

City of New Smyrna Beach  
 Coronado Civic Center  
 Rates, Rules & Regulations

SINGLE FEES		HOURLY FEES	
SECURITY DEPOSIT	\$100	Hourly Rate	\$25/hour
ALCOHOL FEE	\$100		
TABLES & CHAIRS (Set Up <u>or</u> Take Down)	\$100		

- The Coronado Civic Center is available for rent on a first come basis. All fees must be paid a minimum of 5 business days prior to rental date.
- All rentals are price listed above plus sales tax of 6.5%.
- All rentals must be a minimum of two hours.
- No rentals will be allowed less than 2 weeks prior to your rental date.
- Reservation for a rental can only be secured with proper paperwork and deposit payment.
- The Coronado Civic Center may only be rented once per quarter per calendar year by an individual and/or organization, with the exception of city business and recreation programs.
- The Coronado Civic Center is not available for rent on the following holidays: Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Thanksgiving Day Weekend, Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day.
- The Coronado Civic Center will only be available for the reserved paid time, as stated in the hours of use on the rental facility use form. Set up and break down time must be included in your rental time. If you go in to the facility early or stay later than your rental time, you will forfeit your deposit.
- Set-up and take down of tables and chairs is the responsibility of the renter. The building is to be left in the condition it was provided, with all chairs and tables properly stored. Our staff can set-up and/or take down the tables and chairs for the above listed fee.
- It is your responsibility as the renter of the Coronado Civic Center to pick up a key from the Recreation Office during regular business hours only. You may pick up the key on the day of your rental or on Friday if you have a rental on the weekend.
- All cleanup is the responsibility of the renter, to include removal of trash, food, beverages and property not belonging to the City. Mops, brooms, etc. will be provided to you for use during your cleanup, and should be left on site and in good order. Those items left on the property will be disposed of in a timely manner.
- Cancellation Policy: You will forfeit your deposit if you do not cancel at least seven days prior to your rental date.
- The security deposit will be returned once a full inspection of the building is made. This can take up to 5 weeks for a check to come in the mail.
- The City reserves the right to terminate this contract and cancel the activity at any time that the actions of the user endangers the health, welfare and safety of the participants or when the actions are detrimental to the Coronado Civic Center. In such cases, no refunds will be made.

- No decorations are permitted on the walls, ceiling, or ceiling fans. Arrangements for any additional deliveries must be made in advance of your rental. Any additional delivery items for a rental will be at the renter's risk.
- An alcohol fee of \$100.00 will be paid for any and all alcohol used in the building during the rental period. Payment of the fee does not provide the renter with a license to sell alcohol. If you are having a "cash bar" your caterer/bartender must have a state issued liquor license. If the fee is not paid, alcohol will not be permitted on the property.
- The renter of the facility accepts all responsibility for the conduct of the attendees of their event. The City may require police supervision at the user's expense when in the judgement of the Leisure Services Director, police supervision is required.
- The sale or purchase of items by the renter and/or guests requires approval from the Leisure Services Director.
- Any and all physical damage done to the Coronado Civic Center during its use will be repaired or replaced in full at the expense of the user. Any equipment owned and maintained by the City of New Smyrna Beach that is lost, stolen, destroyed or otherwise damaged will be replaced at the full expense of the renter. Expenses will be taken out of the security deposit. If the expenses exceed the security deposit, the renter will be billed. This must be paid in full before the renter is allowed to rent from the City of New Smyrna Beach again.
- The Coronado Civic Center is a smoke free facility. Smoking is permitted outside the building only.
- The City of New Smyrna Beach Leisure Services Department staff and their representatives will not be held liable for accidents or personal injury that may occur during the use of the facility.
- The City of New Smyrna Beach Recreation Department staff and their representatives will not be held liable for the lost, stolen, destroyed or damaged equipment and/or property owned or maintained by the user.

**I have read, accept and understand the above rates, rules and regulations as a renter of the Coronado Civic Center. I have received a signed copy of these rules and regulations and understand my responsibilities.**

\_\_\_\_\_  
**Renter (sign & print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City of New Smyrna Beach Leisure Services Depart.**

\_\_\_\_\_  
**Date**