CITY OF LAKE ALFRED, FLORIDA
MACKAY PAVILION
RULES AND REGULATIONS

These are the rules and regulations of the Mackay Pavilion located at 900 Mackay Blvd, Lake Alfred, FL. 33850. Please be sure that you read and understand these rules and regulations that have been governed by the City of Lake Alfred. After reading the rules and regulations you will sign acknowledging you understand them and that you will agree to abide by them. If for any reason you default on any of these rules and regulations you will be asked to terminate your event and will not receive a refund of the rental fee plus additional charges may be applicable.

What is required to reserve my date:

- A rental fee of $50.00 and user application packet must be received by the Parks and Recreation Department to reserve the date of the event.

- All reservations must be made no later than 14 days prior to event; no exceptions.

If I cancel my event:

- A 25% cancellation fee will be charged to my rental fee if the event is cancelled 30 days or more prior to your event.

- The Rental fee will be forfeited if the event is cancelled less than 7 days prior to event.

What my responsibilities are:

- Trash is to be placed in the appropriate trash receptacles that are provided inside and outside of the facility.

- The building and/or grounds **must** be cleaned up on the same evening of the event. Should additional time be required to clean-up the next day after the event, there will be an additional charge in the amount of $35.00. Arrangements are to be made with the Parks and Recreation Department one week prior to the event. With an extension, all clean-up must be completed before 10:00 a.m. the following morning. A violation will constitute additional charges.

- I will not hold the City of Lake Alfred responsible for any equipment that has been rented from a rental company (i.e. tents, chairs, tables, decorations, etc.). I am responsible for the delivery and pick-up of the equipment from the facility. Any equipment that is left for the next day pick-up must be pre-approved through the Parks and Recreation Department. This is only for items that are to be picked up by the rental company and does not include personal decorations, trash or other personal items left on the premises.

- Personal items are my responsibility and agree not to hold the City of Lake Alfred liable if any personal items are lost and/or damaged.

- I agree to be solely responsible for and pay the cost of repair and/or replacement of equipment and/or any damages caused by me or my guests to the grounds or facilities while the Mackay Pavilion facilities are being used during the event/program.

- I understand that in the event that the rental fee does not cover any damage incurred during the event/program that the City of Lake Alfred reserves the right to bill for the cost of damages. The City of Lake Alfred may charge interest of 10% per month until the payment is paid in full.

What is not allowed:

- No smoking in all City of Lake Alfred buildings or in any other public areas in accordance with the Florida Clean Air Act.

- Do not remove chairs, tables, or any other equipment and/or materials from the building or grounds.

- No alcoholic beverages may be present on the premises.

What is allowed:

- Dawn to Dusk is considered a whole day rental. Any additional time needed, such as decorating, must be pre-approved by the Parks and Recreation Department office.

What would cause forfeiture of my security deposit:

- If I do not leave the facility and/or grounds as it was at the time of my rental this will constitute additional cleaning fees.

- If me and/or my guests do damage in or to the facility rented; this will constitute immediate termination of my event/program.

- In the event I am non-compliant of the terms and conditions of this agreement, the City of Lake Alfred has the right to terminate this agreement and will constitute in forfeiture of rental fee.

City of Lake Alfred is not responsible for:

- Personal property, such as decoration, flowers, food, etc., that is left in the facility and/or grounds when my rental is completed.

- The City of Lake Alfred will not be liable for, and I hereby discharges and holds the City harmless from any and all claims for loss, damage or injury of any nature to person or property, which claims result in any way from, occur, in any manner from or are connected to the use of the City facility.

I, _____, agree to abide by the regulations governing the said facility and am responsible for charges incurred to the City of Lake Alfred including any damages to the facility. It is also understood that the person signing this rental agreement is ultimately responsible and liable for all occurrences during the event, including those caused by hired caterers, decorators, guests, etc. I will also sign a Hold Harmless agreement that will hold the City of Lake Alfred harmless and not responsible for any damage to personal property, claims of loss, or injury of any nature as mentioned above. I also understand that any of the rules and regulations may change at any time without any prior notification.

_____ _____

Applicant's signature Date