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CITY OF LAKE BUTLER KEY DEPOSIT AND CLEANING DEPOSIT FORM

TODAY'S DATE: _____ DEPOSIT AMOUNT \$ _____

Reservation Name: _____ Reservation Date: _____

Pick-up Guest Name (keys): _____ Phone #: _____

THE KEY / CLEANING DEPOSIT OF \$125.00 IS REQUIRED FOR RENTAL OF THE COMMUNITY CENTER OR THE TOWNSEND GREEN BUILDING. KEY DEPOSITS CAN BE PAID BY CASH, CHECK, OR CREDIT CARD. IF DEPOSIT IS PAID WITH CASH OR CHECK, DEPOSIT REFUND WILL BE ISSUED VIA CHECK WITHIN 5-7 BUSINESS DAYS. IF DEPOSIT PAID VIA CREDIT CARD, CREDIT CARD WILL BE REFUNDED. DEPOSIT IS ONLY REFUNDED IF THE KEY IS RETURNED TO CITY HALL AND THE BUILDING IS CLEANED AFTER THEIR USE.

Key#: _____

Deposit Paid Via: CREDIT CARD CASH CHECK # _____

Deposit Paid By: _____

Employee Initials: _____ Receipt # _____

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Date Keys Returned: _____

Returned Via: DROP BOX DRIVE-THRU FRONT COUNTER

Deposit Returned in form of: CREDIT CARD CHECK

Employee Initials: _____

IN RENTING OF THE HAL Y MAINES COMMUNITY CENTER OR THE TOWNSEND GREEN BUILDING, I UNDERSTAND THE FOLLOWING:

- There is a refundable key and cleaning deposit of \$125 due when the keys are picked up at City Hall before the reserved time (day before if possible). (\$50 for Key. \$75 for Cleaning).
- To receive a Full Refund, I must cancel my rental up to 30 Days prior to my rental date. If rental date is within 30 days of reservation, no refund will be given if cancelled.
- Tables and chairs that are removed from the storage closet are to be cleaned and returned to the closet before leaving.
- I understand that the building is to be cleaned after my event, including the kitchen area. Upon cleaning, I understand that all tape, etc. used for my decorations are removed and no damage to facility has occurred.
- I understand that the rental prices of the Community Center and Townsend Green Building are subject to change due to price increases that are set by the City Commission.
- ALL trash MUST be removed from the building and placed in dumpster. Close lids on dumpster and close gates to the dumpster area after.
- If renting the building from 9:00am to 4:00pm, I may enter the building no earlier than 9:00am. I understand that I must exit the building by 4:00pm.
- If renting the building from 5:00pm to 12:00am, I may enter the building no earlier than 5:00pm. I understand that I must exit the building by 12:00am.
- For a Full Day Rental, 9:00am – 12:00am, I understand that I may enter the building no earlier than 9:00am and that I must exit the building by 12:00am.
- **THE USE OF ALCOHOL AT THE COMMUNITY CENTER OR TOWNSEND GREEN BUILDING IS NOT PERMITTED BY RENTERS OR THEIR GUESTS.**
- Inflatable Bounce Houses, Water Slides, or any similar items are NOT PERMITTED. You will be asked to remove them if set up on the premises.
- Under NO circumstances should any of the décor be removed from the walls. Decorative plants and trees are not to be removed from the premises. There are to be NO HOLES PUT IN WALLS OR CEILINGS.

The person making the reservation agrees to be held responsible for any damage that occurs and understands that alcohol is not permitted by the renters or guests.

Signing this Rental Agreement attests to that fact.

Name: _____

Signature: _____

Date: _____