

**CITY OF NEW SMYRNA BEACH – LIVE OAK CULTURAL CENTER
TERMS AND AGREEMENTS**

1050 LIVE OAK STREET, NEW SMYRNA BEACH, FL 32168
(386) 410-2880 * FAX (386) 410-2888

RATES	TIMES	ADDITIONAL FEES
MON – THUR RATE \$400	6:00 pm – 10:00 pm	SECURITY DEPOSIT \$250
FRI RATE \$500	6:00 pm – 11:00 pm	ALCOHOL FEE \$100
SAT RATE \$1,000	8:00 am – 11:00 pm	SET-UP & BREAKDOWN \$200
FRI RATE \$750	8:00 pm – 11:00 pm	

(PRICES LISTED ARE SUBJECT TO 6.2% SALES TAX)

The **Live Oak Cultural Center** is a self-service, first-come facility available to rent for events with attendance **up to 136 banquet or 170 theatre**.

- Reservations accepted with completed agreement and receipt of security deposit **ONLY**.
- Reserved times **MUST** include set-up and break-down.
- Fees to be paid in full at least **30 days prior to rental date**.
- Reservations will not be accepted for the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day.
- Organizations and individuals may rent only once per quarter per calendar year (except for city business & approved recreation programs).
- Set-up and breakdown is the responsibility of the lessee (unless prearranged and paid in advance).
- No decorations permitted on the walls or ceiling.
- Smoking is not permitted in this facility.
- An alcohol fee of \$100 will be charged for any beer, wine and/or liquor usage in the facility. Payment of this fee does not provide the lessee with a license to sell alcohol. A cash bar requires a state issued liquor license.
- Clean-up is the responsibility of lessee including all removal of trash, food, beverages and property not belonging to the City. This includes inside the building and any areas outside the building (including parking areas) used by your guests. (Please be aware that cigarette butts thrown outside the building and in the garden are a particular nuisance that must be cleaned up

after your event.) Mops, brooms, and other cleaning supplies are provided and must be left on property. Trash cans for your use are located behind the City Gym on Live Oak St. **It is essential that lessee and all guests are considerate of the neighborhood and neighbors.**

- Security deposit will be forfeited by lessee if event cancelled less than 7 days prior to rental date or any terms and conditions are not met. Please allow up to 5 weeks for return of security deposit.
- The lessee accepts all responsibility for the conduct of the attendees of the event. The City may require police supervision at the lessee's expense when, in the judgement of the Leisure Services Director, police supervision is required.
- Any and all physical damage to the Live Oak Cultural Center, or its contents, caused by the lessee and/or their attendees will be repaired or replaced in full at the expense of the lessee. The expense will be taken from the security deposit and any excess billed to the lessee.
- 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 Leisure Services Department staff and their representatives WILL NOT be held liable for lost, stolen or damaged property owned or used by the user.
- The City of New Smyrna Beach reserves the right to terminate this agreement 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 Live Oak Cultural Center. In such cases, no refunds will be made.

I have read, understand and accept the above rates, terms and conditions as a lessee of the Live Oak Cultural Center. I have received a copy of these terms and conditions and understand my responsibilities.

LESSEE (SIGN & PRINT)

DATE

CITY OF NEW SMYRNA BEACH LEISURE SERVICES DEPT

DATE