Village of Royal Palm Beach
Parks and Recreation Department
Cultural Center Rental Policies

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Royal Palm Beach Cultural Center
General Information and Rental Policies

Introduction

The mission of Royal Palm Beach Parks and Recreation Department is to offer a high quality facility for public and private rental. The facility is ideally suited for rentals to residents, non-profit organizations, business meeting, community dances, private rentals, weddings and special events.

The following rules and regulations that govern the Cultural Center are important and everyone renting this facility will be expected to abide by these rules to preserve the facility for future generations.

The contents of this document can be revised without notice. Applicant and all parties involved will be held accountable for any changes to this document. This Cultural Center Rental Policy is available on the Village of Royal Palm Beach website **royalpalmbeach.com**.

Reservations

All reservations will be handled through the Royal Palm Beach Parks and Recreation Department Cultural Center Supervisor. Requests must be made in writing prior to the event by using a Reservation Application Form. Reservation Applications may be picked up at the Cultural Center. All arrangements will be made only with the original applicant or designated alternate in advance. Applicants must be at least 21 years of age.

Reservation Process

The Cultural Center will be reserved on a first come, first made basis contingent upon when the deposit is received. No meeting or event is confirmed until a written contract is signed and a 50% down payment is collected. Applicants may visit the Cultural Center Monday through Friday from 8 a.m. to 5 p.m. It is recommended that you call in advance of your visit to be sure the room is available for viewing. Reservation by appointment only.

Eligible Applicants

Any incorporated or unincorporated areas of Royal Palm Beach, resident, business, non-profit and civic group is eligible to rent the facility provided they are within the guidelines of the Cultural Center Policies. Fees are based on four (4) categories.

Category 1 Resident/Not-for-Profit
Village of Royal Palm Beach Residents may rent the facility for private functions. This is defined as a wedding, banquet, birthday celebration, anniversary party, retirement party, employee recognition and meetings not otherwise categorized. Proof of residence is required.
The Not-for-Profit category is defined as an organization that is governed by a board and by-laws and possessing a 501(c) Tax Exempt Certificate.

Not-for-profit organizations as defined for purposes of this policy is as follows: civic, religious and fraternal possessing federal 501 (c) tax exempt status.

Charitable Organizations – 501(c) (3)
Social Welfare Organizations – 501(c) (4)
Business Leagues -- 501(c) (6)
Fraternal Societies – 501(c) (10)
Veterans' Organizations 501 (c) (19)

As evidence of tax-exempt standing in order to be eligible for the lower rates, the Village of Royal Palm Beach requires a copy of the groups' 501 (c) form. Any group claiming exemption from state sales tax must provide a copy of its Florida Sales Tax Exemptions Form. A letter signed by the head of the group or organization i.e.: president, pastor, principal, etc., stating the date(s), time(s) and users or group benefiting from this event or function. For regular scheduled group meetings, a list of meeting dates and times signed by the group leaders described in this paragraph will satisfy this requirement. Personal and social occasions will not be recognized by the Village of Royal Palm Beach under the Non-Profit status. Personal and social events are defined as weddings, birthday celebrations, anniversary parties, retirement parties, etc. Any groups found abusing this privilege may be subject to losing the benefits of these lower rates.

Category 2: Non-Resident or For Profit Business

Incorporated businesses residing outside the corporate Village of Royal Palm Beach may use the facility for meetings and private parties.

Disqualifying factors for facility rentals:

- Use is considered contrary to the Village's best interest
- Advocacy to overthrow the Federal, State or Local Government
- Misrepresentation of rental information
- Previously caused or allowed damage to Village Property
- History of hostile or violent behavior
- Past conduct has resulted in police or fire department response
- If number of rentals exceeds more than two times per month
- Rental disrupts the normal operations of the cultural center

Fees
There is no fee for submitting a Reservation Application. However, no date is confirmed unless a Facilities Agreement is signed and a 50% deposit of the total fee is received at the time of application to reserve the date or dates and will be placed on the calendar. The balance of the total rental fee is due 30 days prior to the scheduled event. Failure to pay the balance by the due date will result in cancellation of the agreement and removal from the schedule. The deposit and any monies collected will be forfeited. Determination of the applicable rate will be made by the Cultural Center Supervisor after reviewing the Reservation Application. Groups claiming Non-Profit status will be required to provide documentation verifying their tax exempt status each time the group applies for a permit. Fees per hour are as follows and do not include Florida sales tax.

Common areas located in the Cultural Center are not for rent and can only be used for entrance or exit to the event. The applicant's activities including ticket sales, registration table or other functions are restricted to the areas rented. There may be more than one function, party or event taking place in the facility. Crowds' congregating in common areas will be asked to disperse. Doors are not to be propped open in any room under any circumstances except for loading and unloading purposes.

No fees will be waived unless approved by the Village Manager.

Security Deposit:
There is a 50% refundable security deposit of the rental and equipment fees (subtotal) excluding sales tax required at the time of application to reserve the room and be placed on the calendar. **NO rooms or dates are held without a deposit and signed facility agreement**. This amount becomes the security deposit once the balance is paid, and may be refundable if the facility is found acceptable and the rental times are adhered to. Security deposits are payable by check, money order or cash. The applicant is responsible for ensuring that guests enter through the main entrance and damage Village property. Forfeiture of deposit or additional fees may be imposed for any of these violations.

Users who meet the following conditions may be exempt from providing a security deposit:

- Any groups, clubs or organizations which utilize the facility on a regular basis for multiple meetings during the year, and have rental fees paid in advance
- Government agencies and other organizations granted free use by the Village Manager or Village Council.
- Rentals of $100 or less.

TABLE VI CULTURAL CENTER

RATE A: Per Hour	MONDAY THROUGH THURSDAY 8:00 AM – 10:00 PM FRIDAY: 8:00AM – 5:00PM

ROOM	RESIDENT & NOT-FOR-PROFIT	NON-RESIDENT & FOR-PROFIT	Minimum Hours of Rental
Full Auditorium	$75.00/hr.	$100.00/hr.	4 Hours
Auditorium (Lower Level)	$60.00/hr.	$90.00/hr.	4 Hours
Auditorium (Upper Level)	$45.00/hr.	$70.00/hr.	4 Hours
Auditorium (1/2 of upper level)	$25.00/hr.	$35.00/hr.	4 Hours
Meeting Room A &B	$25.00/hr.	$35.00/hr.	2 Hours
Meeting Room A or B	$15.00/hr.	$25.00/hr.	2 Hours

RATE B: Per Hour	Friday:	5:00 PM TO 12:00AM
	Saturday:	8:00 AM to 12:00AM
	Sunday:	8:00 AM to 10:00PM

ROOM	RESIDENT & NOT-FOR PROFIT	NON-RESIDENT & FOR -PROFIT	Minimum Hours of Rental
Full Auditorium	$100.00/hr.	$150.00/hr.	7(consecutive hours) 5(consecutive hours) Sun
Auditorium (Lower Level)	N/A	N/A	
Auditorium (Upper Level)	N/A	N/A	
Auditorium (1/2 of the Upper Level)	N/A	N/A	
Meeting Room A & B	$45.00/hr.	$65.00/hr.	5 (consecutive Hours)
Meeting Room A or B	N/A	N/A	

Rates for Rental of Equipment:
Various Village of Royal Palm Beach owned equipment may be available for rental at the Cultural Center at the rates detailed below. The equipment is available on a first come, first served basis. Applicants should check with the management to ensure availability and condition of equipment.

Village Staff Technician (sound/lighting booth)	$35.00 per hour
Independent Sound System	$50.00per event
TV/VCR	$ 15.00 per event
TV Projection Unit and 12 foot screen/ laptop	$ 75.00 per event
Piano	$ 50.00 per event

Microphones:	
Wired	$ 5.00 each*
Wireless	$ 7.50 each*
Lapel	$ 7.50 each*
*A $10 per microphone (wired) and $25 per microphone (wireless and lapel) is required	
**Two wired microphones are provided free of charge when renting the auditorium	

- reduced rates available with Annual Lease Agreement
- All rental fees are waived and only a set up fee of $50.00 will be charged for the following: RPB High; RPB Elementary; H.L. Johnson; Crestwood Middle; Cypress Trails; and any government agency that has a direct effect on the Village. NOTE: All standard rates apply on weekends.
- Facility is CLOSED: Thanksgiving, Christmas & New Years Day

NOTE: Reduced rates available with Annual Lease Agreement. Call for more information.

It will be at the discretion of the Cultural Center Supervisor to determine the number of staff needed to supervise your event. Applicants must provide security personnel for all events or functions with more than 300 participants.

Amenities and Cultural Center Rooms
The Cultural Center consists of 2 main areas the auditorium (upper and lower) prep kitchen, and meeting rooms. All of which have their own unique qualities and rules.

- Auditorium: is equipped with a stage, sound system, fixed screen, fixed projector with VCR/DVD hook up. The auditorium has the seating capacity for 272 banquet style to 397 theater style and almost anything in between. The entire square footage of the auditorium is approximately 5,100 and can be divided into three (3) separate meeting rooms. These rooms can be divided by light duty walls. The auditorium is conveniently located across from the kitchen. Tables and chairs are available for use in the auditorium. The Village currently has available round tables (8', 10 person) and oblong eight (8') tables that should almost meet any party or meeting needs. Also, there are approximately 500 upholstered, cushion back and seat chairs that are very comfortable even for a long meeting. The Village of Royal Palm Beach does not permit the use of any outside rental of chairs or tables.
- Meeting Room A or B: is equipped with a dry erase board. The seating capacity for 40 banquet style to 48 theater style. The entire square footage of the meeting room is 1,000 square feet. The prep kitchen is conveniently located across the hallway. The applicant can rent both Meeting Room A and B together. The A/B seating capacity for 56 banquet style to 88 theater style. Kitchen usage is limited to water for beverages.
- The kitchen has a convection oven, ice maker, microwave, garbage disposal and one (1) refrigerator. There are small areas for prepping food and a dishwasher.

Set Up/Decorations
The rental fee includes chairs and tables based on room capacity. The applicant should allow for set-up, decorating time, accepting outside deliveries (cake, caterers, and musicians) and receiving outside rental equipment (See note below). The Cultural Center Staff will have the room set up with tables, chairs, etc. approximately two hours prior to the rental. The applicant will be permitted in the room no earlier than the time designate on the facility application unless pre-approved by the Cultural Center Supervisor.

The applicant is required to provide the Cultural Center Supervisor detailed layout of the room set up and decorating plans within seven (7) working days prior to the event. If no written layout is received by this time the applicant will be subject to the layout design of the Cultural Center Supervisor. If the applicant wishes to make minor changes to the layout they may do so on their own.

- Decorations must be pre-approved by the Cultural Center Supervisor or his/her designee.
- Decorations must be free standing or tabletop.
- Lobby furniture may not be moved. Plants must have drainage protection for carpeting/flooring.
- Tacks, nails, screws, staples or other surface adhesives or objects that may damage the walls or other Village property are not permitted, and the applicant will be charged for any repairs.
- Open flames are not allowed in the Cultural Center. Candles and other lighted objects must be pre-approved by the Cultural Center Supervisor. Candles must be protected on all sides with a secure and stable base
- No decorating of Common areas without prior approval.
- Throwing rice, confetti, bird seed or other materials is prohibited

Clean Up

Basic clean up must be completed at the completion of the event. The applicant is responsible for making sure that the kitchen and rental room are clear of food and beverage spills, personal belongings, rental equipment and decorations by the end of the clean up period. Garbage must be collected and placed in the trash cans located inside the facility. If the event exceeds the normal clean-up parameters then the applicant will be responsible for additional staff fees to clean up.

Damage fees are deemed necessary by the Cultural Center Supervisor or his/her designee. Damage fees are based on repair or replacement costs including labor incurred by the Village, and may exceed the deposit amount. These items include, but are not limited to:

- Removal of carpet stains requiring more than standard extraction techniques.
- Stains on walls.
- Broken furniture and/or equipment.
- Defacement of any part of the interior or exterior of the building.
- Damage created by improper use of equipment or non-compliance of facility rules.
- Equipment found to be missing as a result of a group using the building.
- Any other circumstances which justify a damage fee.
- Unauthorized use of the kitchen or other rooms. Unauthorized extension of hours; this may include over time fees as well as additional rental fees.
- Equipment left for storage; this includes outside equipment rentals.

After the event, a post-function walk through will be performed. The Cultural Center Staff will visually inspect the building immediately following the function with the applicant or a member of the group; if one is available. Staff will review the room for possible damage, problems and/or left over equipment. Providing there are no deductions, a refund requisition will be sent to the Finance Department and a check will be issued to the individual listed on the Security Deposit Invoice. This refund process may take 7 to 14 working days. If there are deductions, the individual listed on the Security Deposit Invoice will be contacted within (3) working days of the event to discuss any damage noted during the walk through or additional damage found and what course of action will be taken. Once the deductions have been made, a refund requisition will be sent to the Finance
Department and a check will be issued to the individual listed on the Security Deposit Invoice. This refund process will vary depending upon the assessed damage and repairs. The group will be responsible for the replacement or repairs of any part of the building or its contents therein which becomes broken, defaced, or damaged as a result of the rental. The facility and its contents will be left in the same condition in which the group found them.

Contract Labor:
Agreements with caterers, entertainers, photographers, outside vendors are the responsibility of the facility applicant and must be listed in the application. Please be sure that all businesses providing service to you in our facility must posses a current Village of Royal Palm Beach Occupational License (this includes caterers, bands, disc jockeys, florist, etc) are properly licensed and insured, and can provide the Village of Royal Palm Beach with sufficient proof of licensing and insurance upon request.

Anyone utilizing the kitchen will be responsible for cleaning up (removal of all supplies, trash, prep counters and refrigerator) clean at the conclusion of the event. Deduction will occur of the kitchen is not left clean, damage to the kitchen and or equipment.

Alcoholic Beverages
State and local laws apply with regard to alcohol consumption. All categories are permitted to have alcohol on the premises ONLY if indicated on your facility application. The sale of alcohol is only permitted upon presentation of proper documentation provided a minimum of thirty (30) days prior to your event. The applicant is required to hire a Sheriff's Deputy through the Palm Beach County Sheriff's Office. Confirmation of the hiring of the Sheriff's Deputy must be provided to the Cultural Center Supervisor a minimum of seven (7) days prior to the rental. The applicant assumes all liability for serving and consumption of alcohol by your guests. The Village of Royal Palm Beach assumes no responsibility for the behavior and results of alcohol consumed by your guests.

Parking
Parking is permitted in designated parking spaces only. The Fire Lane Area is for loading and unloading purposes only. Your event will be interrupted and an announcement made to remove all cars from the Fire Lane Area. If an event requires more parking than spaces available then the event will be declined.

Smoking
No smoking is permitted in any Village of Royal Palm Beach Facility. Use of tobacco products is strictly prohibited. The designated smoking area is outside the front entrance of the facility with the doors completely closed.

Misrepresentation
The Village of Royal Pam Beach reserves the right to withhold a portion of or all of the security deposit and shut down an event if it is found that the applicant has misrepresented information on any of the rental documents. Misrepresentation is the responsibility of the applicant.

Examples include but are not limited to:

- Failure to disclose the true nature of the activity or sponsor
- Failure to disclose level of kitchen usage
- Exceeding the reported number of guests or capacity of the facility/room
- Failure to report the service or sale of alcohol

Cancellations/Refunds
Refunds will be given as following:

- A cancellation made prior to sixty (60) days or greater = 100% Refund less the administrative fee of 20% or $20.00, whichever is greater.
- A cancellation made prior thirty (30) days or less than fifty-nine (59) days = 50% Refund-same terms apply
- No refund will be given if less than 30 days however , the event may be rescheduled **one time** if the applicants contracts the Cultural Center Supervisor in writing at least ninety (90) days prior to the original date providing the alternative date is available. Rescheduling will require a
- non-refundable payment in full at the time of booking. **Applicants not canceling within the policy guidelines may forfeit their deposits/payment on the room.**

Emergency Cancellation by the Village-Uncontrollable Events
The Village reserves the right to cancel or reschedule an event at any time, with or without prior notice, due to circumstance over which it has no control. An example would be damage to the building that would render it unusable for a particular event or function. ADDITIONALLY, the Cultural Center may be utilized in the event of an emergency. In the event your facility reservation must be cancelled due to an emergency or other Village use, you may reschedule under the parameters, at no additional charge, or you may qualify for a full refund of all monies paid. If no emergency or cancellation due to Village business is declared you will be bound by the terms of your agreement.

General Usage Policies

- The Village reserves the right to deem any activity inappropriate for the Cultural Center.
- The Cultural Center will be closed on holidays and will not available for rental unless pre-approved by the Cultural Center Supervisor.
- Recurring Meeting or groups may be moved without notice to another room location at the discretion of the Cultural Center Supervisor.
- The operational plans of an event and the event itself shall not interfere with the normal operations of the Cultural Center. An event will be denied based on this item.
- All children age 14 and under must be supervised by an adult throughout the time that they are in the Cultural Center.
- No pets are permitted in the Cultural Center with the exception of registered guide dogs who must be wearing the proper identification harness and vest.
- The Village of Royal Palm Beach will not be responsible for any property that is left on the premises by an individual or group using the facility.
- Village of Royal Palm Beach employees have the authority to enforce all rules and regulations governing the Cultural Center. If at anytime the Applicant and/or the Applicants guests become uncooperative with the Village employees, the Sheriff Department will be contacted to control the situation.
- Anyone caught in the destruction of property will be personally held accountable for repairs and removed from the Cultural Center. Anyone caught using profanity, and/or fighting will be removed from the Cultural Center.
- Storage space is not available for meeting groups meeting in the Cultural Center.
- Any activity in the Cultural Center will be conducted according to applicable laws, rules, regulations, and Village Ordinances. These may be obtained by contacting the Village Clerks office or though visiting the Village's website at **www.royalpalmbeach.com**.

Fund Raisers
All rules and policies in this agreement apply to fund raisers. All fees apply unless waived by Village Manager or The Village Council.

Tips for a Successful Event

- You may reserve the facility up to one year in advance. You are more likely to get the
- date you want if you plan ahead.
- Payments schedule. Make sure all your payments and deposits are on time.
- The more we know about your event, the better service and support we can provide you.
- Spell out your expectations in detail. Miscommunication can cause problems.
- Allow enough time for set up and clean up.

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