

Rental App. for: Grace Chapel, Clermont Historic Village, 490 West Ave., Clermont, FL.

Rules, Regulations, Information, and Fees

1. Reservations-

- A. Reservations should be made in advance by calling 352-432-3496 or 352-242-7734. An application form may be obtained at the Clermont Historic Village office located in the train depot.
- B. Security deposit (\$100), plus payment of rental fees, using cash or check made out to the *Clermont Historical Society*, must be submitted with application.
- C. Reservations will not be confirmed without completed application and payment of \$100 security deposit and rental fees.
- D. Event date and times are based on first-come, first-served availability.

2. Rental Fees-

- A. Chapel rental during off peak hours of 8 a.m. to 12 p.m. or 4 p.m. to sundown – \$400.00 for a 3-hour continuous time slot including set-up/take-down, plus \$100 per hour for each additional hour.
- B. Chapel rental during peak hours of 12:30 p.m. – 4 p.m., or or if overlapping into those hours in any way – \$500.00 for a 3-hour continuous time slot including set-up/take-down, plus \$100 per hour for each additional hour.
- C. Use of train depot, pavilion, and/or grounds after ceremony for reception, including use of chairs and tables - \$45 per hour for off peak times or \$65 per hour if during peak times.
- D. Time for set-up and take-down of regular rentals (excluding weddings) count at the listed 'per hour' rate
- E. Deposit equaling 30% of total is due with application to officially reserve date/time requested.
- G. Deposit will not be returned for reservations cancelled less than 14 days prior to the scheduled event.

3. Set Up/Take Down-

- A. Chapel rentals include use of podium. Renter is responsible for set up and take down. Everything used must be put away as found prior to event.
- B. Use of train depot for pre-wedding prep is \$50 additional.
- C. Renter is responsible for clean-up of whatever spaces used, 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, liquid/spray/powdered 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 that associated with barbecue grill or smoker; b) animals other than service dogs or small size dogs that can be easily carried, plus all excrement needs to be picked up and discarded. c) decorations/posters that need to be attached to walls with nails, tacks, staples, etc., d) smoking, vaping, etc., e) excessively loud noise f) activities or materials that would pose danger to anyone in the vicinity and/or to village grounds and buildings g) Rented inflatables require city permitting.

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

5. Important information- Please note that since the chapel is a replica of an 1800s church that once stood in Clermont, it is not wired for electric, so no A/C, lights, outlets, etc., to preserve its historical value.

CHS Rental Agreement for Grace (The Village) Chapel

Name of Organization/Person _____ Date of Use _____

Activity/Event name _____ Number of people _____

Time of event: _____ Arrival/Departure (times incldg. 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, not included as part of this agreement (unless negotiated for wedding rental with additional \$100 damage deposit).

I understand 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.

Applicant's Signature (required for agreeing to rules/regulations, rental date) _____ (date signed)

Historic Village Use Only:

Security Deposit \$ _____ Date of payment: _____ Balance due \$ _____

- Rental Fee: _____ Check Number _____ CC _____ Date of payment _____

**For questions/additional information, contact:
Roxanne Brown, Clermont Historic Village Manager, 352-242-
7734.**

