

India Association Cultural and Education Center (IACEC)
2030 NE 36th Avenue
Ocala, Florida 34470

HALL RENTAL AGREEMENT

Renters Name _____

Address _____

Work Phone# _____ **Home#** _____

Cell# _____ **Email:** _____

DATE OF EVENT: _____ **Time** _____ **People Expected** _____

Renter Type: Trustee _____ Member of IANCF _____
Religious/Educational _____ Other _____

Purpose of Rental _____

Complimentary Alcohol _____ (See Item #6 below)

Sound System _____ (See item #10 below)

Caterer name (if applicable) _____

TERMS AND GENERAL RULES

The Hall is rented between 8AM and 12 AM unless other arrangements are approved. Setup outside the stated hours requires approval and may incur additional charges. All events must be concluded by 12 AM unless other arrangements with the renting agent are confirmed in writing. All vendors, equipment, and attendees must be out of the building by 1AM. Any damage to the hall during the rented timeframe is solely the responsibility of the renter. IACEC reserves the right to bill the renter for any damages. Please see the attached checklist for a complete list of renter responsibilities.

HALL RESTRICTIONS

1. The facility is in a neighborhood. This means noise needs to be kept at a reasonable level.
2. The hall is a NON-smoking facility.
3. Minor children are allowed to use the building with appropriate adult supervision.
4. NO pets. Service animals allowed with prior approval.
5. Overnight sleeping in the hall is prohibited.
6. Complimentary alcohol for guests is allowed with purchase of insurance. Rental agent will provide details.
7. Sale of Alcohol is Prohibited
8. Advertisements and banners promoting any personal businesses is restricted. When rental is for religious or educational purpose, this is an open invitation to the whole community without charge.
9. No nails, tags, adhesives, glues, 3M revoable fasteners. or tape can be used on the walls, floors, or ceiling. Damage to the building will result in additional charges.
10. Sound System rental is available with assisted help. Rental agent will provide details including cost. (Additional Rental Fee \$350)

RENTAL FEE STRUCTURE

Trustee:\$ _____ Member:\$ _____
Regligious/Educational: \$ _____ Other: \$ _____

SECURITY & KEY DEPOSIT

A combined security and key deposit in the amount of \$ _____ must be received within 3 days of booking, or the reservation will be subject to cancellation. This fee will be refunded in full after the event, provided the hall and Kitchen is left undamaged and the keys are returned. Keys lost and not returned will incur a \$200 fee. The refund will be mailed within 30 days after the reservation date. (Kitchen must be left Cleaned)

HALL RENTAL APPLICATION AND PAYMENT SCHEDULE

For reservations made less than 3 months (90 days) prior to the event date, the hall rental fee is due in full at the time of booking and in addition to the security and key deposit (see above). For reservations made 6 months (180 days) in advance of the event date. 50% of the rental fee plus the security and key deposit is due at the time of booking. The remaining balance is due 90 days prior to the event date. If full payment is not received within 10 days of the payment due date (refer to the schedule at the bottom of this page for applicable due dates), your reservation will be subject to cancellation.

By signing below, I acknowledge that I have read, understood and agree to the terms of this agreement and promise to adhere to the hall rules and restrictions.

Signature of Applicant: _____ Date: _____
(Renter)

Approved by: _____ Date: _____
(IACEC Representative)

India Association Cultural and Education Center (IACEC)
2030 NE 36th Avenue
Ocala, Florida 34480
www.indiaocala.org

CREDIT CARD INFO: Visa _____ MC _____ Amex _____ Disc _____ Other _____

Name: _____
CC # _____
Exp: _____ Security Code: _____

-----IACEC Use Only-----

Payment Schedule

Application Date: _____

Rental Fee: \$ _____

Security/ Key Deposit Amount: _____ Due on: _____ Received: _____

Rental Deposit Amount: \$ _____ Due on: _____ Received: _____

Final Payment Amount: \$ _____ Due on: _____ Received: _____

Cancellation Policy

To receive a full refund of the hall rental fee, your cancellation must be received either in writing or by phone at least 60 days prior to the reservation date. If cancellation done 30 days prior, \$1000 Deposit is non-refundable. The security deposit is NOT refundable.

Rental Name: _____

Date of Rental _____

The renter agrees that all in attendance will abide by, conform to, and comply with all laws of the United States, State of Florida and all ordinances of the City of Ocala.

At all times during the use of the building, all exit doors must be unlocked and kept clear of all obstructions.

To receive your security and key deposit refund, an IACEC representative will inspect the hall after your event and check off that your group completed the following items. Failure to complete the tasks below may result in reduction of your security and key deposit refund.

_____ Personal items including personal kitchen items removed.

_____ Food removed from refrigerator, freezer, stove, oven & microwave.

_____ Keys Refunded.

_____ Kitchen Cleaned.

IACEC is responsible for cleaning the hall after the event.

-----**FOR IACEC USE ONLY**-----

Description of damage/ other issues _____
