



Tarpon Springs Cultural Treasures
DEPARTMENT OF CULTURAL & CIVIC SERVICES
CITY OF TARPON SPRINGS
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 937-0686; Fax (727) 937-0657

Heritage Museum Lease Agreement

This lease is made and entered into this _____ day of _____, 20__ between the City of Tarpon Springs, Florida, hereinafter called the “City” and _____
Address _____

Phone Number: _____ Cell: _____

hereinafter called “Lessee,” for the use of the Heritage Museum.

1. General information: Name of Organization or Individual requesting use:

(Address) _____

2. Non-profit/501c(3) _____ YES _____ NO

3. Name of representative _____

4. Address and Phone _____

5. Name of alternate representative _____

6. Type of Event _____

7. Will alcohol be served? _____ YES _____ NO

8. Purpose of Event _____

9. Maximum attendance _____

10. Will event be open to the public? _____ YES _____ NO

11. Insurance Carrier and Agent _____

12. Date and Time of Event _____

13. Set-up time needed? _____

(Set up time, equipment delivery and pickup must be scheduled during regular staff working hours.

Lessee or representative must be in attendance to sign for any deliveries.)

The Heritage Museum is located at 100 Beekman Lane, Tarpon Springs, Florida, in Craig Park on Spring Bayou. All correspondence regarding this lease should be addressed to the mailing address at the top of this lease agreement.

The Heritage Museum is a municipal facility that is open to the public Monday to Friday from 10 am to 4 pm. All events must be scheduled outside of regular museum hours. The museum is located in a residential area and all events must end by 11 pm (additional time is allotted for breakdown and cleanup after 11 pm).

The base rate for a four-hour event is \$900.00, this includes reasonable set up and breakdown time immediately prior to and after the event, which must be arranged with the Site Supervisor. Additional time is \$100 per hour. Not-for-profit organizations may request a rate reduction. The base rate includes use of the Heritage Museum's 150 padded folding chairs, 20 round 60-inch, 6 rectangular 6-foot and 2 rectangular 8-foot tables. General cleanup is the responsibility of the lessee.

A City of Tarpon Springs staff person must be serve as site supervisor during all events. The staff person is paid directly by the lessee \$25 per hour. The supervisor's responsibilities include opening and closing the museum, alarms, utilities, and ensuring the proper supervision of all participants during the event. The staff person is in no way responsible for cleanup or returning the facility to its original condition.

For approval to serve alcoholic beverages on City property, lessee must provide insurance coverage certificate that includes liquor liability, and engage the services of an off-duty Tarpon Springs Police Officer during the event (paid at \$35 per hour for a minimum of four hours). The City reserves the right to deny all lease applications that do not include necessary insurance documents and any permits required by other City, State or Federal departments.

All events with dancing require the use of a rented dance floor. No nails, staples, tape of any kind, tacks, sticky products are allowed on any surface in the Museum (string or filament is acceptable). Candles are permissible with glass covering to above flame height.

Bookings require a minimum of 14 days notice. All application materials must be received by Facility Coordinator, including permits and insurance documents to reserve specific dates. All rentals are booked on a first-come first-served basis. All rentals including community groups require an ACORD certificate of insurance to be on file with the City. Individuals and groups using City facilities must agree to hold the City of Tarpon Springs and its employees harmless from any claims, demands, or lawsuits arising from the use of such facilities, and agree to indemnify the City against claims as a precondition of use.

All individuals or groups requesting a private rental must pay a \$150 cleaning deposit in order to reserve the facility. A rental is deemed private when it is by invitation only and/or not open to the general public. Checks should be made payable to the City of Tarpon Springs. Balance of all monies due should be paid no later than 10 business days prior to the event. Facility Coordinator will process all requests for City staff and off-duty police officers (if necessary), lessee will pay all fees due to staff directly.

All applications for private use must be submitted to the Department with a check for \$150 made payable to the City of Tarpon Springs. If the application is denied the deposit will be refunded. If the application approved, the deposit will serve as the cleaning/security deposit required by all groups.

Any damages incurred during the event covered by this lease agreement will be the responsibility of the lessee. Lessee agrees to use and maintain the facility in a safe manner, according to the intended use thereof.

Other Terms and Agreements

1. The City of Tarpon Springs is a smoke free environment. No smoking is allowed in any area of the Heritage Museum.
2. Cancellations must be received 10 days in advance.
3. Lessee is responsible for room set-up and returning the building to its original condition, excluding general cleaning services.
4. A small catering kitchen is available for use of lessee, all other equipment must be provided by the lessee.
5. All service personnel (caterers, bands, etc.) engaged by the lessee must provide the City of Tarpon Springs with an ACORD certificate of insurance for \$1 million liability that names the City of Tarpon Springs as the co-insured and a signed Hold Harmless agreement (provided).
6. Exhibits at the Heritage Museum must not be moved without express permission of the facility coordinator.
7. All rates and fees for the use of the facility shall be paid in advance.
8. The City of Tarpon Springs reserves the right to enter any portion of the facility and to eject any persons acting in violation of city or departmental rules. Lessee waives any right and claim for damages against the city and its agents, jointly and severally, in the event of such ejection, both on behalf of the lessee and all of the lessee's invitees.
9. This lease is subject to termination by either party upon 10 days written notice to the other party.
10. All conditions are material to this lease. This lease is personal to the parties and may not be assigned or subleased without consent of the City.
11. Because the Heritage Center is a publicly owned facility, the City of Tarpon Springs cannot appear to endorse a particular religion or political view. No organization or group will be allowed to conduct religious services or religious instruction at the Heritage Museum. However, the use of the Heritage Museum by groups for the purposes of discussing religious material or material that contains a religious viewpoint or for distributing such material is permissible. The Heritage Museum may be used as a polling place for holding primaries, elections, and special elections; for the registration of voters; candidate forums sponsored by non-partisan groups to which all candidates are invited; and for holding political meetings where all representatives of different viewpoints may be heard on a specific matter of public concern; no meetings sponsored by partisan political organizations shall be permitted.

Signature indicates agreement with all of the above statements:

Lessee:

Signature _____ Date __/__/__

Name _____

Address _____

Facility Coordinator _____ Date __/__/__

Department Head _____ Date __/__/__

Office Use Only

Deposit received _____ Date _____

Payment balance due _____

TSPD notified _____

Staff member on duty _____

Insurance Documents Received _____

Hold Harmless on file _____

Approved ___ YES ___ NO