

**CITY OF GULFPORT LEISURE SERVICES DEPARTMENT**

**FACILITY RENTAL REQUEST FOR CITY/CIVIC GROUPS  
RECREATION CENTER**

Date\_\_\_\_\_

**DATE OF EVENT** \_\_\_\_\_ **DAY** \_\_\_\_\_ **TIME** \_\_\_\_\_

EVENT \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone numbers: (daytime) \_\_\_\_\_ (home) \_\_\_\_\_ (other) \_\_\_\_\_

Room(s) to be used: GYM\_\_\_ MP\_\_\_ ART\_\_\_ PATIO\_\_\_ GAMEROOM\_\_\_ KITCHEN\_\_\_

A\_\_\_ B\_\_\_ LOBBY\_\_\_

Items required: Tables (#) \_\_\_\_\_ Chairs (#) \_\_\_\_\_

Elevator: YES NO Anticipated Attendance \_\_\_\_\_ Age Group \_\_\_\_\_

Decorations (describe): \_\_\_\_\_

Additional information: \_\_\_\_\_

FEES: Room rental \$ \_\_\_\_\_

Kitchen use \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

State tax \$ \_\_\_\_\_ (7% of subtotal) (If Tax Exempt – Certificate)  
(must accompany this request)

**TOTAL COST** \$ \_\_\_\_\_

PAID BALANCE \$ \_\_\_\_\_ on \_\_\_\_\_ Receipt# \_\_\_\_\_

DAMAGE DEPOSIT: \$ \_\_\_\_\_ on \_\_\_\_\_ Receipt# \_\_\_\_\_

Refund of damage deposit: Yes No

COMMENTS \_\_\_\_\_

Signature of Lessee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Recreation Supervisor \_\_\_\_\_ Date \_\_\_\_\_

CITY OF GULFPORT LEISURE SERVICES DEPARTMENT  
FACILITY RENTAL AGREEMENT

THIS AGREEMENT, entered into between the City of Gulfport, Florida (“City”) and the undersigned Lessee (“Lessee”), for the use of the City facility identified in front on the date(s) and time(s) specified, and upon the mutual covenants contained herein, the parties agree to the following. Renters (“Lessee”) are requested to read and fully understand the terms set forth in this agreement.

1. **Alcohol** – Lessee understands that alcohol is **prohibited** on the Gulfport Recreation Center property.
2. Lessee shall comply with all rules, regulations, ordinances, laws or orders of the City, and its authorized representatives, while using the facility.
3. Facility Rental Agreement must be signed and damage deposit of \$55/\$110 paid at time of booking event. Lessee shall pay City the sum specified below, and any additional charges required, for use of the City facility described in front. Rental payment must be paid in its entirety two (2) weeks prior to the scheduled event.
4. Facility must be rented for a four (4) hour minimum. Time of rental includes set-up and clean-up time. Lessee is also responsible for the set-up and break down of all tables and chairs.
5. All event details must be finalized (headcount, exact event time, amount of tables and chairs, etc.) two (2) weeks prior to the event.
6. The City must be notified of cancellations seven (7) days prior to the event. Lessee shall forfeit the deposit provided herein if this agreement is canceled less than seven (7) days before Lessee’s first use of the facility. Rental payment will be refunded.
7. Lessee agrees to provide the cleaning tasks as required to remove of all decorations and emptying/removal of garbage and placing it in the dumpsters located in the beach parking lot. Failure to do so will result in loss of all or part of damage deposit.
8. The cost of damage to or additional cleanup of the facility in excess of the damage deposit will be assessed and charged to the renter(s) of the facility. The throwing of rice, confetti or blowing of bubbles inside/outside any City facility is PROHIBITED.
9. Lessee is responsible for all items lost, stolen or broken/damaged during the period of use and will be charged for repair and/or replacement of the item(s) at current cost prices.
10. Lessee will pay an additional \$50.00 per hour for each hour, or portion thereof, that the Lessee uses the facility beyond the time provided for within this agreement, additional use is subject to the approval of the City. Lessee shall conduct all decorating and facility preparation during the time provided for within this agreement for the Lessee’s use of the facility.
11. Lessee may charge no admission fee for any event for which the facility is used. Solely the City shall operate all equipment and fixtures of the facility. No City equipment or property shall be removed from the facility.
12. Lessee may be required to provide public liability insurance in the amount of \$100,000 per person and \$300,000 per occurrence, with a maximum deductible of \$1,000, naming the City with a certificate of insurance, satisfactory to the City, showing the aforesaid insurance coverage for the dates that Lessee will be using the facility.
13. Lessee and Lessee’s heir, successors and assigns, for themselves and all persons attending the event provided here fore, shall hold the City harmless and indemnify the City against any claim, loss, demand, damages, cause of action or liability, including attorneys fees incurred by City as a result thereof, through all trial and appellate court proceedings, in any way arising out of or related to Lessee’s use of City property as specified herein.

Signature of Lessee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Recreation Supervisor \_\_\_\_\_ Date \_\_\_\_\_