



Longwood Historic Society

HISTORIC CIVIC CENTER RENTAL AGREEMENT

135 W. Church Avenue

Longwood FL 32750

www.LongwoodHistoricSociety.org

Name of individual or organization: _____

Contact Person for Event: _____

Mailing address: _____

City/State/Zip: _____

Day Phone # _____ Evening Phone # _____ Cell # _____

Email address _____

Rental Date: _____

Type of Event: _____

Times Requested (include set up & clean up time): _____

If Officer required-for what time: _____

Alcoholic Beverages (Circle One): Yes No If yes what type: _____

If alcohol is served, on site Longwood police presence will be required, at additional cost.

Approximate number of guests: _____

Other paid services (i.e. Caterer, DJ, Band etc) List names and numbers.

Name: _____ Phone: _____

Name: _____ Phone: _____

I hereby agree to follow all rental rules and policies:

(Print Name)

(Signature)

(Date)



RENTAL FEES

Rental: \$50.00 per hour plus 7% sales tax (or applicable rate). Minimum rental is four hours. Any part of an hour will be billed as a full hour; including set up and clean up times. If tax exempt, you must provide a copy of exemption.

Security Deposit: \$200.00, **this must be paid in full to hold the date requested.** No date will be held without the paid in full deposit. The security deposit will be returned after the cleaning crew has inspected for conditions and damage, and has issued a written report. This may take up to two weeks after the event, even if there is no damage, loss, extra clean up or extra time used.

Other Fees: If alcohol is served we require the presence a Longwood police officer, with a minimum of four hours at \$40.00 per hour.

Rental Time: \$50.00 per hour x _____ Hours = \$ _____

7% Florida Sales Tax _____ = \$ _____

Security Deposit: \$ _____ \$200.00

Police (four hour minimum): \$40.00 X _____ Hours = \$ _____

TOTAL RENTAL FEE: \$ _____

Rental Deposit: \$ _____ Date Received: _____

Balance Due Amount: \$ _____, due 30 days prior to event.

Please make checks payable to and mail to: LHS

Longwood Historic Society
PO Box 520500
Longwood, FL 32752-0500 CFSHP

Rental Contact Person:
Pamm or Tom Redditt, 855-769-0500, Monday through Saturday, 10:00 AM – 5:00 PM

All rentals must be paid in full 30 days before your event. If your event is to occur in less than 30 days the fees may only be paid by cash, money order or Cashier's Check. There is a \$35.00 charge for all returned checks.