

**KISSIMMEE CIVIC CENTER / BERLINSKY COMMUNITY HOUSE
RESERVATION APPLICATION
PRIVATE PARTY/BANQUET**

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

Please submit your application to: Kissimmee Civic Center
201 East Dakin Avenue
Kissimmee, Florida 34741
407-518-2503
407-935-1437 FAX
www.kissimmeeciviccenter.com

Dawn Stapf - Event Coordinator
Phone: 407-518-2575
EMAIL: dstapf@kissimmee.org

Ali Linman-Event Coordinator
Phone: 407-518-2364
EMAIL: alinman@kissimmee.org

REQUIRED INFORMATION:

Name of Party: _____ Contact person: _____

Guest of Honor: _____

Home phone: _____ Work phone: _____ Fax: _____

Cell phone: _____ Pager: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

EVENT INFORMATION:

Type of Party: _____ Party Dates(s): _____

Civic Center Ballroom: ____ Civic Center Arena: ____ Community House: ____

Anticipated guests?: ____ Does your party require a head table? ____yes ____no How many? ____

Registration table? ____ yes ____ no Gift table? ____ yes ____ no Cake table? ____ yes ____ no

What time will your set up start?: _____ What time does your party end?: _____

What time will your guests arrive?: _____ What time will your guests leave?: _____

How did you hear about our facilities? _____

OUTSIDE SERVICES:

Do you have an event planner?: _____ yes _____ no

Name: _____ phone: _____

Will your party require a professional DJ?: _____ yes _____ no

Name: _____ phone: _____

Will you hire a professional decorator?: _____ yes _____ no

Name: _____ phone: _____

Will you hire a professional florist?: _____ yes _____ no

Name: _____ phone: _____

Will you have a cake delivered?: _____ yes _____ no

Name: _____ phone: _____

Will you hire a professional linen company?: _____ yes _____ no

Name: _____ phone: _____

Will you hire a professional photographer?: _____ yes _____ no

Name: _____ phone: _____

Will you hire a professional videographer?: _____ yes _____ no

Name: _____ phone: _____

Will your party have "Live" entertainment?: _____ Yes _____ No Type: _____

Name: _____ phone: _____

CATERING:

Name of Company: _____ Contact person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Fax: _____ Cell/Pager: _____

Will your party require rental of Civic Center linens?: _____ Yes _____ No (additional fees required)

Will alcoholic beverages be dispensed, provided or served during your party?: ____ Yes ____ No
(Any and all alcohol sales and/or consumption must be made through a licensed & insured vendor)

Name of Company: _____ Contact person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Fax: _____ Cell/Pager: _____

Have you applied for an alcohol permit with Kissimmee Police Department?: ____ Yes __ No

PERSONNEL:

All staffing requirements are at the discretion of the Civic Center Supervisor and/or designee.

SIGNATURE:

I have included my reservation deposit with my application and I fully understand that it is non-refundable.

I understand that it is my responsibility to ensure that any outside vendors contracted by me are aware, understand and abide by the policies set forth in the Civic Center's Operational Policy Handbook. The Civic Center assumes no responsibility for any contractual obligations made between me and any said vendors.

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 12:00 am ~ Community House and 1:00 am ~ Civic Center.
- _____ Rentals that extend before or beyond License Agreement will be charged additional hourly rates. Requests for additional hours must be made at least thirty (30) days in advance.
- _____ All rentals that include music will be required to include a dance floor.
- _____ 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:

- _____ All food & beverage load in / outs will occur through the catering door (located on the east side of the building). This includes any decorations, flowers, cakes giveaways, DJ equipment, and/or any rental items from an outside rental company.

Decorating:

- _____ All decorations must be free standing. Decorations can not be stapled, taped, nailed or glued to any walls, windows, pillars and/or staging. Decorations can not be suspended or hung from the ceiling.
- _____ All decorating hours must occur within your rental time.
- _____ As the licensee, I am responsible for any outside decorators.

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.
- _____ DJ's and/or hired bands must tear down and remove all equipment from the facility within the ten hour frame.

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 up to thirty (30) days 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.

_____ Reservations made less than thirty days of an event must be paid in full at the time of booking.

Cancellations:

_____ All cancellations must be submitted in writing.

_____ All cancellations will forfeit their 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.

Janitorial / Cleaning:

Civic Center:

_____ 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.

Community House:

_____ Licensee will be responsible for all set ups and tear downs.

_____ Licensee will be responsible for cleaning kitchen including counters, refrigerators, ovens, sink and floors.

_____ Licensee will be responsible for the dust mopping main floor.

_____ Licensee will be responsible for the removal of all trash for the duration of the license.

_____ The Community House does not provide general cleaning of the premises after the event. General cleaning must include removal of 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 trash removal / cleaning will be charged directly to the licensee.

_____ All food / beverages will be removed from the facility.

_____ Licensee is responsible to provide cleaning supplies.