

**RENTAL RATES AND RULES  
CITY OF KEY COLONY BEACH  
P.O. Box 510141 · Key Colony Beach, FL 33051-0141  
Phone 305-289-1212 · Fax 305-289-1767**

**MARBLE HALL RENTAL RATES**

<b>KCB Residents (proof required):</b>	<b>NON-KCB Residents:</b>
Per day \$250.00	Per day \$500.00
Per hour \$ 31.25	Per hour \$ 62.50
Hall ONLY deposit \$500.00	Hall ONLY deposit \$500.00
Kitchen use deposit \$200.00	Kitchen use deposit \$250.00

**CITY PARKS RENTAL RATES**

Per day	\$500.00
Per hour	\$ 25.00
Deposit	\$ 75.00

Deposit and rental rate must be paid separately: deposit payment to be paid by check or money order ONLY; rental fee by check, money order, credit card or cash. Both to be paid 30 days prior to your rental date.

Deposits will be refunded upon inspection of the premises less any cost required for clean-up.

The hall is to be left in the same condition as when it was rented, and the contact person listed below shall be responsible for maintenance.

**RULES**

- Our Hold Harmless Agreement must be completed, signed and dated.
- A Certificate of Liability Insurance must be provided naming **City of Key Colony Beach** as an Additional Insured.
- Hall rental does NOT include phone, fax, copy machine or use of the audio equipment.
- Hours of use include decorating/set-up and clean-up time.
- Set-up, re-arranging, etc. by Public Works staff will be at a rate of \$50.00 per hour.
- All renters are responsible for general clean-up and trash removal. A dumpster is NOT provided.
- If the rental fee is waived, the deposit will not be waived. This is to help defray the cost of additional, non-routine clean-up associated with food and drink being served.
- Additional Parking - Marble Hall: spaces in front of City Hall must remain available during business hours. Additional parking for large groups is available across the street at Gazebo Park and on the golf course side of 7<sup>th</sup> Street. Sunset Park: Additional parking for large groups is available down the street at Gazebo Park, or you may contact the nearby Continental Inn to ask for permission to park in their lot. There is no parking on private property.
- Beer and wine can be sold with a state permit. Liquor cannot be sold at any time.
- If alcoholic beverages are being served (more than just champagne for toasting) police presence is required and is to be coordinated with the Chief of Police.
- Police services, as determined by the Chief of Police, will be at a rate of \$50.00 per hour.

Date(s) of use: \_\_\_\_\_ Times of use: FROM \_\_\_\_\_ : \_\_\_\_\_ TO \_\_\_\_\_ : \_\_\_\_\_

Name of organization (if applicable): \_\_\_\_\_

Name of person responsible for the use of event space: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Bride's name/Groom's name (if applicable): \_\_\_\_\_

**RENTER: I agree to the above Rates and Rules:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF KEY COLONY BEACH AUTHORIZED AGENT:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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: \_\_\_\_\_ Date \_\_\_\_\_  
*City of Key Colony Beach, Authorized Agent*

# MARBLE HALL / CITY PARKS RESPONSIBILITIES

## MARBLE HALL:

- All garbage must be taken with you. The City does not have any facilities for garbage.
- All food must be taken with you.
- If using the kitchen: the counters, microwave, stove and refrigerator must be cleaned and the floor swept.
- The floor in the Hall must be swept.
- The bathrooms are to be cleaned. Please clean the sinks and sweep the floors.
- Please be sure there are no cigarette butts, cans, etc., left on the grounds outside.

Please leave Marble Hall and the bathrooms in the condition you found them. If you're unable to do this, there will be a fee charged that will be determined by a professional cleaning service.

## CITY PARKS:

- No stakes are to be put into the ground.
- Do not move the park benches without prior permission.
- 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 flag 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 Key Colony Beach sewer plant. DO NOT DRINK.

Please leave the City Parks in the condition you found them. If you're unable to do this, there will be a fee of \$50.00 per hour for the City's maintenance department to clean the park.

I agree to the responsibilities listed above:

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*Renter signature*

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*Date*

Thank you ~ The City of Key Colony Beach

# MARBLE HALL RENTAL INFORMATION

Maximum capacity: 130 people (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)

Parking: There are a total of 47 spaces in front of City Hall, the Post Office and Waterfront Park parking lots. This does not include the 3 handicapped spots. 4 spots are reserved for City employees between 8:00 a.m. through 5:00 p.m. Parking is not allowed in the depressions on the sides of the road or the right-of-way on West Ocean Drive. Additional parking for large groups is available across the street at Gazebo Park and on the golf course side of 7<sup>th</sup> Street.

The rental fee is 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 Administrative Hearings

Department of Environmental Protection (DEP)

FEMA Groups

Fishermen's Hospital Life Support

Florida Marine Patrol

Groups with Key Conly Beach representative

Habitat for Humanity

Key Colony Beach Community Association

Key Colony Beach Fishing & Boating

Monroe County Elections

Monroe County Sheriff

U.S. Coast Guard