

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

MARBLE HALL RENTAL RATES

KCB Residents (proof required):
-Per day \$250.00
-Per hour \$ 31.25
-Hall ONLY Deposit \$500.00
-Kitchen use Deposit \$250.00

CITY PARKS RENTAL RATES

-Per day \$500.00
(Commission approval required)
-Per hour \$ 25.00
-Deposit \$ 75.00

CONFERENCE ROOM

-Per hour \$ 25.00

NON-KCB Residents:

-Per day \$500.00
-Per hour \$ 62.50
-Hall ONLY Deposit \$500.00
-Kitchen use Deposit \$200.00

HALL RENTAL: MINIMUM ½ DAY

RULES

1. Hold Harmless Agreement shall be completed and signed.
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 the rental fee is waived, the deposits will not be waived. This is to help defray the cost 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.

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

Name of organization (If applicable): _____

Name of person responsible for the use of event space: _____

Date(s) of use: _____

Times of use: from _____ : _____ to _____ : _____

Phone: _____

Address: _____

Email: _____

I agree to the above Rates and Rules: **SIGNATURE** _____

Key Colony Beach Authorized Agent: **SIGNATURE** _____

HALL, CONFERENCE ROOM and CITY PARK INFORMATION

****Fee waived for the following groups, however, if the kitchen is to be used the \$200 deposit fee still applies. Also, Government groups which are self-insured are exempt from the liability insurance requirement.****

- DCA State Admin Hearings
- Dept of Environmental Protection (DEP)
- Florida Marine Patrol
- FEMA Groups
- Fishermen's Hospital Life Support
- Groups with KCB representative
- Habitat for Humanity
- KCB Community Association
- KCB Fishing & Boating
- Monroe County Elections
- Monroe County Sheriff
- U.S. Coastguard

PARKING:

There are a total of 47 spaces in front of City Hall, the Post Office and the Waterfront Parking Lots. This does not include the 3 handicapped spots. 4 spots are reserved for City employees between 8am-5 pm. Parking is not allowed in depressions on the sides of the road or the right-of-way on West Ocean Dr. and 7th Street.

MARBLE HALL:

Maximum people: 130 (as per fire safety regulations).

Size: 5,900 sq ft (not including an 18' x 48' stage)

Tables: (6) long tables (8-10 chairs per table)

(12) 5' round tables (6 chairs per table)

(5) 6' round tables (8 chairs per table)

CONFERENCE ROOM:

Maximum people: 35 people

Size: 686 sq ft (29' x 24')

City of Key Colony Beach

PO Box 510141, Key Colony Beach, FL 33051 ~ P: 305-289-1212 ~ F: 305-289-1767

HOLD HARMLESS AGREEMENT

(Name of Individual, organization, firm, corporation, partnership, or any other entity responsible for using City property) _____ 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 (dates of use) _____ for use of (City property location) _____. (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, (name of individual, organization, firm, corporation, partnership, or any other entity responsible for using City property) _____ 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, Authorized Agent

Date _____

RENTAL HALL/CITY PARKS RESPONSIBILITIES

MARBLE HALL:

- All **garbage** must be taken out with you. The City does not have any facilities for garbage.
- Do not leave any **food** behind. Although it is a nice sentiment, if the food is not consumed it will be up to the staff to dispose of the food.
- **If using the kitchen**, the counters, microwave, stove and refrigerator must be cleaned. The kitchen floor must be swept and mopped as well.
- The **floor** in Marble Hall must be swept and mopped. **Please use only warm water to clean floor.**
- The **bathrooms** are to be cleaned. Please clean the sinks and the floors.
- The **hallway** leading to Marble Hall must be mopped.
- Please look **outside** to be sure there are no cigarette butts, cans, etc., left on the grounds.

****It is your responsibility to leave Marble Hall in the condition in which you found it. If you are unable to do this there will be a fee charged that will be determined by a professional cleaning service.****

I agree to the above Rental Hall Responsibilities:

SIGNATURE _____ **DATE:** _____

CITY PARKS:

- No stakes are to be put into ground
- No tarps or other coverings are to be placed on the grass
- No driving or parking on the grass
- No marking of brick pavers or parking lot (small surveyor flags may be used)
- Renter to provide port-a-potty(s) for use by vendors and the public
- Renter to provide dumpster for all garbage
- Safety issue: Water for irrigation is reclaimed water from the KCB sewer plant (do not drink)

****It is your responsibility to leave the City Parks in the condition in which you found them. If you are unable to do so there will be a fee charged of \$50/hr. for the City's maintenance department to clean the park****

I agree to the above City Parks Responsibilities:

SIGNATURE _____ **DATE:** _____