



City Council Agenda Form

Meeting Date: 04-26-21
Department: Administration
Public Hearing: Yes No

For Clerk's Use Only
AGENDA ITEM #

xxxxxxx		
Consent Agenda	Regular Agenda	Closed Session

Presenter: Cindy Permenter for the DeFuniak Springs Coin Club

Request Type: Informational Discussion Action Item

Does this item require legal review? Yes No **City Attorney E-Mail attached?** Yes No

Time Required for Request: 2 Minutes

Agenda Item Title: Rental of Community Center for Coin Show

Subject:

Attachment(s):
Paid Contract for the use of the Community Center for Coin Show

Brief Summary:
The DeFuniak Springs Coin Club has hosted the annual coin show for over several years at the Community Center. They do not charge for admission; however, the coins are for sale. The Club is requesting permission to sale their coins again this year. They will also have food for sale.

Action Requested:
Approval to sell coins and food at the annual DeFuniak Springs Coin Show.

Issue Overview:

Background Information & Issue Summary:
This is an annual event and has been approved for several years in the past.

Financial Impacts:
The Coin Show brings people to our city from near-by cities.

Staff Recommendations/Comments:
Staff recommends approval.



Saturday

CITY OF DEFUNIAK SPRINGS, FLORIDA
PERMIT FOR THE USE OF THE COMMUNITY (CIVIC) CENTER
361 NORTH 10TH STREET, DEFUNIAK SPRINGS, FL 32433

Name of Organization/Renter: DEFUNIAK SPRINGS COIN CLUB

Street Address:

Mailing Address: 94 WATSON RD. DEFUNIAK SPR. FL 32433

Telephone Number: (850) 892-6819

Room(s) Requested: MAIN + kitchen

Podium: NO

Date(s): 8/21/21 Hours: 7:30 AM - 5:00 pm

Purpose for which facility will be used: COIN SHOW

Please read and initial each of the following statements. By initialing you indicate that you have read, understand and agree to each one.

- I understand that if for any reason I need to make a change to my contract (ex. add a room, cancel a room, change the time, etc.), I will make arrangements at least 24 hours before my rental date.
I understand that if I need to cancel or change the time of the rental, a 24 hour notice is required for a full refund and to avoid additional costs.
I understand that the time I put above is the time that I want the building unlocked and locked back. There will be a labor charge for any additional callouts.
I understand that someone needs to be present and on time at the time specified for the building to be unlocked.
I understand that if I leave before time stated on this contract, I will call the duty person to lock the building.
I understand that if I go over the time stated above I will be responsible for all additional rental and labor fees incurred.
I understand that there are chairs and tables in the room(s) that I am renting, that must be restacked in sets of 10 or I will incur additional charges.
I understand that there can be nothing attached in any way on the walls, doors, tables, or any other part of the interior or exterior of the building and I will be responsible for the cost to repair any damages incurred.
I understand that nails, tacks, staples, tape, etc. cannot be used and I will be responsible for the cost to repair any damages incurred.
I will not allow any unlawful or offensive activities on the premises by myself or my guests.
I understand that it is unlawful to have alcohol on the premises and there is no smoking inside any city facility.
I will be responsible for any and all damages to premises during use.
I will ensure the premises are secure before leaving.

MT

I will remove any and all objects that I have brought into the building including but not limited to: chairs, tables, tents, etc. that I have rented from an outside source or I will be responsible for additional rental fees.

MT

Please note that storage of any items is prohibited outside your paid contract rental times and The City of DeFuniak Springs will not be held responsible for any damages to personal or other rented items.

I understand the noise inside of my room cannot be excessive in order to accommodate any other renters in the building. Please be courteous.

Clean-up Procedure for All Events

1. Wipe off all tables and chairs.
2. Restack all tables and chairs in stacks of ten (10) as originally provided.
3. Sweep and mop all areas utilized.
4. Take out all trash from areas utilized – place in trash bags and put in dumpster at the rear of the building.
5. Turn out all lights.
6. Close and secure all doors utilized.

MT

I understand the clean up procedures as listed above and will ensure the room(s) is completely cleaned.

In the event the City requires use of any City building during an emergency, the City reserves the right to cancel any scheduled use for said building and refund all rental fees.

The undersigned, a citizen or a legal adult duly authorized to contract for and on behalf of the above named organization, hereby agrees on behalf of said organization to the terms and conditions above set forth.

Date: 4/16/21 Applicant's signature: [Signature]
 Applicant's name (Please print): TEITELBAUM, DAVID J.

Rental Information

A half day rental is considered 7 hours or less. More than 7 hours is considered a full day rental. (Listed prices do not include 7% sales tax.)

<u>Main Auditorium</u> (100-300)	\$160 per Day	\$130 Half Day	265 chairs & 40 tables
Activity Room (100-150)	\$125 per Day	\$95 Half Day	98 chairs & 18 tables
Meeting Room (50-75)	\$75 per Day	\$60 Half Day	60 chairs & 20 tables
Arts & Crafts (15-30)	\$65 per Day	\$50 Half Day	30 chairs & 10 tables
<u>Kitchen</u>	\$50 Straight Fee		

Tables:

*Main Room includes 40 – 8'x2.5' rectangular tables.
 Activity Room includes 18 – 8'x2.5' rectangular tables.
 Meeting Room includes 20 – 4'x2' rectangular tables.
 Arts & Crafts Room includes 10 – 4'x2' rectangular tables.*

No City Facility will be reserved until full payment is made and a contract is signed. NO EXCEPTIONS.

IN CASE OF AN EMERGENCY DIAL: 911

Police Department: 892-8511
 Fire Department: 892-8512
 Duty Person: 951-3380
 Parks & Rec Supervisor: 951-3312
 City Hall: 892-8500

Fee charged for facility: \$ 210- Tax: \$ 13.65
 Total: \$ 224.28 223.65 Receipt number: R00023443
 Date paid: 4-19-2021 Date approved: 4-19-2021
 City official: C. Permenter