such as "Command 3m" may be used.
9. Can my caterer have access to the kitchen? Yes, the caterer will have full access to the kitchen.

10. Is this premises handicap (ADA) accessible? YES, the venue is fully ADA accessible.

11. Is there a bridal suite? There is one small side room that can be used as a bridal changing area. We recommend you look at the venue before renting.

12. What time can I have my event until? The community center event must end no later than 12:00pm midnight.

#### AMERICANS WITH DISABILITIES ACT (ADA)

Applicants are hereby advised that, in accordance with applicable provisions of the Americans with Disabilities Act (ADA), all Special Events conducted on Taylor County property and open to the public shall be accessible to people with disabilities. County staff shall ensure that each Special Event venue provides for an adequate number of accessible parking spaces in appropriate locations, accessible routes throughout the site, and other accessible features for food service, restroom facilities (including accessible portable toilets), assemble area seating, etc. where such elements or facilities are provided for the public. No ADA accessible element or facility shall be obstructed, or removed, relocated or otherwise altered without prior written approval by the County. Applicants must coordinate with County staff as necessary to ensure compliance with provisions contained in this paragraph, failure to do so may result in revocation of this Special Event Permit.

#### INDEMNIFICATION & HOLD HARMLESS

To the extent permitted by the law, the APPLICANT shall indemnify, defend, and hold harmless the COUNTY, its officials, agents, servants and employees from all claims (including tort-based, contractual, injunctive, and or equitable), losses (including property (personal and/or real), and bodily injury), costs (including attorney's fees), suits administrative actions, arbitration or mediation originating from, connected with, or associated with, or growing out of (directly and / or indirectly), the APPLICANT's use of the premises and facilities described herein. Moreover, the APPLICANT shall indemnify, defend, and hold the COUNTY, its officials, agents, servants, and employees harmless from all claims, losses, costs, suits, and administrative actions, arbitration, or mediation, from, or incident to, connected with, associated with, or growing out of the APPLICANT's direct and or indirect negligent or intentional acts or omissions associated with the above-noted actions and activities. \*This provision relating to Indemnification, is separate and apart from, and is in no way limited by, any insurance provided by the APPLICANT, set forth herein or otherwise.

STEINHATCHEE COMMUNITY CENTER RESERVATION APPLICATION

1. APPLICANT

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. PURPOSE and BRIEF DESCRIPTION OF EVENT

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3. REQUESTED EVENT COMPONENTS

A. Requested Date of Event (1st Choice) Date \_\_\_\_\_ (2nd Choice) \_\_\_\_\_

B. Requested Hours of Operation, including Set Up: From (\_\_\_\_\_) a.m. to (\_\_\_\_\_) p.m.

C. Number of people expected to be at the event (\_\_\_\_\_)

4. FOOD, BEVERAGES AND OR ENTERTAINMENT

A. If there will be music, a dance, sound amplification, or any other noise impact, please describe, including the intended hours of the music, sound or noise.

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B. Will you utilize the kitchen? (\_\_\_\_\_)

C. Will you be selling any items at your event?\* \_\_\_\_\_ If so, what items will you be selling?\*

D. Do you plan to sell concessions? \* \_\_\_\_\_ If so, what?\* \_\_\_\_\_

\*The Applicant shall be required to secure, obtain /acquire, and maintain for the duration of the event, any, and all permits, licenses and approvals that are required for or associated with,

APPLICANT's use of the premise and facilities herein. (Definition of Concessions – Any Food or Drinks).

Application and All Fees must be received a minimum of two weeks prior to your requested date.

PRINT Name of Authorized APPLICANT \_\_\_\_\_

SIGNATURE of Authorized APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

There must be an original signature before submitting this application for it to be considered for acceptance. Electronic signatures are NOT acceptable.

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Below Is For County Use Only

Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_ Verified: \_\_\_\_\_ Date Paid \_\_\_\_\_

DEPOSIT Method of Payment: Check# \_\_\_\_\_ Cash: \_\_\_\_\_ Money Order \_\_\_\_\_

RESERVATION Method of Payment: Check# \_\_\_\_\_ Cash: \_\_\_\_\_ Money Order \_\_\_\_\_

Application is: APPROVED \_\_\_\_ DENIED \_\_\_\_

APPROVED WITH CONDITIONS \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

County Administrator