

# Historic Melrose, Inc.

Box 704  
Melrose, Fl. 32666  
www.historicmelroseflorida.org

## Homemakers Rental Policy & Application

Purpose of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Primary Permittee (must be paid HMI member): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Secondary Permittee: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Facility Hours: 7am – 10pm

### Rental Rates

Group Type	Capacity	Hourly Rate	Refundable Deposit
Youth Group	1 - 20	\$0	N/A
Club	1 - 10	\$10	N/A
Organization	11 - 45	\$20	\$20
Private Event	11 - 50	\$150/day	\$75

Historic Melrose, Inc. further referred to as HMI, defines groups as follows for the purpose of this agreement:

*Youth group* is defined as a club/group with the majority of members being under the age of 18.

*Club* is defined as a small group of individuals or association dedicated to a particular interest or activity including but not limited to musical groups, book clubs, environmental clubs, etc.

*Organization* is defined as a 501(c)(3), LLC, incorporation or club exceeding 10 members.

*Private event* is defined as event exceeding four (4) hours including set up and take down, regardless of group definition.

*Political groups or events of any kind are not permitted to rent the facility. Please refer to www.IRS.gov*

*Historic Melrose, Inc. reserves the right to cancel any event with at least thirty (30) days' notice or at any time a group or individuals violate the policies of HMI or this rental agreement.*

### **General Terms:**

We are delighted you are choosing to use the historic Homemakers Club. All events held on Historic Melrose, Inc. property or within our facilities remain under control of HMI, with the final word in decisions about whether the event should be held or continued in times of inclement weather, civil disturbance or other conditions deemed unacceptable by the Board of Directors.

### **Other Guidelines:**

- Illegal substances are prohibited on HMI property. Appropriate Law Enforcement agencies will be notified when violations occur and appropriate action against all involved parties will apply.
- No smoking, vaping, or other tobacco products allowed on the premises.
- **All bookings must be made 72 hours in advance and paid for by this time.**
- Repeat or multiple bookings must be approved by HMI.
- Facility availability falls between the hours of 7am and 10pm.
- Permit to use the facilities is not transferrable without written permission of HMI.
- HMI reserves the right to require supervision/security which will be paid by the Permittee.
- **No permanent alterations to fixtures, walls, etc. may be made. Hanging of decorations with nails or any other hardware is not permitted. Failure to comply will result in loss of deposit.**
- **DO NOT remove any paintings, pictures, or wall fixtures without prior permission from HMI rental chairperson.**
- **Tables and chairs must be put back to their original location (see attached diagram).**
- No grills or cookers allowed indoors.
- Permittee's are responsible for proper cleanup of equipment and surrounding area, including removal of trash from the premises. Failure to comply can result in loss of some or all of deposit.
- Permittee's acknowledge that they accept the building in the way it comes and must report a prior permittee's mess immediately at the start of the rental period.
- Amplifiers or devices that produce loud noises are subject to HMI prior approval.
- HMI does not guarantee function of any appliances within the kitchen space of the building.
- Permanent storage within the facility, beyond the dates of the rental agreement, by any group, club, or event is not permitted. Items left behind will be disposed of and not compensated for by HMI. Historical items archived by HMI are the exception.
- Permittee will receive a temporary code no less than 12 hours before event date granting access to the facility. This temporary code shall not be shared with anyone except the indicated secondary permittee.

Permitee agrees to indemnify and save Historic Melrose, Inc. and any of its agents, harmless on account of any and all claims for damages to persons or property which arise from any activity related to the event held by Permitee or occurring at any property or facility provided to Permitee under this agreement, due in whole or in part to the negligence of Permitee, its agents, customers, employees, event participants or any other person attending the event or located on the facilities or property provided to Permitee with the express or implied permission of Permitee. Permitee agrees to reimburse Historic Melrose, Inc. for any and all losses incurred by them, including attorney's fees, expenses and court costs which arise from activities related to the event or occur on the facilities and property provided to Permitee.

Historic Melrose, Inc. has discretion in determining if the Permitee will be required to purchase comprehensive liability insurance on the property and facilities provided to Permitee as required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. Designated Permitee shall purchase and maintain a policy or policies of commercial general liability insurance satisfactory in all respects to Historic Melrose, Inc. All policies shall be occurrence form policies and shall name Historic Melrose, Inc. as an additional insured, with a right to defense, with the premiums thereon fully paid by Permitee on or before their due date. The liability insurance policy shall afford minimum protection of \$1,000,000 combined single limit coverage for bodily injury, property damage or combination thereof. Required insurance shall be documented in Certificates of Insurance which provide that Historic Melrose, Inc. shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change. Permitee shall furnish complete copies of its insurance policies, forms and endorsements.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_ (read and understood)

I hereby agree to use the aforementioned facility subject to the rules and regulations stated within the general terms and other guidelines which states that the person(s)/organization, desiring the use of said facility will be responsible for all damages to building and/or property.

This agreement becomes valid when deposit fee is paid in full. Full Permitee fee is due and payable 72 hours in advance of event date. To ensure your reservation, please pay fee by deadline so that we can properly plan your event and allow your group to fully enjoy the facility. Note: in cases of severe inclement weather, if the facility is deemed inappropriate for use by HMI, the event can be rescheduled or the fee may be fully refunded.

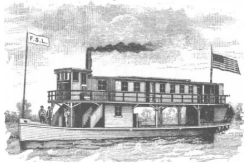
Permitee deposit will be refunded upon satisfactory inspection of facility within 48 hours.

**I have read and hereby agree to abide by all items/terms listed in this facility permit agreement policy and Historic Melrose, Inc.'s procedures as written.**

Printed Name

Signature

Date: \_\_\_\_\_



## Historic Melrose, Inc.

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### Checklist

- Remove all trash from building/property
- Replace trash bag
- Turn off all lights
- Air Conditioning: 80 in Summer - Heat: 60 in Winter
- Put away tables
- Put away chairs
- Sweep
- Ensure all doors and windows are secured.

### **Locking and unlocking instructions:**

To unlock, enter the code provided and press the Teeho button.

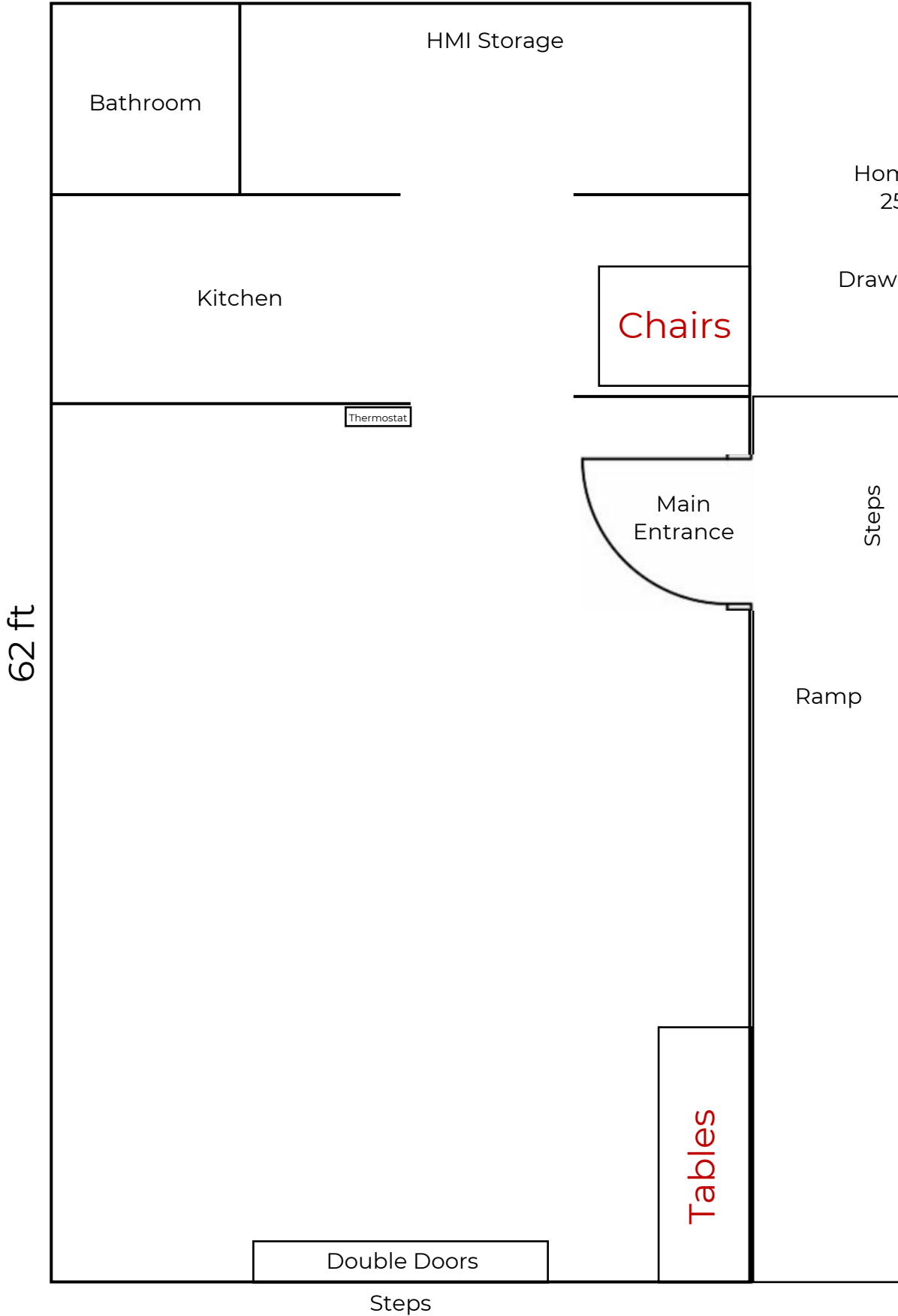
To lock, hold down any number for approximately 2 seconds until you hear the mechanism engage.

18ft



Homemakers Club  
25728 Park St.

Drawing not to scale.



62 ft