



P.C. B. Parks & Recreation
 16200 Panama City Beach Pkwy
 Panama City Beach, FL 32413

Lyndell Conference Center FACILITY USE AGREEMENT

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

850.233.5045

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

Type of Event: _____ Estimated # of People: _____

	Date	Start Time	End Time		
Event Date:	_____	____:____ a.m./ p.m.	____:____	_____	a.m./ p.m.
Set-up Date:	_____	____:____ a.m./ p.m.	____:____	_____	a.m./ p.m.
Clean-up Date:	_____	____:____ 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? <i>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.</i>	YES	NO
Are you serving alcohol? <i>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.</i>	YES	NO
Are you serving food? <i>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.</i>	YES	NO
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? * Please provide layout 5 days prior to event.	Chairs: _____ 5 ft Round Tables: _____ 6ft Rectangular Tables: _____	

Meeting Room (75-person Capacity)

Available Monday- Thursday Evenings

	Fee	Total Rent	6.5% tax	Total Due
Reservation Fee (Non-Refundable)	\$50			
Hourly Rent	\$45 / hr			
Tax Exempt Groups (Must attach certificate)	\$30 / hr			
Holiday Rent	Double			

Ballroom (400-person capacity)

3 Hour Minimum

Reservation Fee (Non-Refundable)	\$200			
Hourly Rent	\$75 / hr			
Set-up (Day Before) 12:30 p.m. – 4:30 p.m.	\$100			
Set-up (Day Before) 4 p.m.- 8 p.m.	\$250			
Break Down (Day After)	\$30 / hr			
Tax Exempt Groups (Must attach certificate)	\$55 / hr			
Holiday Rent	Double			

Package (Ballroom & Meeting Room)

Reservation Fee (Non-Refundable)	\$250			
Hourly Rent	\$100 / hr			
Tax Exempt Groups (Must Attach Certificate)	\$70 / hr			
Holiday Rate	Double			

Miscellaneous

Damage Deposit (Required)	\$300		n/a	\$300
Alcohol Addendum	\$25		n/a	
Late Fee	\$100 / ½ hr			
Sound System	\$50 / day			
Tablecloth Rental (white)	\$10 each			
Table Skirt Rental (14ft- white)	\$30 each			

- I understand that I will not have access to the rented facility at any time other than during the hours requested above and payment is required for all hours used.
_____ (Please initial)
- **Damage Deposit.** I understand that a \$300 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, I am responsible for the balance.
_____ (Please initial)

- **Returned Checks.** I understand that there will be a \$25 fee for any returned check(s).
_____ (Please initial)

- **Insurance.** I understand that insurance is required for all 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. Please note: If you are selling alcohol at your event you will need to secure the additional 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.
_____ (Please initial)

- **Alcohol.** I understand that if I plan to have alcohol at my event, I must complete an Alcohol Addendum (\$25 processing fee) for approval by the City Manager.
_____ (Please initial)

- **Decorations.** I understand that 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.
_____ (Please initial)

- **Scissor Lifts.** I understand that no scissor lifts are allowed inside the building.
_____ (Please initial)

- **Personal Property.** I understand that the City of Panama City Beach is not responsible for any personal items brought onto or left on property.
_____ (Please initial)

- **Tax-Exempt Organizations.** I understand that in order to be eligible for a rental discount and to not be responsible for payment of taxes, my organization must provide a current valid Florida tax-exempt certificate.
_____ (Please initial)

- **Force Majeure.** I understand that 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.
_____ (Please initial)

- **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.
_____ (Please initial)

