

Middleburg Civic Center Building Rental Agreement

This Rental Agreement ("Agreement") is made and entered into as of the date signed below by and between the Middleburg Civic Association ("Association") and the undersigned renter ("Renter").

Mailing and Physical Address:
2102 Palmetto St, Middleburg, FL 32068
Email: mcarentus@gmail.com

1. Rental Details

NAME: _____
RENTAL DATE: ____/____/____

MAILING ADDRESS:

HOME PHONE: _____
CELL PHONE: _____

RENTAL AMOUNT: \$ _____
DEPOSIT AMOUNT (Cleaning/Damage): \$100.00

(BUILDING CAPACITY 100) ESTIMATED NUMBER OF GUESTS:

TYPE OF EVENT: _____

2. General Public Rental Rates:

- **Friday:** \$200.00 (8 am to 11 pm)
- **Saturday:** \$325.00 (8 am to 11 pm)
- **Monday-Thursday:** \$100.00 (8 am to 11 pm)
- **Sunday:**
 - All Day: \$200.00 (8 am to 11 pm)

Note: Rental fee is non-refundable once paid. Members receive a \$25.00 discount. A \$100.00 refundable cleaning/damage deposit is required.

3. Non-Profit Groups:

- Usage charge: \$50.00 (non-refundable)
- Cleaning deposit: \$100.00

Note: The Association does not supply washroom items or trash bags.

4. Binding Agreement

This Agreement must be signed by the responsible individual or representative and shall be binding for the duration of the rental.

5. Deposits

Deposits will be retained if the facility is not cleaned adequately. Additional costs will be billed for excessive cleaning or damages.

6. Payment Instructions

Payment is to be made via the website only at **middleburgcivicassociation.com**. For assistance, you may call the President, **Paula Cloud**.

7. Keys

The Renter will text **904-370-0152** the day before the event for a lockbox code. The Renter shall not enter the property before the scheduled date without consent and must return the keys to the lockbox after the event.

8. Responsibilities

The Renter is responsible for ensuring the following rules are followed:

- No alcohol on premises, including lawns.

- No selling of products without written consent.
- **No smoking of any form inside the facility.**
- Do not use the fireplace.
- Do not affix items to walls; use existing hooks.
- Do not remove pictures/plaques or adjust curtains.
- Clean up after the event: remove decorations, trash, and check restrooms.
- Clean kitchen surfaces, tables, and chairs.
- Check stove burners and ovens.
- Return items to their original locations.
- Sweep and mop all floors.
- Turn off all lights and AC units.
- Ensure all outside doors are locked.

Violation of these rules will forfeit the cleaning/damage deposit.

9. Emergency Use

The facility may be used by civil authorities in emergencies, taking precedence over prior agreements. An interruption of the rental date may occur due to electrical, plumbing, or any other safety concerns. A rescheduled day will be offered if needed.

10. Agreement Signatures

By signing below, the Renter agrees to all terms and conditions outlined in this Agreement and will ensure compliance by all guests or group members.

Date Signed: _____

Signature of Responsible Party: _____

Printed Name: _____

Middleburg Civic Association

Authorized Representative: _____

Title: _____

Date: _____