

Rules and Regulations

1. Reservations:

- A. Reservations should be made in advance by calling 352-593-8496. An application form may be obtained at the Clermont HistoricVillage (Village) office located in the train depot.
- B. A security deposit (amounts detailed below), plus payment of rental fees, using cash or checks made out to the South Lake County Historical Society, must be submitted with the application.
- C. Reservations will not be confirmed without completed application and payment of security deposit and rental fees.
- D. Event date and times must be coordinated with the village manager and are based on first-come, first-served availability.

2. Rental Fees-

- A. Train depot meeting room - \$25.00 per hour and a \$50 security deposit.
- B. Train depot patio - \$15.00 per hour and a \$50 security deposit.
- C. Train depot meeting room and patio combo - \$35 per hour and a \$50 security deposit.
- D. Weddings - \$500 for a four-hour time slot for the event plus two hours additional for set-up/take-down, and a \$100 security deposit. There is a \$75 fee for each additional hour, as needed.
- E. Rentals (excluding weddings) for active SLHS members are half off after the first hour.
- F. Time for set-up and take-down of regular rentals (excluding weddings) count at the listed 'per hour' rate
- G. Deposit will not be returned for reservations cancelled less than 7 days prior to the scheduled event.

3. Set Up/Take Down-

- A. Rentals of train depot meeting room and patio include use of tables and chairs located inside. Renter is responsible for set up and take down. Tables and chairs must be put away as found prior to event.
- B. Additional chairs are available for weddings and other large events for use on Village grounds for an added fee to be negotiated with Village Manager. Renter is responsible for set-up and for return of chairs to storage facility.
- C. Renter is responsible for clean-up of facilities, to their original condition prior to rental, including placement of trash in large receptacles under patio, using their own cleaning supplies (broom, mop, paper towels, cleaners, etc.).
- D. Non-satisfactory clean-up following any event will result in loss of deposit.
- D. Renter is responsible for any damage to facility, walls, on-site equipment, etc.

4. Prohibited items- The following items are not permitted on Village grounds. a) flammable substances other than use of barbecue grill or smoker; b) animals other than service dogs or small size dogs that can be easily carried. c) decorations or posters that need to be attached to any wall with nails, tacks, staples, etc. d) smoking or any tobacco products e) loud noise f) activities or materials that would pose danger to anyone involved with or located near the event and/or to village grounds and buildings.

5. Alcoholic beverages- Beer and wine is permitted for weddings and other events upon approval/permitting by the City of Clermont that must be submitted to them 30-days in advance of the scheduled event. See Village manager for additional information and/or required application.

Please sign below to indicate understanding of, and agreement to, all above rules/regulations:

Applicant's Signature: _____ Date: _____

Rental Agreement

Name of Organization/Person _____ Date of Use _____

Activity/Event name _____ Number of people _____

Event time _____ Total hours needed (including set up/take down) _____

Applicant's Name _____

Applicant's Address _____ City / State / Zip _____

Applicant's Telephone Number _____ Email Address _____

Brief Description of Activity _____

Items required (Tables, Chairs, Podium) _____

Will your group require the use of the train depot meeting room? _____

Will your group require the use of the train depot patio? _____

Will you group require the use of the village grounds? _____

Special instructions: _____

Please note: The Townsend House, Kern House, Cooper Library, Quonset Hut and Hooks Schoolhouse replica are not available for rent and thus, are not included as part of this agreement.

I understand and agree that I am responsible for any vandalism or damage to the building, contents and/or fixtures during rental period as contracted. As assurance of that understanding, I am posting the required deposit, which will be returned to me within 14 days after a inspection of the facility by the Village manager provided that there is no damage, that trash has been properly disposed of and that no additional clean-up is required.

*Initial that both rules and regulations page and application have been received and reviewed: _____

Applicant's Signature (required for securing rental) _____
Date

Historic Village Use Only: _____

Rental Fee \$ _____ Security Deposit Fee \$ _____ Total \$ _____

- Rental Fee: Check Number _____ Check date _____ Date of payment _____
- Security Deposit: Check Number _____ Check date _____ Date of payment _____

Refund Issued \$ _____ Check Number _____ Date _____ Refunded by _____

Renter's initials indicating receipt of refund _____

Contact: Roxanne Brown, Clermont Historic Village Manager, 352-242-7734.