

RENTAL FEES & PAYMENT

(this section to be filled out by COCA staff)

Rental is charged on:

- Regular hours** (M-F 9am – 5 pm) **After hours** (all other times)

Fees:

_____ Rental Fee (\$ ____ per hour x ____ hours)
 + _____ Additional fees
 + _____ Sales tax
 = \$ _____ Total fee

- ◆ To reserve your date, we require a signed rental agreement.
- ◆ Full payment is due one week before the event, on _____.
- ◆ COCA accepts cash, checks or pay online at <http://coca.tallahasseearts.org/online-payments-to-coca>.

RENTAL AGREEMENT

Please initial each clause:

1. In case of cancellation, written notification must be received 48 hours prior to the event to receive a full refund. Should a cancellation occur after this deadline, please note that the rental fee will not be refunded.

2. No later than one week prior to the rental, Renter must provide a certificate of insurance showing proof of liability coverage with limits greater than or equal to \$2 million aggregate and \$1 million per occurrence. **COCA (816 S ML King Jr. Blvd., Tallahassee, FL 32301) must be listed as an additional insured on the certificate.** This is required by our insurance carrier. *(Special event liability policies may be available if your organization does not have a general liability policy of its own. Please contact Nick Pavlovik at (850) 224-2500 or e-mail: nick@tallahassee.org for more details.)*

3. The room will be set up in a large conference table configuration. If another configuration is desired, Renter must re-arrange the room and return it to the original configuration after the event. **(Time for these changes must be included in the rental agreement.)**

4. Renters may not attach anything to the walls: please not tape, tacks, staples, glue, etc. **NO** glitter, confetti, birdseed, or sparklers may be used. Easels may be available for your use – please reserve them in advance.



- 5. Any cables, electrical cords, or phone cords that are stretched across the floor must be securely taped down to avoid accidents. The adhesive in the tape must be something that is easily removable from carpet (gaffers tape is best, duct tape works too).
- 6. COCA's office is located in a residential neighborhood, therefore no loud music or DJs are permitted.
- 7. Renter will be billed for any damage or losses to the room or COCA property that occur during the rental.
- 8. COCA is not responsible for any items left behind, or lost by the Renter or its guests.
- 9. Smoking is prohibited in COCA's facility.
- 10. Rental times include set-up and take down. All items brought into the facility must be removed within the reservation hours stated on the rental agreement contract. Any additional time beyond the contract hours will be billed at an hourly rate.
- 11. Alcohol is permitted, but Renter agrees to separately obtain any necessary liquor license and accept all liability. All Florida Alcoholic Beverage Commission laws must be followed by the Renter while on premises.
- 12. Renter is responsible for leaving the room in the same condition as it was upon arrival. Renter must remove all decorations, all leftover food and trash from the building, bag it and place it in the outdoor trash and recycling bins behind the building. Kitchen area including sink must be clean, and counters wiped. Failure to complete any of these tasks will result in a \$50 hourly charge for cleaning the premises.

Renters agrees to hold COCA and its agents, employees, volunteers, and Board of Directors harmless from and any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said renter or any and all members of the renter's party while in COCA's facility. Renter agrees to fully reimburse COCA for any damage arising from the use of the property, and any costs and legal fees incurred in the collection of said reimbursement.

I, the undersigned, have read and agree to the facility rental guidelines as set forth in this agreement.

Signature: _____

Print Name: _____

On Behalf of (organization, if applicable): _____

Date: _____

Accepted by COCA (Signature & Date): _____

Nick Pavlovik
Business & Finance Manager