

**CITY OF APALACHICOLA
FACILITY/PROPERTY RENTAL AGREEMENT**

(Fees listed below Includes the Reservation Deposit(s))

Property Requested:	6th St. Rec Center	\$350.00	River Front Park	\$650.00
Holy Family		\$700.00	BP Community Center	C.O.A.
			Lafayette Park	\$650.00

INDIVIDUAL/ORGANIZATION NAME: _____

() INDIVIDUAL/GROUP () NON-PROFIT () GOVERNMENTAL ENTITY
MAILING ADDRESS: _____

POINT OF CONTACT: _____

PHONE NUMBER: _____

EMAIL: _____

PURPOSE OF RENTAL: _____ TODAY'S DATE: _____

DATE(S) REQUESTED: _____

APPLICANT SIGNATURE: _____

Received By: _____ Date: _____

RENTAL AGREEMENT MUST BE COMPLETED AND RETURNED TO CITY HALL 1 BAY AVE. PRIOR TO EVENT.

ALL FEES MUST BE PAID IN FULL PRIOR TO OBTAINING KEY TO FACILITY. KEY MUST BE RETURNED TO CITY HALL AT: 1 BAY AVE. ON THE FOLLOWING BUSINESS DAY. KEY MAY BE DROPPED IN PAYMENT BOX LOCATED ON WEST-END OF PARKING LOT. FAILURE TO RETURN KEY WILL PREVENT FARTHER RENTALS.

NO FEE MAY BE CHARGED FOR ENTRANCE. NO FEE MAY BE CHARGED FOR FOOD OR ITEMS.

IF THERE IS A PROBLEM WITH FACILITY AFTER OFFICE HOURS NOTIFY CITY MANAGER AT 850-323-2111 IMMEDIATELY.

FOR OFFICE USE ONLY

Deposit Charged: _____ Reservation Fee Charged: _____ (Insurance Fee included in rental amount)

REVIEWED BY:

City Representative

Date

NOTES:

☐ APPROVED ☐ NOT APPROVED REASON FOR DISAPPROVAL _____

BY: _____ Date: _____

CITY MANAGER OR DESIGNEE

- Holy Family —203 Dr. Fredrick Humphries St. (11 Round Tables / 94 Chairs)
 - \$500.00 Rental Charge / \$300.00 Non-Profit Rental Charge
 - \$200.00 Reservation Deposit (NON—Refundable)

- Lafayette Park / Riverfront Park
 - \$500.00 Rental Charge / \$300.00 Non-Profit Rental Charge
 - \$150.00 Reservation Deposit (NON—Refundable)

- 6th Street Recreation Center
 - \$200 Standard Rental rate / (No Fee Changes for Non—Profit)
 - \$150 Reservation Deposit (NON—Refundable)

CITY OF APALACHICOLA
RENTAL RULES & GUIDELINES

- Fund Raising Events are Prohibited — Any exception must be approved by the City Commission or its Designee and a separate Event Permit Application must be completed and approved.
- Alcoholic beverages or illegal substances are NOT ALLOWED on premises
- Smoking or use of tobacco in any form is NOT ALLOWED on premises
- Reserving party or parties will be responsible for set up, clean up, and return of the facility key

***NO TAPE, STAPLES, HOOKS, TACKS OR NAILS OF ANY KIND ARE TO BE USED ON ANY WALLS OR DOORS**

- Facility must be cleaned and locked by 11:00 PM unless prior approval by the City Commission or its Designee

As of Oct 1, 2026 No Deposits will be refunded.

If for any reason the key cannot be returned in person, key must be dropped in the payment drop box which is located 1 BAY AVE. No deposits will be refunded.

A complete inspection of the premises will be conducted on the following business day after the scheduled event.

I have completely read, understand, and agree with the rules and guidelines as outlined above.

Responsible Party

Date

CONTRACT
HOLD HARMLESS AGREEMENT
RELEASE AND INDEMNITY AGREEMENT
PROPERTY

IN CONSIDERATION _____ FOR hereinafter known as the User, to use located in the City of Apalachicola on (date) _____ for the purpose of The User _____ does hereby specifically agree to and do release, hold harmless and indemnify the City of Apalachicola, their employees, officers, agents or assigns from any claim for injury to persons and property incurred while the User is occupying the said premises, whether injury is claimed to be as a result of alleged negligence in the design, construction or maintenance of said property.

The User specifically understands and agrees that this release, hold harmless and indemnity agreement in favor of the City of Apalachicola includes and covers property damage, medical expenses, loss of wages or income, pain and suffering, loss of abilities and other past, present, or future damage or claim for compensation or reimbursement whether tangible or intangible.

And that the User further specifically agrees to defend and indemnify the City of Apalachicola for any and all monies paid including legal fees and costs incurred, in the defense of any claim or suit brought against the City of Apalachicola as the results of the use of premises by the User on said date.

FURTHERMORE, the User agrees to be responsible for any and all set-up and clean-up which may need to be required prior to and after use of said premises. Also, the User agrees to repair, replace, or reimburse the City of Apalachicola for damages to said premises which may occur while User is occupying premises on date previously mentioned.

_____ Stakes, spikes, or any form of earth anchors used to secure tents or other temporary structures are prohibited. Water barrels or other weights placed above-ground are permitted.

Signed this _____ day of _____, 20____
User or Representative Thereof

Printed Name:

Address:

Witness:

Printed Name:

Witness:

Printed Name: