

# City Center Agreement and Terms of Use

The City of Havana sets forth the following terms and conditions for use of the facility under the supervision of the City of Havana, a non-profit municipality and we reserve the right to refuse usage at our discretion. *The City Center, as well as all city buildings, is a non-smoking facility. Smoking is not allowed on the premises at any time.*

Use of the City Center is subject to the following agreement and terms.

## **Reserving the Date**

All requests for use of the City Center are reviewed by the City to determine availability and suitability of your event. The City Center is meant to be used for municipality organizations, clubs and/or elected boards for conferences and meetings. An application is attached to be completed and signed by the person responsible for overseeing your event. If the City determines that the date is available and suitability requirements are met, your date will be reserved. Someone must be in charge of your event to ensure that it is conducted in a manner that is responsible and respectful of the City Center and the City of Havana.

1. Tables and chairs are provided and arranged according to the regular use of the building. The furniture may be rearranged for the event, and must be returned to the original arrangement after the event.
2. The building must be left in the same condition after the event as it was found. This may include, but is not limited to, sweeping floors, cleaning the kitchen and counters, wiping/cleaning the tables and chairs used, general cleanup of the bathrooms (if necessary), taking the garbage to the dumpsters on the east side of the facility, turning off all lights and locking the doors as you leave. A pre-rental walk-through may be requested prior to the event, to ensure that there are no misunderstandings. A final walk-through will be done on the first business day after the event to ensure the return of the security deposit. Again, simply leave it as it was found! If the City required to clean-up after the event, the applicant will be charged at a rate of \$25 per hour which will be deducted from the security deposit.
3. **Nails, tacks, screws, hooks, picture hangers, tape etc., are not to be used anywhere in the building as they can damage the walls.** Artwork on the walls of the City Center is not to be moved or removed.
4. Cancellation by you of your event must be made at least **1 week prior** to the event.
5. **A key will be available for pick-up at City Hall the same day as the event.** If the event is not on a business day, arrangements will be made to pick-up a key prior to the event. The key must be returned to Havana City Hall on the following business day after your event.

Failure to follow any of these stipulations could possibly create additional charges if there is actual damage to walls, floors, equipment, windows, furniture, and/or loss of keys.

**Please be sure to lock the door when you leave!**

## **Security Deposit**

- For a half day event, a security deposit of \$100.00 is required for use of the facility, along with your \$100.00 rental fee.
- For a full day event, a security deposit of \$200.00 is required for use of the facility, along with your \$200.00 rental fee.

Payment may be made by cash or check (made payable to the City of Havana). The payment must be made during regular business hours at City Hall at the time the application is approved. The deposit will be held until 36 hours after the date of the event and refunded if all of the following requirements were met.

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## **City Center Rental Fee**

Half Day (1 – 4 hours): \$100.00

Full Day (5 – 8 hours): \$200.00

## **Supplies**

An initial supply of paper towels, toilet paper, hand soap, etc., are included in your agreement. You are responsible for providing any supplies over and above those initially provided. Food items found in storage cabinets, the kitchen, and/or refrigerators are the property of the City of Havana and are not to be used.

There is a television mounted on the wall above the tables in City Center – this is meant to be used for presentations. We do have a way to project your presentations on the television. We will be happy to assist you with this.

## **Food Preparation**

The kitchen is not to be used for the initial preparation of food, but rather to heat or keep food warm. There is limited refrigerator space which may be used for cold storage. You must provide your own ice if required for your event. All utensils must be brought in. The kitchen utensils on-site are property of the City Center and may be used, but must be cleaned and left on-site. The stove and oven must be left as found and should be cleaned if used.

## **Alcoholic Beverages**

The consumption of alcoholic beverages is not permitted on the premises at any time.

## **Completed by Applicant**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Contact Number for Applicant: \_\_\_\_\_

Date of the Event: \_\_\_\_\_ Hours Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date Key is requested: \_\_\_\_\_

Person in Charge on the day of the event: \_\_\_\_\_

Contact number of Person in Charge day of the Event: \_\_\_\_\_

Number of person attending event: \_\_\_\_\_

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**Signature of Applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_

# City Center Agreement and Terms of Use

**Completed by City**

Date of Event: \_\_\_\_\_ After Event Walk-thru completed on: \_\_\_\_\_

**City Official Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date Key Issued: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Key Returned: \_\_\_\_\_ Received By: \_\_\_\_\_