

CITY OF KEY COLONY BEACH
P.O. BOX 510141
KEY COLONY BEACH, FL 33051-0141
305-289-1212 FAX: 305-289-1767

Social Events

KCB Residents (proof required):
Per day \$250.00
Per hour \$ 31.25
Deposit \$250.00
Kitchen \$ 75.00

Non-KCB Residents:

Per day \$500.00
Per hour \$ 62.50
Deposit \$500.00
Kitchen \$ 75.00

City Parks

Per day \$500
(Commission permission required)
Per hour \$ 25
Deposit \$ 75

Business

Per day \$250
Half day \$125
Deposit \$ 75
Kitchen \$ 75

AUDITORIUM RENTAL MINIMUM 1/2 DAY

RULES

1. Hold Harmless Agreement shall be provided.
2. Certificate of Liability Insurance shall be provided naming:
The City of Key Colony Beach as an Additional Insured.
3. Rental does NOT include phone, fax, copy machine or use of the audio equipment.
4. Beer and wine can be sold with a state permit. Liquor cannot be sold at any time.
5. Set-up, re-arranging, etc. by Public Works staff will be at a rate of \$50 per hour.
6. Hours of use include decorating/set-up and clean-up time.
7. Police services, as determined by the Police Chief, will be at a rate of \$50 per hour.
8. All renters are responsible for general clean-up and trash removal. (Dumpster NOT provided)
9. If rental fee is waived, the deposit will be waived, but NOT the kitchen use fee. This is to help defray costs of additional, non-routine clean-up associated with food and drink being served.
10. A cancellation fee of \$50 will be charged and deducted from monies received.
11. Parking spaces in front of City Hall must remain available during business hours. Additional parking for large groups is available in Gazebo Park and on the golf course side of 7th Street.

A deposit will be refunded upon inspection of the premises less any cost required for clean up. The room is to be returned to the condition it was when rented, and the contact person listed below shall be responsible for maintenance.

Organization _____ Date(s) requested _____
Name _____ Hours of use _____

Address _____

Phone _____

Agreement to the above - Signature _____

HOLD HARMLESS AGREEMENT

_____ agrees to defend, indemnify and hold harmless the City of Key Colony Beach from all claims of whatsoever nature or kind arising out of or as a result of any action or failure to act, whether or not negligent, and specifically holding harmless the city from the negligent acts of its employees or agents, in connection with the use of city property on _____ (date) for use of _____ (city property). _____ (Individual, organization, firm, corporation, partnership, or any other entity responsible for using city property) agrees to defend and pay all costs in defending these claims, including attorney fees.

Further, _____ agrees to maintain public liability insurance to cover the obligations set forth above. The minimum insurance limits of liability shall be as provided by city ordinance.

By: _____

Date _____

By: _____
CITY OF KEY COLONY BEACH

Date _____

City of Key Colony Beach Code of Ordinances – Chapter 2

Section 2-4. Use of city property; insurance required.

- (a) The following requirements shall not apply to nonsupervised individual free play or other individual activities on areas designated for public use:
- (1) It shall be unlawful for any person, organization, firm, corporation, partnership or any other entity not an integral part of, directly connected with or under the immediate supervision of the city, to use real or personal property which the city owns, controls, or exercises dominion over without first signing a release indemnification and hold harmless agreement specified by the city and the city having issued written authorization for such use.
 - (2) Individuals and any organization, firm, corporation, partnership, or any other entity signing an agreement for use of city property must furnish a certificate of insurance for liability coverage naming the city as an additional insured and to hold harmless the city to the limits of the insurance coverage but in no case less than three hundred thousand dollars (\$300,000.00) for any claim or judgment, and three hundred thousand dollars (\$300,000.00) for the same incident or occurrence, through the host's homeowner's policy off-premises coverage, business or group's coverage, or secure a special events policy. Any organization, firm, corporation, partnership, individual or any other entity that offers liquor for sale must furnish a certificate of insurance for liquor liability coverage naming the city as an additional insured to the limits of the insurance coverage but in no case less than one million dollars (\$1,000,000.00) for any claim or judgment, and one million dollars (\$1,000,000.00) for the same incident or occurrence.
- (b) Any entity conducting activity as stated above and not having a signed agreement is in violation and an enforcement officer shall cause the activity to cease.

(Ordinance No. 353-2003, 2-13-03)

ATTENTION: The City of Key Colony Beach must be named as an **ADDITIONAL INSURED** on the insurance policy. Providing proof that you (or your organization) have insurance is not adequate. Many homeowner policies will not provide the coverage required. You may have to purchase a special event policy naming the city as an **ADDITIONAL INSURED** to meet this requirement.

It is your responsibility to provide this document. You will not be allowed to use city facilities without the insurance coverage. Please provide adequate time for your insurance agent to process your request and get proof of insurance to the city.

RENTAL HALL RESPONSIBILITIES

To keep the hall at City Hall clean and well maintained any one using the hall must leave it in the same condition as it was found. Please follow the following rules.

1. All garbage must be taken with you; the City does not have any facility for the garbage.
2. Do not leave any food behind, it is a nice thought to leave leftovers for others, but if they are not consumed it is then up to the staff to clean the refrigerator and dispose of the leftovers.
3. If the kitchen is used the counters must be washed down, the microwave, stove and refrigerator cleaned (if used). Also sweep and mop the kitchen floor.
4. Any spills in the auditorium must be wiped up immediately. The hall floor must be swept and mopped **do not use anything but warm water on the hall floor.**
5. Bathrooms both men and women must be cleaned, sinks wiped out and floors mopped.
6. Hall way must be mopped.
7. Before you leave the hall please check outside and around the building for any debris left behind, cigarette butts, soda cans etc. and pick them up.

It is your responsibility to return the hall in the same condition as you found it and if you are unable to do this there will be a clean up charge, to be determined by a professional cleaning person.

Agreement to the above – Signature _____ Date _____