

**SUNRISE BEACH CIVIC CENTER**  
**OR**  
**MCNAIR PARK PAVILLION**  
**RENTAL AGREEMENT**

Date of Event: \_\_\_\_\_ Start time of Event including Set up: \_\_\_\_\_ End time of Event & Clean up \_\_\_\_\_

Renter/Responsible Party \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Driver's License/ID Number \_\_\_\_\_ State \_\_\_\_\_

Organization Name: \_\_\_\_\_

Event Type \_\_\_\_\_ Number of Attendees \_\_\_\_\_ Primary Age of Attendees \_\_\_\_\_

(Please Initial One) \_\_\_\_\_ Category # \_\_\_\_\_

I will allow alcohol to be served, provided or allowed at my event. \_\_\_\_\_  
Alcohol will not be served or allowed at my event. \_\_\_\_\_



Description	Category 1	Category 2	Category 3	Category 4	Category 5	Total Fees \$
Rental Civic Center	\$ 20.00 (4 Hours)	\$160.00 (4 Hours)	\$250.00 (4 Hour)	\$150.00 (12 Hour)	\$500.00 (12 Hour)	\$
Additional Rental Hours	\$20.00 (4 Hours)	\$160.00 (4 Hours)	\$250.00 (4 Hours)			\$
Set-Up Chairs & Tables		\$65.00	\$65.00			\$
Clean-up Chairs Tables & Floors		\$200.00	\$200.00			\$
Early Set-up Fee	\$10.00/Hour	\$10.00/Hour	\$10.00/Hour			\$
Late Clean up Fee (Next day)	\$50.00	\$50.00	\$50.00			\$
Prep Clean/Pressure wash Pavillion				\$200.00	\$200.00	\$
Additional Trash Cans				\$10.00	\$10.00	\$
Security Deposit	\$25.00	\$500.00	\$500.00	\$500.00	\$500.00	\$
<b>TOTAL DUE</b>						\$

## Category # 1 Civic Center Rental - Sunrise Beach Community Groups

Special use fees are reserved for Sunrise Beach community groups that are open to everyone in Sunrise Beach who wishes to participate. Community Groups are expected to comprise a minimum of 75% of Sunrise Beach residents. The group is responsible for set-up and clean-up, which must occur within the number of hours paid for, but not to exceed (4) four-hours including time for set-up, decorating, and cleaning up. Additional rental hours at \$20.00 for (4) four-hours. User groups will leave the facility as found, replacing chairs and tables, dust mop or sweep floor, and wipe up spills. All trash must be bagged and deposited in the trash receptacle outside. Failure to follow the prescribed guidelines may result in disallowing the special use fees for the specific group or activity.

## Category #2 Civic Center Rental- Sunrise Beach Property Owners for Personal Use

This category is for Sunrise Beach property owners wishing to use the Civic Center for a personal use event, e.g., birthday party, anniversary party, fundraiser, or one-time events. This rate does not apply for those wishing to rent the facility on behalf of clubs, organizations, or other groups. Rental time shall not exceed four hours, including time for set-up, decorating, and cleaning up. Additional rental hours at \$160.00 for (4) four-hours.

## Category # 3 Civic Center Rental- All Other Events

This Category will be used for private parties for non-Sunrise Beach residents, and one-time events, fundraisers, special interest groups, and civic or community organizations not covered by any other Category. Rental time shall not exceed a four-hour period, including time for setup, decorating, and cleaning up.

## Category # 4 McNair Park Pavillion Rental- All Other Events

This category is for Sunrise Beach property owners wishing to use the McNair Park Pavillion for a personal use event, e.g., birthday party, anniversary party, fundraiser, or one-time events. This rate does not apply for those wishing to rent the facility on behalf of clubs, organizations, or other groups. Rental time shall not exceed a twelve-hour period, (one day) including time for set-up, decorating, and cleaning up. The Rental of Pavillion does not include boat launch fees.

## Category # 5 McNair Park Pavillion Rental- All Other Events

This Category will be used for private parties for non-Sunrise Beach residents, one-time events, fundraisers, special interest groups, and civic or community organizations not covered by any other Category wishing to use the McNair Park Pavillion. Rental time shall not exceed a twelve-hour period, including time for setup, decorating, and cleaning up. Rental of Pavillion does not include boat launch fees.

## SPECIAL CONSIDERATIONS

The following organizations are permitted use of the Civic Center and McNair Park without an annually signed rental agreement. Citizens for Community Action Association (CCAA) Events, Meetings & Game Days; City of Sunrise Beach Organizations or special committees; Beachers, Sunrise Beach Volunteer Fire Department.

## RESTRICTIONS & RULES

- Reservations are made on a first come first serve basis for functions that are deemed acceptable use by officials of the City of Sunrise Beach Village, hereafter called City. Any activity prohibited by law, ordinance or other legal mandate will apply.
- Completion of the Rental Agreement, payment of the rental fees and security deposit is required to secure the reservation for the requested date & time. The Responsible Party must provide proof of the category they are claiming. Such as proof of residency, proof of birth certificate/guardianship for birthday parties related to residency. The city may refuse to approve rental if all foregoing requirements are not met and approved by city staff, which includes receipt of agreement, rental fees, security deposits, and requested documentation to prove residency. Additional rental hours at additional rates. Hourly Partial Rental rates do not apply.
- Civic Center is a smoke free facility, and the renter is responsible for enforcing this policy.
- Rental fees cover bathroom towels and toilet paper only. Cleaning supplies provided are limited to brooms, mops, and a limited supply of trash bags. All other supplies paper plates, cups, etc. must be supplied by renter.
- The Civic Center is not normally decorated in any particular theme. However, if the renter removes any decorations, they must be returned to their original positions at the end of the event. The responsible party may decorate the civic Center at their expense. In doing so, the renter will be responsible for removal of the decorations, tape, and will be responsible for the center's walls, ceilings or floors. At no time is the piano to be moved from its current location by anyone except city staff.
- Alcohol is not allowed to be sold at the Civic Center without city authorization. All events that allow alcoholic beverages to be served, provided or allowed will require prior disclosure. The city reserves the right to require additional security at responsible party's expense. Violations are subject to forfeiture of Security Deposit.
- Setting up includes arranging tables and chairs as requested by the renter by city staff. Not available at McNair Pavillion.
- Clean up includes picking up, removing or stacking chairs & tables back into their storage area, dust mopping or sweeping of floor to clean any spills. Renters of McNair Pavillion are required to return all tables back to their original locations.
- Trash removal is not included with clean-up fees. All trash must be removed from tables, floors, parking area and curtilage after the rental. All Trash must be deposited in the trash receptacles provided, including McNair Pavillion. Additional trash receptacles are available at McNair Pavillion at responsible party's expense.
- Refunds are mailed within 15 business days following the event unless: Inspection following the event reveals the need for clean-up and/or repairs. All keys are returned. All Cost will be deducted from the security deposit. Security Deposit Check may be requested to be destroyed rather than be returned to owner.
- The Security Deposit may be forfeited if the reservation is cancelled less than ten (10) days before the confirmed reservation date, city property or keys are not returned, or if damages have occurred to any city property by the responsible party responsible or any of their guests.
- Fees for damages will be at actual cost, and labor will be at a rate of \$20.00 per hour with a minimum fee of \$100.00. Cleaning fees will be charged at a rate of \$20.00 per hour for labor with a minimum fee of \$200.00. The fee for non-returned keys is \$25.00/per key. Any costs in excess of the security deposit will be billed to the renter.
- Failure to follow the restrictions or rules may result in disallowing the special use fees for the specific group, individual or activity.
- All restrictions of applicable city ordinances apply. (Noise, Animals, Parks, Parking, etc.)

Make two separate checks (one for rental / one for security deposit)

Rental pay date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check Number/Receipt Number: \_\_\_\_\_  
 Deposit pay date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check Number/Receipt Number: \_\_\_\_\_

By signing below the renter agrees to all the above restrictions & rules.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_