



# KEY BISCAIYNE COMMUNITY CENTER ISLAND ROOM RENTAL CONTRACT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ to \_\_\_\_\_

NUMBER OF ATTENDEES: \_\_\_\_\_ ATTENDANCE FEE: Yes \$ \_\_\_\_\_ pp No \_\_\_\_\_

FOOD/BEVERAGE: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, caterer's name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

RENTAL COSTS (circle renter's choice)		
	Full Day (up to 8 hours)	Half Day (up to 4 hours)
Large Meeting Room	\$750	\$375
Half of Large Meeting Room	\$550	\$300
Small Meeting Room	\$275	\$150

ADDITIONAL COSTS	
Supervisor's Fee	\$30 per hour after regular operating hours
Clean-Up Deposit (if food/beverage is served)	\$200

### Rental Includes:

1. Large Meeting Room can accommodate up to 150 guests seated or 200 guests auditorium style.
2. 12 round tables
3. 96 hotel-style chairs
4. Kitchen facility with refrigerator, freezer and microwave. No oven available.
5. Staff will set up tables and chairs. (Ice, trash bags and linens are not provided.)

### Rental Policy Regulations:

1. A non-refundable \$200 deposit is required at the time of booking; remaining balance must be paid 14 working days prior to event date.
2. Cancellations must be submitted in writing at least 5 working days prior to event in order to receive a refund.
3. Renter must be a Key Biscayne resident.
4. Party guests may only use those areas of the KBCC included in the party rental.
5. Set-up time must be approved by the KBCC.
6. Smoking is prohibited in any area of the building.
7. In case the building is closed due to a Tropical Storm or Hurricane Watch or Warning, your money will be refunded or you will be able to reschedule your event to the next available date.
8. Applicant is responsible for the clean up of all food, beverages and trash.
9. The Village of Key Biscayne is not responsible for injury or loss of personal property by fire, theft, accident or natural causes.
10. All service providers must be approved by the KBCC.
11. Any sales or retail activities to take place during rental must be disclosed and approved by the KBCC.
12. Applicant must provide ice, trash bags and linens.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### For Office Use Only:

Total Payment Amount \$ \_\_\_\_\_

\$ 200 Clean Up Deposit Date \_\_\_\_\_  Cash  Check # \_\_\_\_\_

\$ 200 Deposit Date \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Balance Amount \$ \_\_\_\_\_ Due by: \_\_\_\_\_

Cash  Check # \_\_\_\_\_ Credit Card:  Visa  Master Card  American Express

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_