



Lyndell Conference Center

Panama City Beach, FL 32413
Lyndell Conference Center
423 Lyndell Lane
Panama City Beach, FL 32407

P.C. B. Parks & Recreation
16200 Panama City Beach Pkwy

Facility Use Agreement

Contact Name: _____
 Group/ Company Name: _____
 Phone: _____ Email: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Type of Event: _____ Estimated # of People: _____
 Event Date: _____ Time of Event: _____ a.m./ p.m. - _____ a.m./ p.m.
 Set-up Date: _____ Time of Set-up: _____ a.m./ p.m. - _____ a.m./ p.m.
 Clean-up Date: _____ Time of Clean-up: _____ a.m./ p.m. - _____ a.m./ p.m.

***Lessee shall not have access to the rented facility at any time other than during the hours requested above.
 Payment is required for all hours used.**

Are you charging an entrance fee?	YES	NO	If YES , 1% tax is due to City of P.C.B. Payments should be made at Licensing Office located in the Building Dept. located in the Public Services building next to City Hall
Are you serving beer/ wine?	YES	NO	If YES , 1) Alcohol Addendum must be completed and approved, 2) Insurance must be provided with certificate naming the City of Panama City Beach as additional insured.
Are you serving food?	YES	NO	Most activities will not require a public service license. If you are unsure whether or not you will be required to have a public food service license, please visit www.myfloridalicense.com to confirm.
Is this a catered event?	YES	NO	
Is this event private or open to the public?	PRIVATE	PUBLIC	
Are you using an amplified DJ or Band?	YES	NO	
How many tables and chairs will you need.	_____ # Chairs	_____ # Round Tables	_____ # 6ft Rectangular Tables

* Please provide layout 5 days prior to event.

Meeting Room (75-person Capacity)				
Available Monday- Thursday Evenings				
	Fee	Total Rent	6.7% tax	Total Due
Hourly Rent	\$40 per hour			
Reservation Fee (Non-Refundable)	\$50			
Tax Exempt Groups (Must attach certificate)	\$25 per hour			
Holiday Hourly Rent	+ \$20 per hour			
Ballroom (400-person capacity)				
3 Hour Minimum				
Hourly Rent	\$70 per hour			
Set-up (Day Before) 12 p.m.- 4 p.m.	\$100			
Set-up (Day Before) 4 p.m.- 8 p.m.	\$250			
Break Down (Day After)	\$30 per hour			
Reservation Fee (Non-Refundable)	\$200			
Tax Exempt Groups (Must attach certificate)	\$50 per hour			
Holiday Rent	+ \$20 per hour			
Package (Ballroom & Meeting Room)				
Hourly Rent	\$90 per hour			
Reservation Fee (Non-Refundable)	\$250			
Tax Exempt Groups (Must Attach Certificate)	\$60 per hour			
Holiday Rate	+ \$20 per hour			
Miscellaneous				
Sound System	\$50 per day			
Table Cloth Rental (white)	\$10 each			
Table Skirt Rental (14ft-white)	\$30 each			
Alcohol Addendum	\$25			
Damage Deposit (Required)	\$200			\$200
Late Fee	\$100 per ½ hour			

Damage Deposit. A \$200 refundable cash damage deposit is required 14 days prior to the event to cover damage/ after hour fees. If repairs exceed the amount of the damage deposit, you will be responsible for the balance.

Returned Checks. There will be a \$25 fee for any returned check(s).

Personal Property. The City of Panama City Beach is not responsible for any personal items brought onto or left on property.

Decorations. No permanent alterations may be made to the facility (i.e. use of nails in walls, painting on building or City equipment). Affixing tape or any other adhesive that may leave a residue or damage is prohibited. No open flames may be used on property. For specific requests, please contact the Parks & Recreation Department.

Tax-Exempt Organizations. To be eligible for a rental discount and to not be responsible for payment of taxes, the organization must provide a current valid Florida tax-exempt certificate.

Insurance. Insurance is only required for events that involve alcohol. Insurance policies may be secured through the TULIP Program (<http://www.onebeaconentertainment.com/>) using venue code 0501-BSM. You will be asked several questions to determine the coverage needed for your event. You will receive a quote and pay through the website listed above. ***Requirements for policies purchased through the TULIP Program differ from policies purchased through other agencies.** Policies purchased through **other agencies** must meet the requirement of \$1,000,000 liability and \$3,000,000 with the City of Panama City Beach listed as additional insured.

Alcohol. If you plan to have alcohol at your event, you must complete an Alcohol Addendum (\$25 processing fee) for approval.

If you are **selling** alcohol at your event you will need to secure liquor liability coverage (i.e. bartender or caterer). If you are **providing** alcohol during your event at no charge, you qualify for Host Liquor coverage and do not need the additional liquor liability coverage (most weddings, birthdays etc.).

If you have a question about what type of insurance you will need to purchase, please contact the Parks & Recreation Department.

Force Majeure. Failure by the City to enforce any provision of this Agreement shall not be deemed a waiver of the provision or modification of this Agreement. A waiver by the City of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the Terms of this Agreement.

Indemnification. The Lessee, their successors and assigns, hereby indemnifies and holds the City of Panama City Beach, its officers, directors, members, employees, agents, successors and assigns, free and harmless from and against any and all claims, actions, damages or expenses, including reasonable attorneys' fee and any employees, agents, successors and assigns may become liable or incur in connection with any matter associated with Lessee's use of the Panama City Beach facilities for the event/activity listed above.

The City of Panama City Beach (Lessor):

(Lessee):

Signature Date Signature Date
Authorized Agent

For Office Use Only

Total Due _____			
Payment Amount _____	Payment Date _____	Receipt # _____	Employee Initial _____
Payment Amount _____	Payment Date _____	Receipt # _____	Employee Initial _____
Payment Amount _____	Payment Date _____	Receipt # _____	Employee Initial _____
Payment Amount _____	Payment Date _____	Receipt # _____	Employee Initial _____