



GLENN BURNS COMMUNITY BUILDING

17436 Division Street, Montverde, FL 34756 – Phone #407-469-2681

Town Hall Business Hours: Monday – Thursday 7:00 am – 6:00 pm

TOWN HALL IS CLOSED ON FRIDAYS KEY CARD MUST BE PICKED UP BEFORE FRIDAY!

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 all food/garbage from the facility after the Function.

Building capacity is 53 people. Rental Hours 8:00am – 10:00 pm.

Renters cannot use the Building for Profit. – Non-Profit Organization needs to Provide 501 (C3) form

There are forty-eight chairs and (8) eight-foot-long tables available to use

RESIDENT NON-RESIDENT NON-PROFIT CIVIC-ORGANIZATIONS

NAME: _____

ADDRESS: _____

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

EVENT DATE/TIME: _____

TYPE OF EVENT: _____

CATEGORY OF USER	RESIDENT	NON RESIDENT	NON-PROFIT CIVIC AND RELIGIOUS ORGANIZATIONS	KEY CARDS FEE REFUNDABLE ONCE RETRUN
RESERVATION FEES	\$25.00	\$100.00	\$0.00	\$10.00
JANITORAIL 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 Tow Council. The Town of Montverde shall not be liable to any person for injuries, loss or damage to the property arising out of, or connected with, the use of the facility.

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

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Renter Signature

Date

If you use the STOVE, please make sure its TURN OFF before you leave. Please make sure all light is turn off and doors are locked and secured before leaving the Building.

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