



EmpowHERment Community Center
EVENT SPACE RENTAL AGREEMENT AND CONTRACT
1150 County Road 1 Palm Harbor, FL 34683

Agreement made on _____, 20____, by and between **EmpowHERment Community Center**, referred to as "ECC," and _____, referred to as "Client." Client agrees to hire and EmpowHERment Community Center agrees to make available the use of the space located at **1150 CR-1 Palm Harbor, FL 34683** with the following terms and conditions.

Client Name: _____

Client Address: _____

Client Phone: _____ Client Email: _____

Date of Event: _____ Event Type: _____

Event Start Time: _____

Event End Time: _____

of Expected Attendees: _____

Rental Times & Set-Up/Clean-Up Options:

Kitchen access, Tables, and Chairs Included in rental

- Weekdays - **\$75**/Hour
- Weekends - **\$100**/Hour
- Past 9 PM - Extra \$25/Hour
- Overnight storage - \$50
- (Optional, see attached) Set-Up/Clean-Up Fee - Starting at \$150

Set-Up & Clean-Up Opt-In (Circle One): Yes No

If no,

Self Set-Up Start Time: _____

Self Clean-Up End Time: _____

The EmpowHERment Community Center is a non-profit 501c(3) Florida Corporation, organized and operated exclusively for charitable and educational purposes. As such, Client agrees to abide by the following rules:

1. Client is responsible for any damage to the premises and property during the Client's event. Client also agrees to indemnify and hold the EmpowHERment Community Center harmless from any claim for injury to any person or property arising from Client's event or use of the center. Client also agrees to pay all attorney fees, collections fees, and court costs incurred by ECC in any legal action arising from Client's event, use of ECC facilities, or any breach of any term of this Contract. "Arising from Client's event" shall include arising from Client's conduct or conduct by Client's invitees or contractors.
2. Client shall leave all center areas in a good, clean condition. All garbage shall be placed outside garbage containers by the accessible parking spots. Client expressly authorizes ECC to discard any of Client's property left on ECC's premises.
3. Client specifically agrees to comply with all laws of the State of Florida, Pinellas County relating to minors' use, possession, or consumption of alcohol in connection with Client's event. If a violation of this provision occurs, ECC may (but in no way is required to) cancel or terminate Client's event immediately. This provision creates no duty on ECC to supervise or regulate Client's event in any way.
4. This Contract may be canceled at any time by ECC if necessary because of events beyond the control of ECC, such as fire, storm damage, or other occurrences which, in ECC's reasonable discretion, do not permit the Client's event to be held as scheduled. In such an event, ECC shall refund Client all previously paid money but shall have no other liability.
5. Client acknowledges that the grassy areas around the ECC Clubhouse may have tree roots and other obstructions which make the ground

surface uneven. Client agrees to notify all Client's guests to exercise care when walking in any unpaved area on ECC property and assumes full responsibility for and shall hold ECC harmless from any claims made by Client's guests arising from any use of unpaved areas, including such claims as may be based in whole or part of alleged negligence of ECC.

6. Suppose Client intends to serve alcoholic beverages to guests at any time on ECC premises. In that case, Client shall ensure to ECC that Client (or Client's caterer) has the appropriate license issued by state and local authorities if required and shall ensure to ECC that all state and local laws governing the sale of alcoholic beverages shall be obeyed.
7. Client shall ensure to ECC that the Client's caterer receives a copy of this Agreement and agrees to comply with all provisions that apply to the Caterer, including this paragraph without limitation.
8. Client acknowledges that this Contract grants Client a temporary and limited license for using ECC's facilities as set forth above and for no other purpose or time. ECC may cancel this Contract at any time if Client breaches any material term of this Contract, and in such event, no refunds shall be made to Client. Client agrees that Client shall comply with all applicable laws, rules, and regulations of the state of Florida and the County of Pinellas in Client's activities and use of ECC facilities.
9. No smoking in or around our Smoke-Free premises.
10. Candles or other flames are NOT permitted in the facility to comply with city fire codes and insurance regulations.
11. Rice, confetti, flower petals, birdseed, or other substances/items are not allowed to be thrown inside the building. Hot Air balloon lanterns or similar devices are not permitted. Nothing can be hung from the ceiling within five ft. of fan blades. The Client shall obtain permission to install

any decorations or items using heat-generated, electrical (including wired or battery powered), or other power sources.

12. Children must be supervised at all times in all areas of the ECC.
13. No nails are allowed on the walls; the pictures and plants around the community center are not to be disturbed and/or taken down for any reason.
14. The ECC on-site representative is the only authorized operator of ECC's air conditioning, heating, lighting, and sound system.
15. All catering equipment and supplies are to be removed after each event. Caterer may be asked to read & sign rule sheet upon arrival. All countertops cleaned—no food left in the refrigerator.
16. Caterers may use the ECC's grill (located on the back patio), convection oven, microwave, and refrigerators.

A signed contract and date-hold deposit of 50% of the total fee are due on the day of booking. Your space rental fee balance is due seven (7) days prior to the event. Otherwise, the credit card on file will be held for damages should they occur. If circumstances beyond the control of ECC force us to cancel your reservation, ECC will refund all sums paid. ECC reserves the right to cancel your reservation without a deposit refund if the entire rental payment is not received seven days prior to your event. Client should make payments to ECC. Cash, checks, and all major credit cards are accepted.

TOTAL EVENT FEE: _____ **DEPOSIT DUE:** _____

Client Initials: _____ **Date:** _____

Please complete and sign this form to authorize ECC to make a debit(s) to your credit card listed below. Once complete, please email to **kylie@empowherment.org**. By signing this form, you permit ECC to debit

your account. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I, _____, authorize ECC to immediately charge my credit account a date-hold deposit in the amount of \$_____ (half) of my total rental fee. Note: date-hold deposits are non-refundable. This payment is for my event on (date) _____. Please note that the space rental fees balance will also be charged to this card seven (7) days prior to your event. Please specify the exact intent and instructions here if you would like to use an alternative payment method (check, additional credit card, cash) for the remaining space rental fees and balance.

CREDIT CARD AUTHORIZATION FORM

Billing Address: _____

City, State, Zip: _____

Billing Phone: _____

Email: _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name: _____

Card Number: _____

Expiration Date: ____ (MM/YYYY) CVV #: ____

According to the above mentioned terms, I authorize ECC to charge the credit card indicated in this authorization form. This payment authorization is for the event described above. I certify that I am an authorized credit card user and will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this form.

Signature: _____

Date: _____

