

AGREEMENT AND RULES FOR USE OF THE HISTORIC SOPCHOPPY GYM

RESERVATIONS:

Private use of the gym is available for wedding receptions, parties, family gatherings, etc. Each event must be calendared through City Hall. A charge of \$225.00 plus a security deposit of \$100.00 to offset maintenance and repair expenses to the gym must be paid in advance to the City of Sopchoppy for the day of the event. (Each additional day of use will be charged at the rate of \$110.00 per day). The charges must be paid either in cash or money order. If damage to the gym is in excess of this amount, the person signing this agreement shall be personally responsible for any additional repair costs.

CLEANING:

The renter is responsible for collecting the garbage from all receptacles and removing it from the premises. Additionally, the renter is responsible for cleaning any spills in the ovens, refrigerator, and cooler prior to the return of the deposit.

CLIMATE CONTROL:

When the event is over, before you leave the A/C units must be placed on 82 degrees (cool) or 60 degrees (heat), depending on the season.

DECORATIONS:

Candles: If candles are used, please make sure they are in safe containers. Please protect the floor and the window seals from dripping wax and open flames.

Plants and Flowers: Please protect the woodwork from water damage.

Removal: All decorations shall be removed from the walls and other areas. Please use care not to damage the wall, floors, etc. while in the process of decorating.

Birdseed and/or Bubbles: We ask that birdseed be used instead of rice. Please do not use birdseed and/or bubbles inside the building. Both may be dangerous on the floor and may cause damage to the floor finish.

Floors: Special care should be taken not to scratch the floors. Clean up all spills immediately. The tables and chairs should not be slid across the floors. Please take care to ensure our floors remain in good condition.

Tables/Chairs: The City has round tables and oblong tables that may be rented for \$5.00 each. We do have some chairs available and they may be rented for \$1.00 each. Please do not sit on tables. Damaged tables will be the responsibility of the renter to replace and the cost will be deducted from your deposit.

ALCOHOLIC BEVERAGES AND SMOKING:



The gym is a public building and therefore is a “Smoke Free Building”

City Ordinance 2019.06; Sec 4-6. – Consumption on city property.

- No person shall serve, sell, deliver, or consume alcoholic beverages on any public street, road, sidewalk, or public right-of-way within the incorporated limits of the city.
- No person shall serve, sell, deliver, or consume alcoholic beverages on any city property, provided however:
- Renters of the historic gym may serve alcoholic beverages in conjunction with their event under the following conditions:
 - a. Renters must comply with all state laws and regulations.
 - b. Consumption of alcohol may only occur within the building.
 - c. Renters must provide event liability insurance with coverage for service of alcoholic beverages in the limits of \$1,000,000.00 per claim and \$2,000,000.00 per event and naming the City as an additional insured.

****A copy of the event liability insurance policy must be provided to the City prior to obtaining the keys to the gym****

I, the undersigned, have read the above rules and agree to abide by them. I agree that if the gym is not cleaned in accordance to the cleaning rules that my cleaning deposit will be nonrefundable. I also agree that I am personally responsible for any damage to the gym during my usage.

DATE OF EVENT: _____

SIGNED: _____

TYPE OF EVENT: _____

CONTACT #: _____