

Rules and Regulations

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 (Village) office located in the train depot.
- B. A security deposit (amounts detailed below), plus payment of rental fees, using credit card, cash or checks made out to the Clermont 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 - \$35.00 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 - \$45 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 CHS 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, chairs, and picnic tables. Renter is responsible for set up and take down. Everything used 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, 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 with barbecue grill or smoker; b) animals other than service dogs or small size dogs that can be easily carried. c) decorations/posters that need to be attached to walls with nails, tacks, staples, etc. d) smoking or any tobacco products 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.

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHS Rental Agreement

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, are not included as part of this agreement (unless negotiated for wedding rental with additional \$100 damage deposit)..

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 rules and regulations page and application have been reviewed and agreed to: \_\_\_\_\_

\_\_\_\_\_

Applicant's Signature (required for securing rental)

\_\_\_\_\_

Date

### Historic Village Use Only:

Rental Fee \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ Total \$ \_\_\_\_\_ Balance due \$ \_\_\_\_\_

• Rental Fee: Check Number \_\_\_\_\_ CC \_\_\_\_\_ Date of payment \_\_\_\_\_

• Security Deposit: Check Number \_\_\_\_\_ CC \_\_\_\_\_ Date of payment \_\_\_\_\_

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

Renter's initials indicating receipt of refund \_\_\_\_\_

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