



# City of DeFuniak Springs City Facility Application for Use

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date(s) of Use: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Facility Requested: \_\_\_\_\_ Purpose/Use: \_\_\_\_\_  
Hours: Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_ Time of Event: \_\_\_\_\_  
Hours: Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_ Time of Event: \_\_\_\_\_

**(Total scheduled time must include set up and take down.)**

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Expected # attendance at Event: \_\_\_\_\_ Type of decorations: \_\_\_\_\_

Requested number of tables: \_\_\_\_\_ Requested number of Chairs: \_\_\_\_\_

Will Food be served? \_\_\_\_\_ If yes, are you using a caterer? \_\_\_\_\_

Company name of Caterer (insurance certificate required): \_\_\_\_\_

Will Alcohol be served? (Required Extra Deposit, Security, and Liquor Liability Insurance): \_\_\_\_\_

**Equipment needed:**

Audio-visual sound system: (Extra Fee) Yes/No \_\_\_\_\_ Podium: Yes/No \_\_\_\_\_  
(Main Room Community Center and 1<sup>st</sup> floor CHOB only)

(Before application is approved deposit fee and rental fee must be paid in full, lease agreements must be signed, and Policy/Regulations sheet must be read and initialed.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# City of DeFuniak Springs Facilities Lease Agreement

By signing below, I acknowledge that I have read, understand, and agree to the following requirements for the use of City Facilities:

- ❖ I have read and understand the policy and regulations for the use of City of DeFuniak Springs City Facilities and have initialed each page of said policy and regulations.
- ❖ I agree not to assign, transfer, or sublet the rights, title or interest in this lease and the lease property without Lessors prior written approval.

## HOLD HARMLESS AGREEMENT:

\_\_\_\_\_ agrees to indemnify and hold harmless the City of DeFuniak Springs, its officers, agents, employees, volunteers and insurers from any and all liability, claims, demands, causes of action, indebtedness, damages, losses, consequential damages, personal injury, liabilities and obligations of every kind and nature, including defense costs for attorneys and other fees, and expenses incidental to defense, whether or not suit is filed, the City of DeFuniak Springs may suffer as a result of claims, demands, costs or judgments against it arising from use of City facilities commonly known as \_\_\_\_\_ for the period \_\_\_\_/\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
City Staff who witness signature of renter

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

### *Please do not write below. Staff use only:*

Deposit Paid \_\_\_\_\_ Rental Fees Paid \_\_\_\_\_ Sales Tax Paid \_\_\_\_\_ Total Paid \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Lease agreement \_\_\_\_\_ Policy/Regulations \_\_\_\_\_

Alcohol \_\_\_\_\_ Liquor Liability Insurance \_\_\_\_\_

Security determined by City Marshal or designee: \_\_\_\_\_

Insurance certificates received (if required): \_\_\_\_\_

CHOB/Community Center Set-up/Tear down/Sweep & Mop (optional): \_\_\_\_\_

Audio-visual System \_\_\_\_\_ Date Application sent to Public Works: \_\_\_\_\_

Facility inspected by: \_\_\_\_\_

Notes by Facility Inspector: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deposit Amount to be Refunded? \_\_\_\_\_

## City of DeFuniak Springs Facility Use Policy

(PLEASE INITIAL EACH PAGE)

### Definitions:

*City Facilities:* includes all City of DeFuniak Springs owned facilities that are available to the public for use. Deposits/rental/reservation fees will be charged unless otherwise noted.

*Application:* Standard form to be used for all City Facility rentals

*Calendar:* The City of DeFuniak Springs maintains a Calendar of events that have met the requirements of application and lease agreement.

*Fees:* monies charged to rent and use the City Facilities as approved by the City Council on 8/09/2021 with Resolution 2021-13.

### Authorized Groups:

*City Sponsored Activities:*

- ❖ Activities, which are planned, promoted, staffed, scheduled, and implemented by City staff. These activities shall have priority of use.
- ❖ Organizations that have a contractual agreement with the city and are scheduled and promoted by the city. (Organizations may be required to have certificate of insurance.)

*Non-profit Organizations:*

- ❖ Youth or adult groups that provide services for City of DeFuniak Springs residents.
- ❖ A non-profit organization is required to provide a "Letter of Determination" from the IRS that indicates non-profit status. May require certificate of insurance.
- ❖ Fees shall be charged for staffing, rental, and shelters. See Fee Schedule.

*Religious Groups:*

- ❖ Use for religious, cultural or activity purposes and are open to the public.
- ❖ Certificate of Insurance required for all religious related activities.
- ❖ Fees shall be charged for staffing, rental, and shelters. See Fee Schedule

*Commercial:*

- ❖ All commercial groups or other individuals using facilities for commercial purposes.
- ❖ Fees shall be charged for staffing, rentals, and shelters. See Fee Schedule.
- ❖ All commercial lessees and vendors associated with a scheduled event are required to furnish a Certificate of Liability Insurance for a minimum of \$1,000,000 naming the City of DeFuniak Springs as a certificate holder, prior to approval

*Private Group(s) or Individual(s):*

- ❖ Individuals/family, groups using facilities for birthday parties, weddings, showers, etc.
- ❖ Catered events will require a Certificate of Insurance for \$1,000,000 from the Caterer. The Certificate of Insurance shall name the City of DeFuniak Springs as a certificate holder and contain a brief description of the planned event prior to approval of the application.
- ❖ All commercial Lessees and vendors associated with a scheduled event are required to furnish a Certificate of Liability Insurance for a minimum of \$1,000,000 naming the City of DeFuniak Springs as a certificate holder, prior to approval.
- ❖ Fees shall be charged for staffing, rentals, and shelters. See Fee Schedule.

**Initial:** I have read, I understand, and I agree to above information.

## **POLICY:**

- ❖ The City of DeFuniak Springs owned facilities are available for use by the city and the community. When not required for use by the City of DeFuniak Springs, the facilities will be available for rent. In the event the City requires the use of any City building during an emergency, the City reserves the right to cancel any scheduled use for the said building and refund all rental fees.
- ❖ The use of the facilities by any of the listed Authorized Groups must be reviewed and approved by City Manager or by designated City Staff.
- ❖ Use of the facilities by any of the Authorized Groups shall comply with federal, state, and county laws and regulations (to include licensing requirements).
- ❖ No event, meeting, or entertainment may be held for the purpose or advancing any doctrine or theory subversive to the United States of America.
- ❖ Lease times are between 7:00 a.m. and 10:00 p.m., unless special arrangements are made. Additional Fees will apply. Clean-up must be done by the end of the reserved time slot.
- ❖ Loud and distracting noises are not to be disruptive to others inside or outside the building. Excessive noise can result in closing the event.
- ❖ Under Federal Law, smoking is prohibited in the building. Smoking must be done outside and at least 10 feet away from the building and any entrance to the building. No smoking includes cigarettes, e-cigarettes, vaping, smokeless tobacco and any illegal tobacco or substances.
- ❖ At the time of rental, the number of tables and chairs will need to be included on the application. City Staff will place the number requested in the room(s) rented. Excess tables and chairs may not be stored in a common area (i.e., hallways or another room unless, rooms are rented for such.)
- ❖ There will be NO COOKING inside of the City Facility. No cooking under pavilion covers.

## **RESERVATIONS:**

- ❖ Use of City Facilities is by reservations only. Reservations can be made between 8:00 a.m. and 5:00 p.m. Monday through Friday at City Hall. Reservations must be made in person or upon receipt of all completed required paperwork with payment for all required deposits and fees.
- ❖ Reservations may be made up 12 (twelve) months in advance. Authorized Groups wishing to use City Facilities must fill out the required paperwork with the City and pay all required deposits and fees before the date is secured on the Calendar.
- ❖ If a scheduled event is cancelled, the City Staff must be notified immediately. The Staff must be notified at least 48 hours prior to the event to receive a full refund. Notifications of cancellations received less than 48 hours, but more than 24 hours will be assessed a 10% cancellation fee. Any notifications of cancellation less than 24 hours will not receive a refund.
- ❖ No Authorized Group may sponsor any other organization for the purpose or changing the classification or fee schedule.

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## CITY RESPONSIBILITY:

- ❖ The City of DeFuniak Springs is responsible for the scheduling of the city owned Community Center, Chautauqua Hall of Brotherhood and the outdoor John V. Lawson Amphitheater. A City Facility Application for use must be received with all required documentation, all fees and deposits paid in full before date is secured on calendar.
- ❖ Every effort will be made to provide fair distribution of facilities to all. The City of DeFuniak Springs shall maintain a master schedule for use of facilities and endeavor to provide an equitable, fair distribution of the facility to outside users. The City of DeFuniak Springs reserves the right to refuse the use of any of these facilities.
- ❖ City Staff is not responsible for set-up, tear down or clean-up of the facilities. If the Lessee wishes for City Staff to set-up, tear-down, sweep and mop the floors, this option will need to be paid at the time of application. The Lessee must submit a diagram of desired set-up by City Staff with the application form. If City Staff is responsible for the set-up and tear-down of the tables, and responsible to sweep and mop the floors, the Lessee will be responsible to wipe off all tables and chairs and countertop, clean any spills and take out all trash from the areas utilized and place in dumpster outside of building. The Lessee is to remove any and all objects they have brought into the building but not limited to: chairs, tables, tents, etc. that have been rented from an outside source. Prior arrangements must be made for removal of items rented from an outside source or additional fees will be assessed. The City of DeFuniak Springs will not be held responsible for items left in the building. The Lessee shall and will indemnify and hold harmless the City of DeFuniak Springs, its officers, agents, and employees against any and loss, damage, and/or liability that may be suffered, caused by, arising out of, or in any way connected with the use by the Lessee of the premises, or any part of thereof, or the exercise of the rules, or provisions granted herein.

## LESSEE RESPONSIBILITY:

- ❖ The Lessee is responsible to have someone present on time at the time they have specified for the building to be unlocked. Once City Staff has unlocked the building, the Lessee is responsible for the building until it is locked by City Staff at the end of the reserved time slot. The Lessee can call the Duty Person to come and lock the building earlier than the reserved time slot. The Lessee is responsible for the building until the Duty Person has come into the building to verify the Lessee is ready for the building to be secured.
- ❖ Lessee is responsible for the set-up and tear down of tables and chairs unless the lessee wishes to pay an additional fee for the City Staff to handle the set-up and tear down. A diagram of set-up must be submitted with payment. If the City Staff is to handle these duties, the Lessee is to remove any and all objects they have brought into the building but not limited to: chairs, tables, tents, etc. that have been rented from an outside source. Prior arrangements must be made for removal of items rented from an outside source or additional fees will be assessed. The City of DeFuniak Springs will not be held responsible for items left in the building. The Lessee shall and will indemnify and hold harmless the City of DeFuniak Springs, its officers, agents, and employees against any and loss, damage, and/or liability that may be suffered, caused by, arising out of, or in any way connected with the use by the Lessee of the premises, or any part of thereof, or the exercise of the rules, or provisions granted herein.
- ❖ A law enforcement officer(s) as determined by the City Marshal or designee shall be on site at the expense of the Lessee.
- ❖ The Lessee shall not damage or allow to be damaged the said premises or any fixture or personal property located herein. In the event of any damage thereto, the Lessee shall promptly restore the premises or property to its original state of repair or pay the City of DeFuniak Springs for such damages. Any missing property or furnishings, such as, but not limited to, TV and player, tables and chairs, sound equipment, speaker stands, or podium incidental to rental will be replaced or paid for by the Lessee to the satisfaction of the City of DeFuniak Springs. **The person signing the application assumes full responsibility that no damage will occur.** At the end of the rental period, the On-duty City Staff will inspect the facilities to determine if all or a portion or none of the damage deposit will be returned. The process of refunding the deposit or any portion of the deposit may take up to 3 (three) weeks.

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- ❖ While decorating, the Lessee shall not drive nails, tacks, pins, any other object or place tape on the floor, wall, ceiling, doors, woodwork or any other parts of said premises. Decorations should not cause damage to any part of the facility. Decorations may not be hung from the ceiling.
- ❖ The Lessee will promptly remove all decorations. The prompt removal of all decorations must be done prior to the end of the reserved time slot, on the day the facility is used. Arrangements must be made in advance with all suppliers for all equipment to be delivered and/or to be picked up on the day of the event before the end of the reserved time slot.
- ❖ Lease times are between 7:00 a.m. and 10:00 p.m., unless special arrangements have been made. Additional Fees will apply. Cleanup must be done by the end of the reserved time slot. All garbage must be placed in the dumpster at the building. The building should be ready to secure and vacate by the end of reserved time slot.

**Clean-up Procedure for All Events**

1. Wipe off all tables and chairs.
2. Restack all tables and chairs in stacks of **ten (10)** or 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.

**PERMISSIBLE ACTIVITIES:**

- ❖ Approved community activities may include, but are not limited to classes, concerts, dramas, book festivals, art festivals, dances, parties, meeting of organizations, contests, and activities.
- ❖ Activities that do not fall into the above categories and/or appear to be of questionable nature shall be referred to the City Manager.

**TIME LIMITS:**

- ❖ A four-hour minimum is required for all facility use.
- ❖ Facility usage shall not exceed the time limit on the Facility Use Application. Fees for time used over the reserved time will be deducted from deposit. Refunds will not be given if time used is less than reserved time.
- ❖ The city facilities will not be available for rent on Thanksgiving Day, Christmas Eve and Christmas Day.

**SCHEDULING USE:**

- ❖ The City of DeFuniak Springs shall maintain the master schedule of each facility and shall not schedule conflicting events within the facility.

**LIABILITY RESPONSIBILITY:**

- ❖ With exception of the City of DeFuniak Springs organizations, each applicant must agree to assume full responsibility for and hold the City of DeFuniak Springs and its agents, servants, and employees harmless from any legal liability, injury, or damage to the person or property of others in connection with the use of City facilities or property. A hold harmless/ indemnity agreement must be signed as a part of the lease agreement.
- ❖ Groups requesting the use of facilities may be required to have liability insurance. If required, applicant is required to carry a minimum of \$ 1,000,000 in liability insurance coverage for all activities. Groups may not be permitted to use facilities without the Certificate of Liability insurance. The Certificate of Insurance shall name the City of DeFuniak Springs as an additional insured/certificate holder.

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**PAYMENT OF FEES:**

- ❖ Fees charged for rental, supervision, and custodial fees are assessed to help offset costs of everyday business and for building maintenance and upkeep, custodial supplies, and any future replacements or improvements to the facility. These charges do not represent an hourly wage for the employee.
- ❖ The buildings will be monitored by video surveillance, and by a city employee at any given time.
- ❖ City of DeFuniak Springs personnel on official business shall always have access to the Facilities.
- ❖ The On-duty City Staff is responsible for unlocking and locking doors/gates, operating and generally supervising building usage. The On-duty City Staff is not responsible for set-up, tear down, or cleaning (sweep & mop) of the floors following the event unless the lessee has chosen this option and has paid for this service.

**DAMAGES TO FACILITY/EQUIPMENT:**

- ❖ Before and after facility use, the facility must be inspected by the user and the On-duty City Staff. Damages occurring during use must be listed in writing.
- ❖ Damage to City property caused by the applicant or his/her group is the responsibility of the applicant. Claims for damages shall be presented to the user by the City of DeFuniak Springs for restitution within five (5) working days.

**OUTSIDE VENDORS:**

- ❖ Outside vendors may be permitted from the City of DeFuniak Springs to be an outside vendor at events. The vendor may be required to obtain a Business Tax Receipt from the City of DeFuniak Springs. A Certificate of Insurance shall be required, in the amount of \$1,000,000 naming the City of DeFuniak Springs as an additional insured, prior to the event.

**SIGNS:**

- ❖ Temporary identification signs may be placed within the facility borders while the facility is being used. Signs may not be placed in the right-of-way. User must remove all signs at the end of the activity. Signs may not be attached to any City owned facilities if such placement causes damage, the lessee will be held responsible for the damages.

**ANIMALS:**

- ❖ Animals are not allowed in indoor facilities, except for service animals and police/rescue dogs.
- ❖ All other animals must be kept on a leash at outdoor facilities, and the caretaker is responsible for clean-up.

**PARKING:**

- ❖ Parking on facility grounds shall be confined to approved parking areas only.

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## ALCOHOL USE:

- ❖ Any person or entity engaging in any form of licensed alcohol distribution, including service or sale, shall be required to maintain in good standing all necessary licensure and permits, and shall produce proof thereof to the City at the time of application for occupation license, and any subsequent renewals thereof. (City Ordinance 905)
- ❖ Consumption of alcoholic beverages on public property shall be permitted only as part of properly permitted events. The issuance of such permit(s) shall require compliance with all applicable laws, rules and regulations set forth by the State of Florida and the City of DeFuniak Springs. (City Ordinance 905)
- ❖ No Alcoholic beverages shall be sold, consumed, served, or permitted to be served or consumed in any city facility or on any city property except with approved permits and when required, holding a license under the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation.
- ❖ The following guidelines shall be used by the City of DeFuniak Springs and the Office of City Marshal in issuing all permits that include a request for the consumption of alcohol in city facilities and city owned property and parks:
- ❖ **Non-profit organizations:** Officially registered non-profit organizations. Note: Non-profit organizations: Shall be defined as officially registered nonprofit organizations with a non-profit federal identification number.
- ❖ Non-profit organizations may apply to the City of DeFuniak Springs and the Office of City Marshal for the use of any city facility or outdoor area for any event that includes the consumption or the sale of alcohol. Application for this use shall be made as part of an application which shall be subject to review and approval by the City of DeFuniak Springs Facility Rental office and the Office of City Marshal. Users must meet security staff requirements as defined by the City Marshal. (Strictly for private, non-commercial functions)
- ❖ **City functions:** Officially sponsored City functions are subject to the same terms and conditions as listed for non-profit organizations.
- ❖ **City Facilities and other City owned locations:** Subject to review and approval for events that may include the consumption or sale (subject to state approval) of alcohol.
- ❖ All applicants are subject to the terms and conditions of the City of DeFuniak Springs policies and procedures, Resolutions and Ordinances, including fees, insurance requirements and damage deposit. User must provide an insurance certificate listing liquor liability and naming the City of DeFuniak Springs as an additional insured.
- ❖ All applicants are subject to regulations and must comply with all requirements from the Division of Alcoholic Beverages and Tobacco of the Department of Business and Professional Regulation.
- ❖ All applicants agree to be fully responsible for ensuring that event participants and organizers are not served excessive amounts of alcohol and do not endanger themselves or others. All applicants must define a method of control for location of sale, quantity of sale to individuals, and prohibiting individuals from bringing alcoholic beverages into the event.
- ❖ All applicants agree to be fully responsible for ensuring that no person under the age of 21 can purchase or consume alcohol beverages at the event.

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**CHAUTAUQUA HALL OF BROTHERHOOD**

**96 Circle Drive**

**DeFuniak Springs, FL 32435**

**Tables and Chairs:**

First Floor includes up to 22- 60” round tables and 176 chairs

Second Floor includes - Unavailable

	<u><b>Non-Resident</b></u>		<u><b>Resident</b></u>	
	<b>4 Hour</b>	<b>8 Hour</b>	<b>4 Hour</b>	<b>8 Hour</b>
First Floor	\$300	\$600	\$250	\$500
Second Floor	- Unavailable -		- Unavailable -	
Kitchen	\$75	\$75	\$75	\$75
Main Room Sound System	\$100	\$100	\$100	\$100
All Additional Hours:	\$50	\$50	\$50	\$50
 Damage Deposit (Per room)	 \$300	 \$300	 \$300	 \$300
 <b>Set-up/tear down/ Sweep and mop*</b>	 <b>\$200*</b>	 <b>\$200*</b>	 <b>\$200*</b>	 <b>\$200*</b>

<u><b>With Alcohol</b></u>	<u><b>Non-Resident</b></u>		<u><b>Resident</b></u>	
	<b>4 Hour</b>	<b>8 Hour</b>	<b>4 Hour</b>	<b>8 Hour</b>
First Floor	\$350	\$700	\$300	\$550
Second Floor	- Unavailable -		- Unavailable -	
Kitchen	\$75	\$75	\$75	\$75
Main Room Sound System	\$100	\$100	\$100	\$100
All Additional Hours:	\$50	\$50	\$50	\$50
 Damage Deposit (Per room)	 \$500	 \$500	 \$500	 \$500
 <b>Set-up/tear down/ Sweep and mop*</b>	 <b>\$200*</b>	 <b>\$200*</b>	 <b>\$200*</b>	 <b>\$200*</b>

**IN CASE OF AN EMERGENCY DIAL: 911**

City Police Department: 850-892-8511  
 Fire Department: 850-892-8512  
 Duty Person: 850-951-3380  
 Parks & Rec Supervisor 850-951-3312  
 City Hall 850-892-8500

**\*Optional**

**COMMUNITY CENTER**  
**361 North 10<sup>th</sup> Street**  
**DeFuniak Springs, FL 32433**

**Tables and Chairs:**

Main Room includes 40 – 8’ x 2.5’ rectangular tables and 265 chairs  
 Activity Room includes 18 – 8’ x 2.5’ rectangular tables and 98 chairs  
 Meeting Room includes 20 – 8’ x 2.5’ rectangular tables and 60 chairs

	<u><b>Non-Resident</b></u>		<u><b>Resident</b></u>	
	<b>4 Hour</b>	<b>8 Hour</b>	<b>4 Hour</b>	<b>8 Hour</b>
Main Room	\$150	\$300	\$125	\$250
Activity Room	\$125	\$250	\$100	\$200
Meeting Room	\$100	\$200	\$75	\$150
Arts & Crafts	- Unavailable -		- Unavailable -	
Kitchen	\$50	\$50	\$50	\$50
Sound System	\$100	\$100	\$100	\$100
All Additional Hours:	\$40	\$40	\$40	\$40
 Damage Deposit (Per room)	 \$300	 \$300	 \$300	 \$300
 <b>Set-up/tear down/ Sweep and mop*</b>	 <b>\$200*</b>	 <b>\$200*</b>	 <b>\$200*</b>	 <b>\$200*</b>

	<u><b>Non-Resident</b></u>		<u><b>Resident</b></u>	
	<b>4 Hour</b>	<b>8 Hour</b>	<b>4 Hour</b>	<b>8 Hour</b>
<u><b>With Alcohol</b></u>				
Main Room	\$200	\$400	\$175	\$350
Activity Room	\$175	\$350	\$150	\$300
Meeting Room	\$150	\$300	\$125	\$250
Arts & Crafts	- Unavailable -		- Unavailable -	
Kitchen	\$50	\$50	\$50	\$50
Sound System (Main Only)	\$100	\$100	\$100	\$100
All Additional Hours:	\$40	\$40	\$40	\$40
 Damage Deposit (Per room)	 \$500	 \$500	 \$500	 \$500
 <b>Set-up/tear down/ Sweep and mop*</b>	 <b>\$200*</b>	 <b>\$200*</b>	 <b>\$200*</b>	 <b>\$200*</b>

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 City Hall 850-892-8500

**\*Optional**

**JOHN V. LAWSON AMPHITHEATER**  
**1266 Circle Drive**  
**DeFuniak Springs, FL 32435**

**Non-Resident**                      **Residents**

**During normal City working hours**

Amphitheater use with sound system	\$100	\$75
Amphitheater use without sound system	\$75	\$75

**After hours, weekends, and/or City observed holidays**

Amphitheater use with sound system	\$150	\$125
Amphitheater use without sound system	\$175	\$50
Damage Deposit	\$300	\$300

**With Alcohol**

**Non-Resident**                      **Residents**

**During normal City working hours**

Amphitheater use with sound system	\$150	\$125
Amphitheater use without sound system	\$125	\$112

**After hours, weekends, and/or City observed holidays**

Amphitheater use with sound system	\$200	\$175
Amphitheater use without sound system	\$175	\$162
Damage Deposit	\$500	\$500

**IN CASE OF AN EMERGENCY DIAL: 911**

City Police Department:	850-892-8511
Fire Department:	850-892-8512
Duty Person:	850-951-3380
Parks & Rec Supervisor	850-951-3312
City Hall	850-892-8500

(Revised 8/17/2021)