

**KISSIMMEE CIVIC CENTER  
RESERVATION APPLICATION  
MEETING/SEMINAR**

**IMPORTANT:** Please type or print legibly. All sections must be completed. Any and all cancellations will forfeit the reservation deposit.

Please submit your application to: Kissimmee Civic Center  
201 East Dakin Avenue  
Kissimmee, Florida 34741  
Fax: 407-935-1437

Dawn Stapf - Event Coordinator  
Phone: 407-518-2575  
EMAIL: [dstapf@kissimmee.org](mailto:dstapf@kissimmee.org)

Ali Linman - Event Coordinator  
Phone: 407-518-2364  
EMAIL: [alinman@kissimmee.org](mailto:alinman@kissimmee.org)

**CONTACT INFORMATION:**

Name of Company: \_\_\_\_\_

Type of Organization:   \_\_\_ Non Profit\_\_\_ Commercial\_\_\_ Government \_\_\_ Private

If Non Profit, your organization must attach a current 501(c)3 Certificate with their application in order to receive the "Civic Rate".

Contact person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Pager: \_\_\_\_\_ Other: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**BILLING INFORMATION:**

Responsible person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Pager: \_\_\_\_\_ Other: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**MEETING INFORMATION:**

Title of Meeting : \_\_\_\_\_ Meeting Dates(s): \_\_\_\_\_

Is it open to the public?: \_\_\_\_ Yes \_\_\_\_ No Invitation \_\_\_\_\_ Registration \_\_\_\_\_

What is your anticipated attendance?: \_\_\_\_\_ Is there a fee?: \_\_\_\_ Yes \_\_\_\_ No

Provide a brief description of your meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What type of set up will your meeting require?: \_\_\_\_ Classroom \_\_\_\_ Theatrical \_\_\_\_ Boardroom

What time will your set up start?: \_\_\_\_\_ How long will your set up take?: \_\_\_\_\_

What time will your guests arrive?: \_\_\_\_\_ What time does your meeting start?: \_\_\_\_\_

What time does your meeting end?: \_\_\_\_\_ How long will your break down take?: \_\_\_\_\_

**PRODUCTION:**

Will your presentation require the rental of a stage?: \_\_\_\_ Yes \_\_\_\_ No What size?: \_\_\_\_\_

Will your presentation require rental of Civic Center sound equipment?: \_\_\_\_\_ Yes \_\_\_\_ No

Will your presentation require rental of Civic Center AV equipment?: \_\_\_\_ Yes, see below \_\_\_\_ No

\_\_\_\_\_ Easels How many?: \_\_\_\_\_

\_\_\_\_\_ Podium/with Microphone

\_\_\_\_\_ Projection screen What size? \_\_\_\_\_

\_\_\_\_\_ TV/VCR's How many?: \_\_\_\_\_

\_\_\_\_\_ Extension cords/Power strips How many?: \_\_\_\_\_

\_\_\_\_\_ AV Cart

Will your meeting require internet hook up?: \_\_\_\_\_ Yes \_\_\_\_ No (additional fee required)

Will your presentation require use of a CD Player?: \_\_\_\_ Yes \_\_\_\_ No Tape Player?: \_\_\_\_ Yes \_\_\_\_ No

Will your presentation require rental of additional speakers/monitors?: \_\_\_\_\_ Yes \_\_\_\_ No

Will your presentation require rental of Civic Center microphones?: \_\_\_\_ Yes, see below \_\_\_\_ No

What type of microphones?: \_\_\_\_ Handheld \_\_\_\_ Lavalier \_\_\_\_ Podium How many? \_\_\_\_\_

Will your event require a break out session(s): \_\_\_\_\_ Yes \_\_\_\_ No

**CATERING:**

Will your event require catering?: \_\_\_\_\_ Yes, please list \_\_\_\_\_ No

Name of Company: \_\_\_\_\_ Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

Will alcoholic beverages be dispensed, provided or served during your meeting?: \_\_\_ Yes \_\_\_ No

Have you/they applied for an alcohol permit with Kissimmee Police Department?: \_\_\_ Yes \_\_\_ No

**PERSONNEL:**

All staffing requirements are at the discretion of the Civic Center Supervisor.

**SIGNATURE:**

I understand that this is an application only and does not obligate the City of Kissimmee in any fashion to reserve any facility and/or approve any event.

I have included my reservation deposit with my application and I fully understand that the Civic Center will not hold or tentatively book any dates without a confirmed deposit.

I agree to read, understand and abide by the policies set forth in the Civic Center's Operational Policy Handbook.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Room(s) Rented: \_\_\_\_\_ Reservation Deposit: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Date Balance Due: \_\_\_\_\_

Method of Payment:       Cash     Check # \_\_\_\_\_ D/L # \_\_\_\_\_

Visa       Mastercard    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp \_\_\_\_\_

Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

**\*\* Reservation Deposits are Non Refundable \*\***

## **General Information**

### **Rentals:**

- \_\_\_\_\_ All facility rentals are for the duration of ten consecutive hours. All rental times must include decorating, rehearsals, and clean up time. Rentals can not go beyond 1:00 am.
- \_\_\_\_\_ Rentals that exceed the ten hours will be charged an hourly rate.
- \_\_\_\_\_ Rentals that extend before or beyond normal hours of operation will be charged additional hourly labor rates with the minimum of two hours.
- \_\_\_\_\_ One room packages are not permitted for booking on Friday, Saturdays or Sundays unless there is availability thirty days prior to request.
- \_\_\_\_\_ All rentals that include music will be required to use the rate structure for Package B.
- \_\_\_\_\_ All rental packages are subject to the standard room set ups. Any variations must be approved by the Civic Center Event Coordinator.

### **Food & Beverage:**

- \_\_\_\_\_ All alcohol services (sold or consumed) including Wine and/or Champagne toasts or fountains for any rental functions that include but are not limited to; wedding receptions, parties, banquets, business seminars, special events, fundraisers, etc. must be served by a Licensed Catering Company.
- \_\_\_\_\_ A special alcohol permit is required, through the Kissimmee Police Department, and is the responsibility of the licensee. Applications can be obtained from the Civic Center or the Kissimmee Police Department. Licensee must apply for a permit three weeks prior to scheduled event.
- \_\_\_\_\_ Alcohol Permits are in addition to a Licensed Vendor.
- \_\_\_\_\_ Rentals do not include table linens and/or skirting.

### **Load In / Outs:**

- \_\_\_\_\_ Any and all load in / outs can not occur through the front of the building. This includes any food & beverage, table décor, promotional material, meeting materials, AV equipment and/or production equipment.

### **Decorating:**

- \_\_\_\_\_ All decorations must be free standing. Decorations can not be stapled, taped, nailed or glued to any walls. Decorations can not be suspended or hung from the ceiling.
- \_\_\_\_\_ All decorating hours must occur within your rental time.

### **Janitorial / Cleaning:**

- \_\_\_\_\_ The Civic Center will provide general cleaning of the premises before and after the event. General cleaning does not include removal of excessive trash, decorations, signage, props or equipment left by vendors, decorators or exhibitors.
- \_\_\_\_\_ Licensee will be responsible for the removal of all trash for the duration of the license.
- \_\_\_\_\_ Any cost incurred by the Civic Center for excessive trash removal / cleaning will be charged directly to the licensee.

***Production / Production Companies:***

\_\_\_\_\_ Production items (audio, visual, staging etc.) are on a separate rate sheet.  
\_\_\_\_\_ If the licensee will hire a DJ, the DJ must contact the Civic Center, Event Coordinator not less than fifteen calendar days prior to scheduled event.

***Staffing:***

\_\_\_\_\_ All staffing requirements are at the discretion of the Civic Center Supervisor and/or designee. Staffing fees will be based on a four (4) hour minimum.

***Reservation Payments:***

\_\_\_\_\_ Payments on any reservation balance can be made at anytime prior to your event date in the form of cash, check, Mastercard or Visa.  
\_\_\_\_\_ All reservation balances are due thirty days prior to event / party.

***Cancellations:***

\_\_\_\_\_ All cancellations must be submitted in writing.  
\_\_\_\_\_ All cancellations will forfeit the reservation deposit.  
\_\_\_\_\_ A 100% refund for the balance of any rental fees and/or payments shall be granted so long as the client notifies the Civic Center Event Coordinator thirty days prior to scheduled event.  
\_\_\_\_\_ A 50% refund for the balance of any rental fees and/or payments shall be granted so long as the client notifies the Civic Center Event Coordinator fifteen – twenty nine days prior to scheduled event.  
\_\_\_\_\_ No refund of any rental fees and/or payments will be granted if the client notifies the Civic Center Event Coordinator fourteen days or less of a scheduled event.