



APPLICATION FOR FACILITY RENTAL

Town of Melbourne Beach

507 Ocean Avenue, Melbourne Beach, Florida 32951

Phone: (321) 724-5860

Fax: (321) 984-8994

Please complete this form and return it to the Melbourne Beach Town Hall at the above address.

1. Date _____ Date of Event _____
2. Hours of event (include time for set up and clean up) _____
3. Type of event _____ Will it be catered? _____
4. Name of applicant _____
5. Applicant's date of birth _____
6. Address: Street _____ City _____ State _____ Zip _____
7. Phone (mandatory) _____ e-mail (optional) _____
8. What facility or facilities do you plan to rent?
 - Community Center (capacity 114) _____
 - Pavilion (capacity varies) _____
 - Masny Room (capacity 47) _____
9. How many people will attend the event? _____
10. How many vehicles will be parked during the event (approximately)? _____
 - **You must purchase liability insurance if 50 or more persons or vehicles are involved** (see Chapter 52 of the Melbourne Beach Town Code).
 - **You must show proof of insurance.** We require \$1,000,000 public liability coverage. You must shop for coverage; we cannot offer recommendations. The Town of Melbourne Beach must be listed as additional insured.
 - **Proof of coverage is due no later than 30 days prior to the date of the event.**
11. Will alcoholic beverages be present? _____
 - **If yes, a permit is required.** (See Chapter 53 of the Melbourne Beach Town Code.) You may obtain this permit application at Melbourne Beach Town Hall.
 - **You must designate a responsible individual that is a Caterer with an alcohol license or holds a Certificate of Bartender Training.**
 - **You must provide liability insurance and you must show proof of insurance.** We require \$1,000,000 public liability coverage. You must shop for coverage; we cannot offer recommendations. The Town of Melbourne Beach must be listed as additional insured.
 - **Proof of coverage is due no later than 30 days prior to the date of the event.**

PLEASE INITIAL BESIDE EACH OF THE FOLLOWING POLICIES TO INDICATE THAT YOU UNDERSTAND, ACCEPT, AND WILL ADHERE TO THEM:

General Terms of Rental

- Damage/clean up deposit (\$250) is due at time of reservation and will be refunded after the event provided (1) no damage occurs or (2) no clean up by the Town is necessary. I accept responsibility for damages to and cleaning of the Melbourne Beach facility or facilities rented by me. I must supply my own cleaning supplies and my garbage must be disposed of at the dumpster behind the municipal complex.
- The balance of any payment due is required no later than one month prior to date of event.
- I understand the Town Manager will determine the cost of damages and the Public Works Superintendent will determine the need for additional cleaning by Town employees and that the price for further cleaning will be deducted from my deposit. **The minimum charge for damage/cleanup is \$100.00.**
- I understand that a key deposit (\$100) may be required and that the key deposit will be refunded only if the key is returned to the Town Hall on the first business day after the event. **If the key is not turned in on the first business day after the event, no part of the key deposit will be refunded.**

- I understand that rental of a Town of Melbourne Beach facility does not guarantee parking near the facility. Parking is on a first come, first served basis.
- I understand that rental of a Town facility does not preclude other patrons from using the park, but they may not enter the facility that is being rented.
- I understand that the hours of event include set up and clean up and that I cannot be in the facility prior to nor after that time.
- For weekend rentals, the key to the Community Center and Ryckman Park Pavilion must be picked up at Town Hall on the business day before the event. For weekday rentals, the key to the Community Center is available on the day of the rental.
- I have reviewed the cancellation policy.
- No tacks, nails or staples can be used while decorating.
- Use of candles is prohibited.
- **Only licensed bartenders and caterers are allowed to take/serve alcohol into a municipal facility.**
- No smoking is allowed anywhere in the municipal complex or the park.
- All events must end and cleanup must be completed by 11:00 p.m.
- Lock all doors when you leave.

Community Center Only:

- Tables and chairs may not be moved outside.
- Town staff does not assist in the set up and take down of tables and chairs, etc.
- Do not adjust or move stage or wiring in the Community Center.
- **Do not drag tables and chairs across the floor.**
- **No Amplified sound/music after 9:00pm.**

Ryckman Park Pavilion Only:

- No grilling under the Pavilion.
- No vehicles are allowed on the lawn of the park.
- No animals of any kind including ponies and petting zoos.
- **No jumping equipment.**
- **No Tents.**
- **No Amplified Sound/Music.**

Masny Room Only:

- Tables and chairs may not be moved outside.

I understand that neglect of the above responsibilities could result in loss of the damage/clean up and key deposits. An inspection will be made of the facility prior to refunding any deposit.

Signature of Applicant

Date

Facility Rental Rates and Cancellation Policy

- **Damage/clean up deposit of \$250** is due at time of reservation.
- **A \$100 key deposit** is required for the Community Center and is required for Pavilion rentals for the restroom key if the restroom is needed after 6 pm.
- The Florida Department of Revenue requires the Town of Melbourne Beach to charge sales tax on fees charged for rental of a facility. The sales tax is not included in the rental fees below.

Facility Rental Rate Chart		
Community Center:		
Monday – Friday	Resident	\$30.00 per hour, plus sales tax
	Non-Resident	\$45.00 per hour, plus sales tax
Saturday, Sunday, Holiday	Resident	\$180.00 up to 6 hours, plus sales tax
	Non-Resident	\$270.00 up to 6 hours, plus sales tax
Ryckman Park Pavilion:		
	Resident	\$30.00 per hour, plus sales tax
	Non-Resident	\$45.00 per hour, plus sales tax
Masny Room:		
	Resident	\$25.00 per hour, plus sales tax
	Non-Resident	\$37.50 per hour, plus sales tax

Cancellation Policy	
Refunds for cancellations as follows:	
31+ days prior	100% refund
16-30 days prior	75% refund
8-15 days prior	50% refund
0-7 days prior	NO refund

For Town Use Only

Facility Rental Worksheet	COMMUNITY CENTER	PAVILION	MASNY ROOM	RYCKMAN PARK
# of hours				N/A
Damage and Clean Up Deposit	\$250.00	\$250.00	\$200.00	N/A
Key Deposit	\$100.00	\$100.00*	\$50.00	\$100.00*
# of hours x Rental Rate**				
7% tax				
Total Owed				

*Restroom key

**Please refer to rate chart above. Rate will be filled in by the staff member booking your event.

Town Representative

Date

Private Function Inspection Report: Refund check: Yes ___ No ___

DEPOSIT PAID	
CLEAN-UP CHARGE	
DAMAGE CHARGE	
FAILURE TO RETURN THE KEY	
TOTAL DEDUCTIONS	
TOTAL REFUND (Deposit paid - Total deductions)	

Total Owed	
Amount Paid	
Balance Due	
Due Date	

APPROVAL OR DENIAL

COMMENTS

DATE	CHIEF OF POLICE – Recommend	
DATE	PUBLIC WORKS – Recommend	
DATE	BUILDING OFFICIAL – Recommend	
DATE	FIRE CHIEF/ FIRE MARSHAL – Recommend	
DATE	TOWN MANAGER – Approval or Denial	

Additional comments: _____