



TOWN OF MONTVERDE
 COMMUNITY BUILDING - RENTAL AGREEMENT
 17436 Division Street, Montverde, FL 34756
 Phone#407-469-2681

Please note: Fees are due at the time of application. By signing this reservation form, the undersigned person /party will use the facility and, agrees to all restrictions. Profanity, loud music and other disruptive behavior is not allowed including **Alcoholic Beverages** of any kind in or around the Community Building, this could cause use of the facility to be revoked.. All tables, chairs, etc., must be placed back as was set up prior to use.

Please bring your own trash bags and remove trash from the facility.

Building capacity is 53 people.

Renters cannot use the building for Profit.

There are forty-eight chairs and eight-foot long tables available to use.

Check one: Resident Non-Resident Non-Profit Civic-Organizations

NAME: _____

ADDRESS: _____

PHONE NUMBERS (HM) _____ **(WK)** _____ **(CELL)** _____

DATE/TIME OF FUNCTION: _____

CATEGORY OF USER	RESIDENT	NON-RESIDENT	NON-PROFIT CIVIC AND RELIGIOUS ORGANIZATIONS	KEY CARDS FEE REFUNDABLE ONCE RETURN
RESERVATION FEES	\$25.00	\$100.00	\$0.00	\$10.00
JANITORIAL FEE REFUNDABLE, UPON INSPECTION	\$30.00	\$100.00	\$30.00	\$10.00

The above renter has reserved the facility for his/her use as authorized by the Town Council. The Town of Montverde shall not be liable to any person for injuries or loss or damage to property arising out of, or connected with, the use of the facility.

The renter hereby releases discharges and holds harmless the Town of Montverde from all claims, which the renter has or might have, for personal injuries or damage to property arising out of, connected with, or incidental to the use of the above facility.

 Renter Signature

 Date

Key Card Must be returned within Two Business Days after Function. Key Card may be dropped off in the Green Mail Box in the Town Hall Parking lot or inside Town Hall.