

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. Tables and chairs must be wiped down if there would happen to be a significant spill or mess.
2. Please leave the building in the same condition as it was received in. A pre-rental walk-through will be arranged prior to the event, as well a post event walk-through. Failure to do so leaves this determination up to the City in regards to the state of the building after your event. You may empty garbage receptacles into the dumpsters on the east side of the building, turn the lights off and lock the doors before you leave. Simply leave the building as you found it.
3. **Nails, tacks, screws, hooks, picture hangers, etc., are not to be used anywhere in the building.** Painted surfaces can also be damaged by tape on the walls so please be careful. 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.

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!

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City Center Rental Fee:

Half Day (1 – 4 hours): \$50.00

Full Day (5 – 8 hours): \$100.00

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: _____

I agree to all of the terms of this agreement and understand the rental policy.

Signature of Applicant: _____ **Date** _____

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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: _____