

RULES AND REGULATIONS - CENTER PLACE FINE ARTS & CIVIC ASSOCIATION

1. Pay entire rental fee **SIX WEEKS BEFORE EVENT**, at this time your event floor plan is due. Center Place reserves the right to cancel any event if final payment is NOT received by the contracted due date, the damage deposit will also be forfeited.
2. Center Place rental fee is for a 5 or 6 HOUR CONSECUTIVE period of time. All set-up, preparation, the function itself and the clean up must occur within this time period. You will be charged for each additional hour over rental hours.
3. Center Place is wet zoned. County Resolution states that an overseer from Center Place **MUST** be in attendance when any alcoholic beverage is served. **ALCOHOLIC BEVERAGES MAY NOT BE SOLD AT CENTER PLACE.** Renter acknowledges and agrees that it is Renter's sole responsibility to comply with all laws, rules, orders and regulations with respect to the consumption of alcohol on the Premises by Renter's invitees and guests, including without limitation minimum age laws, and to ensure the safety of such guests and invitees including without limitation with respect to their ability to drive following the event. Renter shall indemnify and hold Center Place harmless for, and defend Center Place with respect to, any claims, damages or other obligations relating to personal injury, damage to property or otherwise arising from the excessive or unlawful consumption of alcohol by Renter's invitees and guests.
Please initial: 1, 2, 3 _____
4. Center Place is an Art Gallery. We will not remove the exhibit for your function. You **MAY NOT** remove or handle any of the art at any time, nor move the display cases or statuary.
5. Decorations, etc. **MAY NOT** be hung from light fixtures, etc. or secured to the walls and framework. Light bulbs may not be taken out or replaced.
6. Tables and chairs or any Center Place equipment may not be removed from the building at any time.
7. **NO RICE, BIRD SEED, HAY, CONFETTI, GLITTER OR SIMILAR MATERIAL** may be used in decorating or celebrating inside or outside of the building. Number 4, 5, 6, 7 please initial: _____
8. We assume no responsibility for damage or theft of any equipment, supplies or personal items brought into the Center by you. We assume no responsibility for anything left in the Center after the function.
9. **NO SMOKING** is permitted in the building. - County Ordinance.
10. Animals are not permitted in the building. (except service dogs)
11. Young children attending events must be under the direct supervision/control of an adult 18 years of age or older at all times in all areas, especially the outdoor deck area.
12. Parking availability is not guaranteed and on any occasion may be limited. Off site parking is available.
13. For your safety, do not exceed the fire code limit for number of persons in the building at one time. Be sure you and your helpers know where the exits are located. Don't block any exits with equipment or furniture.
14. Remove all garbage, trash, equipment and supplies from the Center and surrounding area immediately after the event. A dumpster is located outside in back of the building.
15. We strongly recommend the use of a caterer. When not using a caterer, **YOU** are responsible to see that the kitchen and appliances are cleaned and left in spotless condition.
16. In the event a rental must be canceled due to an Act of God or by direction of Hillsborough County, Center Place will, to the extent possible, reschedule the rental. If you and Center Place are unable to reach mutual agreement regarding a reschedule date for your rental following cancellation due to an Act of God or by direction of Hillsborough County, then Center Place will, as its sole obligation to you, refund any Damage Deposit and rental fees which you paid.

Number 8, 9, 10, 11, 12, 13 14, 15, 16 —Please initial: _____

DAMAGE DEPOSIT & CANCELLATION - CENTER PLACE FINE ARTS & CIVIC ASSOCIATION

After the event, the renter is responsible for:

1. The removal of all decorations and all other items brought on the premises.
2. The removal of trash from the building, deck area, and parking area and the placement of all trash in the specified dumpster.
3. When not using a caterer, YOU are responsible to see that the kitchen and appliances are cleaned and left in spotless condition.

The Damage deposit will be refunded within 2-4 weeks following your facility use. CENTER PLACE WILL RETAIN ANY OR ALL OF THE **DAMAGE DEPOSIT** IF THERE IS MISUSE OF THE FACILITY.

Examples of misuse which have resulted in retaining part or all of the Damage Deposit:

1. Smoking and/or sale of alcohol in the building forfeits entire deposit.
2. Evidence of birdseed, rice, or any similar materials as in RULE 7.
3. Leaving trash and garbage in the Center and surrounding area.
4. Moving art, cases or equipment around the Center.
5. If your hours exceed the designated time for any reason.
6. Damage of art, equipment, furniture or the building.
7. Unusual clean-up required after an event.
8. Tampering with the air conditioning/heater thermostat.
9. Carpet damaged by cake icing, candle drippings, etc.
10. Use of Center equipment not already rented.

If all or part of a Damage Deposit must be retained after your event, Center Place staff will be the sole determining agent in assessing the extent of the damage and determining cost of repair, replacement or clean-up. Center Place will select repairmen as needed and determine the date of repair, replacement and clean-up. You will be billed for damages not covered by the deposit.

Please initial: _____

CANCELLATION: In the event that you cancel the event at any time following the signing of the Contract, regardless of the reason for such cancellation, the following rules shall apply:

- A. If your event is cancelled for any reason Center Place will retain the entire Damage Deposit.
- B. If you cancel the event at least Six weeks prior to the event, Center Place will refund all rental fees paid to date, **excluding** the Damage Deposit.
- C. If you cancel the event less than six weeks prior to the event, then Center Place will retain the entire Damage Deposit plus 50% of the rental fees, and refund to you the remaining 50% of the rental fees paid to date.

If the Damage Deposit is insufficient to reimburse Center Place for repair or replacement of damaged property caused by your event, you will be required to pay Center Place for the full amount of any such damage costs in excess of the Damage Deposit. Please Initial _____

I have read and agree with the terms and conditions of the entire contract.

Signature of Renter: _____ Date: _____

Center Place Representative: _____ Date: _____

How did you find out about our rental facility?: _____

MEMO FROM CENTER PLACE BOARD OF DIRECTORS TO RENTER

Center Place Fine Arts & Civic Association, Inc. is a non-profit organization committed to providing a cultural center for the visual and performing arts, resources for civic organizations, and giving the community easy access to the arts through exhibits, classes, and performances.

When not in use for one of these activities, it may be available, at the discretion of the Executive Director, for certain types of private parties, receptions and meetings. When using Center Place please keep in mind these points:

1. Center Place is a very popular and extremely busy place. Your event will take place in an art gallery. Works of art will not be removed for any function.
2. We do not have personnel or financial resources to provide services or equipment other than that offered in our Contract.
3. All areas of the building are maintained with as high a level of cleanliness and neatness as possible.
4. Our staff has the right to refuse use of the facility to any group or person whose function does not meet our guidelines.
5. Both the person or group paying the rental fees and the person who is actually in charge of the event are held responsible for appropriate behavior of the guests and proper use of the Center, as well as any damage they may cause to the Center.
6. The group (club, church, etc.) and the persons signing the Contract and the caterer are expected to know and observe all laws governing drug and alcoholic beverage use in a public meeting, games of chance, etc.
7. No smoking is permitted in the building.
8. Center Place does not receive or pay interest on funds returned to you.
9. The caterer must provide Center Place with Proof of Insurance and pay caterer's damage deposit prior to the event.
10. You are expected to be familiar with our RULES AND REGULATIONS.

Over a period of nearly three decades, countless volunteer man-hours went into raising the funds needed to make this facility a reality. It is because of this history and because of our responsibility to the community now and in the future, that Center Place members, underwriters and staff ask special consideration in observing the necessary rules and regulations when you use the facility for your private functions.

Be sure to keep a copy of the RENTAL CONTRACT AND THE RULES AND REGULATIONS for review as you plan your function.

If you have any questions, our staff will be glad to answer them.

Sincerely,

Board of Directors
Center Place Fine Arts & Civic Association, Inc.

OFFICE HOURS MONDAY-FRIDAY, 9:00-5:00 P.M. 685-8888

CATERER LIST

(Familiar with Center Place in Brandon)

AFFAIRS TO REMEMBER – 298-2323 -TAMPA

AFFORDABLE CATERING – 962-1525 -TAMPA

ALL EVENTS CATERING – 626-9400 - TAMPA

AMICI'S CATERED CUISINE – 813-855-1100 - OLDSMAR

BUCCANEER CATERING – 879-5408 - TAMPA

BUDGET CATERING – 630-1447 - BRANDON

CATERING BY THE FAMILY – 875-2000 - TAMPA

CATERING BY OLYMPIA – 251-8225 - TAMPA

DOWN TO THE BONE—813-653-9903 - BRANDON

EXECUTIVE CATERING—813-476-4071 - BRANDON

JET'S PIZZA—685-5388—BRANDON

JOEL'S PIZZA PALACE – 661-4191 - VALRICO

LA CUBANITA – 661-2253 - BRANDON

LA SEPTIMA CAFÉ—685-0502—BRANDON

ROMANO'S MACARONI GRILL – 685-6530 - BRANDON

MILLERS CAFÉ – 626-9395 – TAMPA

MOE'S SOUTHWEST GRILL 813.661.6655 RIVERVIEW 681-0955 BRANDON

ORANGE BLOSSOM – 223-9593 – TAMPA

OUTBACK CATERING 830-4406

PMS –986-2075 - TAMPA

PORT-A-PIT BBQ 888-8252 TAMPA

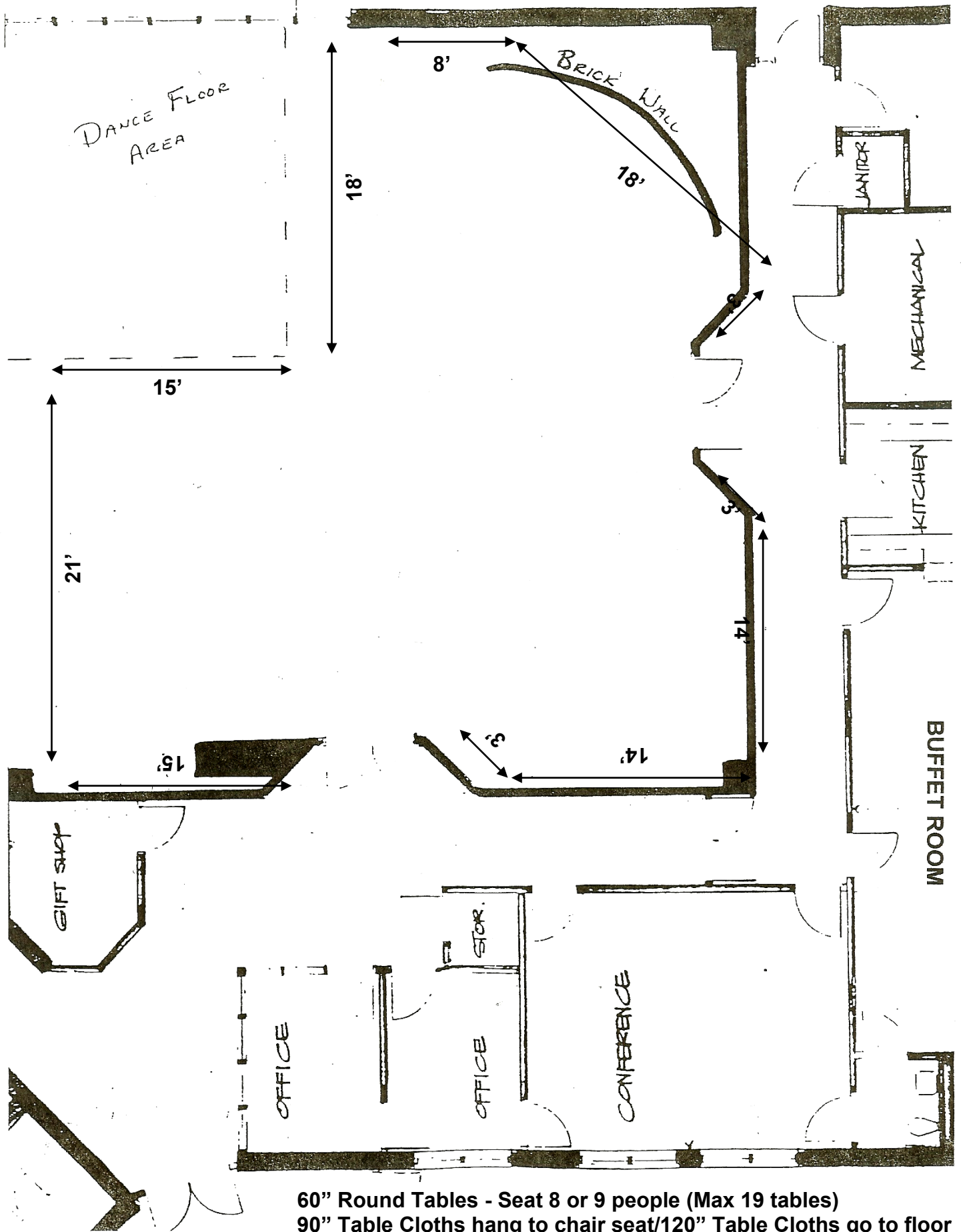
QUINCY RESTAURANT - 236-6449

SIERRA CATERING – 875-3767 – TAMPA

SPOTLIGHT CATERING – 888-8995 TAMPA

TABLE TEMPTATIONS – 654-2357 - VALRICO

CENTER PLACE GRAND ROOM



60" Round Tables - Seat 8 or 9 people (Max 19 tables)
 90" Table Cloths hang to chair seat/120" Table Cloths go to floor
 6' or 8' Rectangular Tables (29.5" x 6' or 29.5 x 8') also available
 Dance Floor is approximately 18' x 15'
 150 People Max for room