



KEY BISCAIYNE COMMUNITY CENTER ISLAND ROOM RENTAL CONTRACT

NAME: _____

ADDRESS: _____ KEY BISCAIYNE, FL 33149

HOME PHONE: _____ CELL PHONE: _____

TYPE OF EVENT: _____

EVENT DATE: _____ EVENT TIME: _____ to _____

NUMBER OF ATTENDEES: _____ ATTENDANCE FEE: Yes \$ _____ pp No _____

FOOD/BEVERAGE: Yes _____ No _____

If yes, caterer's name: _____ Phone Number: _____

RENTAL COSTS (circle renter's choice)		
	Full Day (up to 8 hours)	Half Day (up to 4 hours)
Large Meeting Room	\$750	\$375
Half of Large Meeting Room	\$550	\$300
Small Meeting Room	\$275	\$150

ADDITIONAL COSTS		
Supervisor's Fee	\$30 per hour after regular operating hours	
Clean-up Deposit (if food/beverage is served)	\$200	

Rental Includes:

1. Large Meeting Room can accommodate up to 150 guests seated or 200 guests auditorium style.
2. 12 round tables; 96 hotel-style chairs
3. Kitchen facility with refrigerator, freezer and microwave. No oven available.
4. Staff will set up tables and chairs.
5. Rental does not include ice, trash bags, linens, or audio-visual equipment.

Rental Policy Regulations:

1. Renter must be a Key Biscayne resident and must be present at the event.
2. A **non-refundable \$200 rental deposit** is required at the time of booking; remaining balance must be paid 14 working days prior to event date.
3. In case the building is closed due to a Tropical Storm or Hurricane Watch or Warning, your money will be refunded or you will be able to reschedule your event to the next available date.
4. Cancellations must be submitted in writing at least 5 working days prior to event in order to receive a refund.
5. Party guests may only use those areas of the KBCC included in the party rental.
6. Set-up time must be approved by the KBCC. Rental fee must include 1 hour of clean-up time.
7. Smoking is prohibited in any area of the building.
8. The Village of Key Biscayne is not responsible for injury or loss of personal property by fire, theft, accident or natural causes.
9. All service providers must be approved by the KBCC at least 1 week prior to the event.
10. Any sales or retail activities to take place during rental must be disclosed and approved by the KBCC.
11. Renter is responsible for the clean-up of all food, beverages and trash (including bathrooms).
12. Renter is responsible for any damage to Village of Key Biscayne property.
13. **Clean-up Deposit of \$200** will be returned only if *Facility Rental Clean-Up Rental Checklist* shows that facility was left in a satisfactory condition after rental.

APPLICANT SIGNATURE: _____ DATE: _____

For Office Use Only: Total Payment Amount \$ _____

\$ 200 Clean-up Deposit Date _____ Cash Check # _____

\$ 200 Rental Deposit Date _____ Cash Check # _____

Balance Amount \$ _____ Due by: _____

Cash Check # _____ Credit Card: Visa Master Card American Express

Account Number _____ Expiration Date _____

Cardholder Name _____