

HARDEE COUNTY CHAMBER OF COMMERCE – 863-773-6967
135 East Main Street Wauchula, FL 33873
Depot Address: 135 East Main Street Wauchula, FL 33873

DEPOT RENTAL AGREEMENT

Name: _____	Application Date: _____
Address: _____	Chamber Member: _____
City/State/Zip: _____	Alternate Phone: _____
Requested Rental Date: _____	Email: _____
Purpose: _____	Day of Week: Mon Tue Wed Thu Fri Sat Sun
Number of Guests: _____	Start Time: _____
	End Time: _____

As a renter of the facility, I understand that I am responsible to assure that the attached rules and policies are adhered to. I understand that I am also responsible to assure that the facility and fixtures are properly cared for during the rental period and that the facility and grounds are clean at the end of the event. My signature indicates that I have received and understand the rules and policies for the rental and that I am in agreement with them.

A security deposit is required to hold the building for the desired date. A Check is preferred. The full rental fee is required 7 days prior to your event date. The security deposit will be refunded after the building is checked, and an inventory is taken. The security deposit check will be returned to you to void and dispose of, once the keys are returned.

_____ Signature/Photo ID required	Date	_____ Witness	Date
DEPOSIT RECEIVED: _____	Date	_____	(Ck #) or (Cash)
RENTAL FEE RECEIVED: _____	Date	_____	(Ck#) or (Cash)
DEPOSIT REFUNDED: _____	Date	

RENTAL FEES - CHAMBER MEMBERS

See Chamber Membership Benefits Matrix for free/reduced usage partnership levels.

Mon-Fri Day (4 hours). Exit building by 4:00 pm	\$ 75.00	Security Deposit: \$100.00
Mon-Thurs Evening (4 hours). after 4:00 pm	\$125.00	
Fri-Sun All Day Event (8 hours).	\$250.00	
Fri-Sun Multi-Day (8+ hours)	\$500.00	
Additional Time/hour	\$ 15.00	

RENTAL FEES - NON-CHAMBER MEMBERS

Mon-Fri Day (4 hours). Exit building by 4:00 pm	\$150.00	Security Deposit: \$200.00
Mon-Thurs Evening (4 hours). after 4:00 pm	\$250.00	
Fri-Sun All Day Event (8 hours).	\$500.00	
Fri-Sun Multi-Day (8+ hours)	\$800.00	
Additional Time/hour	\$ 30.00	

Usage timeframes includes set-up and clean-up. For “Multi-Day Events”, you will access to the building Friday at 3PM thru Sunday at 3PM for sufficient time to set-up and clean-up.

CANCELLATION NOTICE: Full Refund of paid rental fee and security deposit if cancelled 48 hours prior to reservation. Within 48 hours, the rental fee deposit is forfeited. The security deposit will be refunded.

RULES AND POLICIES

(By Signing Above you have acknowledged that you have read and agreed to the below terms.)

Depot Rental Regulations & Fees

The Wauchula Train Depot is available for public and private special uses; however, the Chamber retains the right to exercise discretion in approving rental proposals that may be incompatible with the historical character of the facility or in the best interest of the Chamber.

Terms and Conditions

- Description of Property. Rental of the facility is limited to the event space, its furnishings, adjoining outside deck and adjacent parking lot. The adjoining spaces are not included in the rental of the facility unless advanced, special arrangements are made with the Chamber.
- Hours of Use. Events are limited to hours between 8:00 A.M to 12:00 P.M. Midnight.
- Facility Contents. All facility furnishings, decorations and other items are the property of the Hardee County Chamber of Commerce and shall not be removed without written authorization of the Chamber of Commerce. .
- Payment. Full payment must be made to the Hardee County Chamber of Commerce at the time the event is scheduled.
- Security Deposit. A deposit is required for the use of the facility. Deposits must be received at the time the reservation is made. The security deposit may used by the Chamber to satisfy all or part of Renter's obligations, however, it does not preclude the Chamber from seeking additional payment from the renter for other purposes. If the Chamber determines that the security deposit will not be refunded, a written explanation will be provided to the renter. When all post-rental conditions have been met, the security deposit shall be refunded and mailed to the renter within seven days. Executive Director with the consent of the Chamber Board may waive security deposit.
- Multiple Events. Multiple events may be scheduled by the renter with a single security deposit, security deposit will not be refunded until after the final scheduled event.
- Smoking. Smoking inside of the facility and on the attached decks is prohibited. Smoking is permitted outside in designated areas only. Guests or persons hired by the renter who continue to smoke in unauthorized areas are subject to immediate removal by Security officers or the Event Staff.
- Facility Alterations. No alterations or modifications shall be made to the facility without the written approval of the Hardee County Chamber of Commerce, including but not limited to paint, nails, screws, locks, fixtures, tape, glue, or attachments to the walls, ceiling or flooring or any other items on any portion of the facility. Any Damages caused by the renter will be repaired by Chamber and paid from the security deposit. If the security deposit does not

cover the repair cost, the renter will be billed for the amount in excess of the security deposit. No person or organization may rent the Depot if they have any outstanding repair balance due.

- Advertising. All advertising, print materials and all other forms of publicity pertaining to the event shall not suggest that the Chamber sanctions, sponsors or is affiliated with the event.
- HVAC Thermostats. Adjusting of thermostats shall only be done by an employee of the Chamber, unless authorized by the Chamber.
- Birdseed, Glitter, and Other Similar Items. Dispensing/throwing of tiny particles such as birdseed, glitter and other similar items inside the facility is prohibited.
- Animals. Animals are prohibited inside the facility, except for those needed for medical reasons or sight-impaired persons.
- Cleaning, Restoration and Repair. At the end of an event, the Renter shall be responsible to return the facility and all of its contents to the same condition that existed prior to the event, including cleaning, repairing and restoration. This includes removing all trash and event materials, food, etc. from the facility and properly disposing of them. Note: Any food and/or spills not removed will result in a minimum \$25.00 charge depending on time to dispose/clean-up.
- Parking. Parking is permitted in designated, paved areas only. Vehicles shall not be driven or parked on grassed areas or the brick walkway adjacent to the depot or in the adjoining park.
- Protection of Surfaces. Placemats, table pads, tablecloths and other similar measures must be used to protect table tops and the surfaces of all furnishings. Only non-drip candles are permitted for use in the facility.
- Sound and Noise. It shall be unlawful for any person to willfully make, continue, or cause to be made any excessive, unnecessary, or unusually loud noise which disturbs the peace or quiet of any neighborhood or which causes discomfort or annoyance to any reasonable person residing within hearing distance of the facility. Amplified sound must not be audible outside of the facility after 10:00 P.M.
- Consumption of Alcohol. The consumption of alcohol on the premises by event participants of legal age as a part of an approved event is permitted. Events in which alcohol will be served shall require the assignment of an off-duty police officer.
- Liability. Renter assumes full responsibility and liability, and shall compensate the Chamber, for any damages to the facility or theft of or damages to facility furnishings, decorations, fixtures, floor coverings, flooring, window treatments, appliances, equipment and all other property of the Chamber arising from or relating to the event or anyone entering the facility for such event.

- Indemnification. To the fullest extent permitted by Florida law, Renter hereby releases the Hardee County Chamber of Commerce (its contractors, agents and employees) from liability for, and agrees to indemnify, save harmless and defend the Chamber (its contractors, agents, and employees) from and against, any and all losses, costs, claims or suits (whether relating to property, death or personal injury), damages or expenses arising from or relating to: (i) Renter's failure to fulfill any of its obligations or any condition of this Rental Agreement, (ii) any damages, loss, expense, cost or injury (whether in the nature of personal injury, death, or property) happening in or about the facility to Renter, its agents, contractors, employees or invitees; and (iii) any judgment, lien or other encumbrances filed against the Chamber as a result of Renter's action.
- Disclaimer. The Chamber shall not be responsible for any items of the Renter, its agents, contractors, employees or invitees, and the Chamber will not be liable for any damage to or loss of Renter's, its agents', contractors', employees' or invitees', property of any type for any reason or cause whatsoever.
- Compliance. Renter, its agents, contractors, employees and invitees, must comply with all applicable laws, ordinances and regulations.
- Use Agreement. The Rental Application shall govern the rental of the Wauchula Train Depot Facility for the specified purpose, date and time, persons and facility areas. By signing and paying all required fees, the renter acknowledges reading, understanding and acceptance of all terms and conditions for the use of the facility.
- Fasteners. No nails, tacks, adhesives, glues, 3M removable fasteners, or tape can be used on the walls, floors or trusses. Damage to building will result in additional charges.
- Lost Keys: Keys lost and/or not returned will incur a \$75 fee.
- Inclement Weather. If an event is cancelled due to inclement weather, the Hardee County Chamber of Commerce will make every reasonable effort to reschedule the canceled event. Hardee County Chamber of Commerce shall not be held liable for losses incurred by the user/renter due to cancellation. Excessive heat or cold will not change the heating or cooling policy.
- Supervisors of Minors. Activities involving minors must have appropriate, ongoing, on-site supervision by a suitable number of responsible adults.

CHECKLIST FOR RENTERS

Return the completed checklist with the Depot keys in the building before leaving the North Main Entrance. Please set the alarm code and ensure door is locked behind you when exiting. Check all items off before exiting:

- Remove all decorations and items used to attach decorations.
- Remove food, personal belongings, and rental equipment.
- Clean any spills from floors.
- Tables and chairs wiped clean and left standing.
- Remove all trash and debris from the building and grounds.
- Remove bagged garbage from trash receptacles. Place bags in containers outside the building.
- Kitchen- refrigerator, counters, and cabinets wiped clean.
- Turn off bathroom fans and lights.
- Lock ALL doors on both floors.
- Return keys and checklist.

Comments, complaints, or suggestions:

The items checked above have been completed.

Renter's signature _____ Date _____

Chamber signature _____ Date _____