



## Captiva Civic Center Hall Rental Application & Agreement

Current CCA Member/ Community Organization Name:			
Contact Name(s):		Phone:	
Email:			
Mailing address:			
Purpose for Renting Civic Center Hall:			
Date(s) of Reservation:		Time: (include setup & cleanup) From _____ To _____	
Est. number of people attending (include all guests, presenters, service personnel): (Maximum occupancy per Fire Marshall is 150)			
Tables Available: 4 buffet/banquet tables - 2.5'x8'; (10) 60" round tables - seats 8ppl; (2) 72" round tables - seats 10ppl; 15 conference tables - 6'x18"; 6 hightops - 32"; 2 small round side tables - 24" *Be sure to indicate # of each type requested.	Buffet/Banquet..... ____/4 60" Round..... ____/10 72" Round..... ____/2 Conference..... ____/15 High Top..... ____/6 Round side table... ____/2	Table linens from CCA?  YES/NO  Black or White	# of Chairs Requested:  ____/150 (indoor capacity is 150 ppl)
Will food and/or beverages be served? (YES/NO)		Do you plan to use the kitchen? (YES/NO)	
<i>*If food/beverages will be served, an additional \$50 Civic Center cleaning fee will be applied.            *The CCA does not have any dishes available for use. Please plan accordingly.            *Additional fee for use of the kitchen (ovens, refrigerator, sink, or dishwasher) with permission in advance.</i>			
Will alcohol be provided? <i>*Absolutely no alcohol <b>sales</b> are permitted on CCA property without a license.</i>		yes	no
Will you require use of our A/V equipment? (YES/NO)		CCA podium? (YES/NO)	
<i>IF using AV Equipment:            *A CCA staff person must supervise setup.            *Any audio or visual presentations must be tested a minimum of two days in advance on our system to check for compatibility of technologies. We may not be able to guarantee this depending on the type of devices/laptops utilized.            *The CCA does not provide a laptop to the renter for A/V use. You must bring your own please.</i>			
Is there an admission fee/charge to attend your event?		yes	no
If yes, how is that fee going to be used? <i>*The CCA does not support fundraising activities other than for charitable purposes.</i>			

## Civic Center Hall Rental Rates

Member Rental fee is due 15 days prior to use date.

\*Minimum rental fee is \$375 for up to two hours of use. Additional time is \$100 per hour or portion of an hour.

Kitchen use is available for an additional \$50 per hour.

Reservation / Security Deposit of \$500 is payable upon User's acceptance of this agreement.

Minimum Rental Rate for up to Two Hours:	\$ 375
_____ Additional Hours @ \$100 each	\$
Kitchen use @ \$50 x _____ hours	\$
Food/beverages cleaning fee @ \$50	\$
**Parking Attendant @ \$75 x _____ hours	\$
<b>Total rental fee:</b>	\$
\$500 security/deposit due	\$500 deposit
Total due upon reservation:	\$

The undersigned hereby agrees to the stated terms, conditions, and provisions of this rental agreement. This agreement is binding when all parties including the User & the CCA Executive Director have fully executed by signing and dating below and User initialing CCA Rental Agreement Terms, Conditions, & Provisions..

User Signature \_\_\_\_\_ Date \_\_\_\_\_

CCA Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Specified organizations may be eligible for consideration of fee waivers/discounts as per CCA's Hall Rental policy.*

*\*\*Parking: CCA has a list of potential parking staff. These people direct cars and help maximize parking, but are not valet. Parking is still limited, even with the help of an attendant.*

## **CCA Rental Agreement Terms, Conditions, & Provisions**

*Please initial after each section*

**Availability:** The Civic Center Hall is generally available between 9am and 5pm Monday through Saturday with evening requests considered when CCA staff is available. All times are inclusive for set up & complete clean up. The Hall may be rented with kitchen use for an additional charge. Please be aware that during business hours, the restroom & kitchen facilities are shared with Civic Center staff. All rental agreements must be approved by the CCA Executive Director. Any special or unusual request shall be brought to the CCA Board of Governors for consideration. CCA sponsored business and committee meetings shall have preference over all other uses and dates. CCA Members eligible to rent the premises are those members in good standing with one-year minimum membership. \_\_\_\_\_ initial here

**Parking:** The CCA Parking Lot is limited to 25 spaces. Parking is shared with the Captiva Library & Civic Center Offices during business hours. Parking is prohibited on all Captiva streets and roadways. \_\_\_\_\_ initial here

**Reservation / Security Deposit:** The reservation/security deposit is due upon renter's execution of this agreement. Checks are payable to Captiva Civic Association. This deposit shall be refunded in the event the User has a change in plans and notifies the CCA Executive Director in writing not less than 15 days prior to date of use. Upon User taking occupancy, this reservation deposit is considered a security damage deposit which is refundable to User upon completing this agreement and vacating the premises, and after the cost of any losses, theft, damage, breakage, extraordinary cleaning charges, or any other cost incurred by the CCA resulting from the rental of the premises is deducted. Deposit balance will be refunded within 10 days after vacating premises. The CCA will not be responsible for any equipment or personal belongings of User. [redacted] initial here

**Rent Payment Due:** The rental fee is due and payable not less than 15 days of the scheduled rental and may be paid by personal check or credit card (if paying by card a processing fee of 3.5% will be added). Payment must cover all dates and hours reserved. [redacted] initial here

**CCA Civic Center Facilities:** The Civic Center Facilities and PREMISES for this rental agreement purposes shall include only the HALL, RESTROOMS, AND KITCHEN. The PORCH and PATIO areas may be used with advance approval and may require an adjustment to the original agreement. The storeroom adjacent to the HALL is private and strictly for CCA equipment storage and access is for CCA designated persons only. All doorways and fire exits must remain clear and accessible at all times. [redacted] initial here

**Smoking:** The Civic Center Building interiors and property are entirely nonsmoking. Smoking is not allowed anywhere on the outside grounds. Any infringement of the NO-SMOKING rules shall cause deposit forfeiture. [redacted] initial here

**Alcoholic Beverages:** NO alcoholic beverages may be *sold* on CCA premises. Alcoholic beverages, if served by Users, shall be consumed within the interior of the building, or on the covered porch or paved patio only. User is responsible to provide alcohol liability insurance and ensure all members of User's party adhere to this policy. [redacted] initial here

**User Responsibilities:** EQUIPMENT: Chairs, tables, and linens are available as indicated on the first page of this form. Use the attached floor plan to indicate how you would like the room set up. User shall review with the CCA Executive Director their setup plans not less than 7 days prior to the rental date. Please be mindful of the wood floor and DO NOT DRAG or PUSH equipment. User must supply their own plates, utensils, cups, napkins, decor, etc. A/V equipment must be monitored by CCA staff only. [redacted] initial here

**Trash:** All trash/garbage shall be securely bagged. Bags of trash/garbage are to be placed in the kitchen. [redacted] initial here

**Lights V/Air:** All lights and air conditioning settings are to be adjusted by CCA Staff only. Lighting systems shall not be altered in any manner. All doors & windows shall be secured and locked after use. [redacted] initial here

**Clean Up:** The User shall return the rental premises to the same condition in which it is found. Authorized CCA personnel will return all equipment to its proper storage area. [redacted] initial here

**Fire Extinguishers:** Person listed as responsible for the event has identified the location of all fire extinguishers. [redacted] initial here

[redacted] By initialing here, I (USER) have read, fully understand, and agree to abide by the above stated terms, conditions & provisions of this CCA Member User's Rental Agreement.

**Captiva Civic Association**  
**P.O. Box 778 – 11550 Chapin Lane, Captiva, FL 33924**  
**239-472-2111 – [cccaptiva.org](http://cccaptiva.org)**

**PLEASE REMIT THIS FORM AND DEPOSIT TO THE ADDRESS ABOVE**  
**OR EMAIL TO [emily.ankerson@cccaptiva.org](mailto:emily.ankerson@cccaptiva.org)**

# CCA Hall & Conference Room Rental Policy

## **POLICY STATEMENT:**

This policy was created to define who can rent the space and specify instances when CCA Rental fees may be waived or reduced. The intent is to provide consistency and recognize the value in organizational work for the community's betterment and enhancement.

## **SCOPE:**

This policy applies to any instance of Civic Center Hall or Conference Room rental that is separate from a lease agreement.

## **WHO CAN RENT CIVIC CENTER HALL or CONFERENCE ROOM:**

- ❖ Existing CCA members in good standing with a current one-year membership
- ❖ Community non-profit organizations from Captiva and Sanibel
- ❖ Government-related entities from Captiva and Sanibel
- ❖ H.O.A. groups from Captiva
- ❖ Family of a deceased CCA member for purposes of memorializing the CCA member
- ❖ Special considerations may be reviewed by the Board of Governors upon request

## **ELIGIBLE FOR FEE WAIVERS/DISCOUNTS:**

- Non-profit 501c3 organizations from Captiva and Sanibel with proof of current status
- Government-related groups from Captiva and Sanibel
- H.O.A annual meetings for Captiva groups
- Special considerations reviewed by the Board of Governors upon request

## **PROCEDURE FOR ELIGIBILITY DETERMINATION:**

- ❖ Requests for waiver consideration must be submitted to the CCA Executive Director in writing when the date for usage is being requested.
- ❖ A completed Hall Rental application form must be submitted at the same time.
- ❖ Application will be reviewed by the Executive Director.
- ❖ Decision will be communicated to the applicant within one week of the application submission.

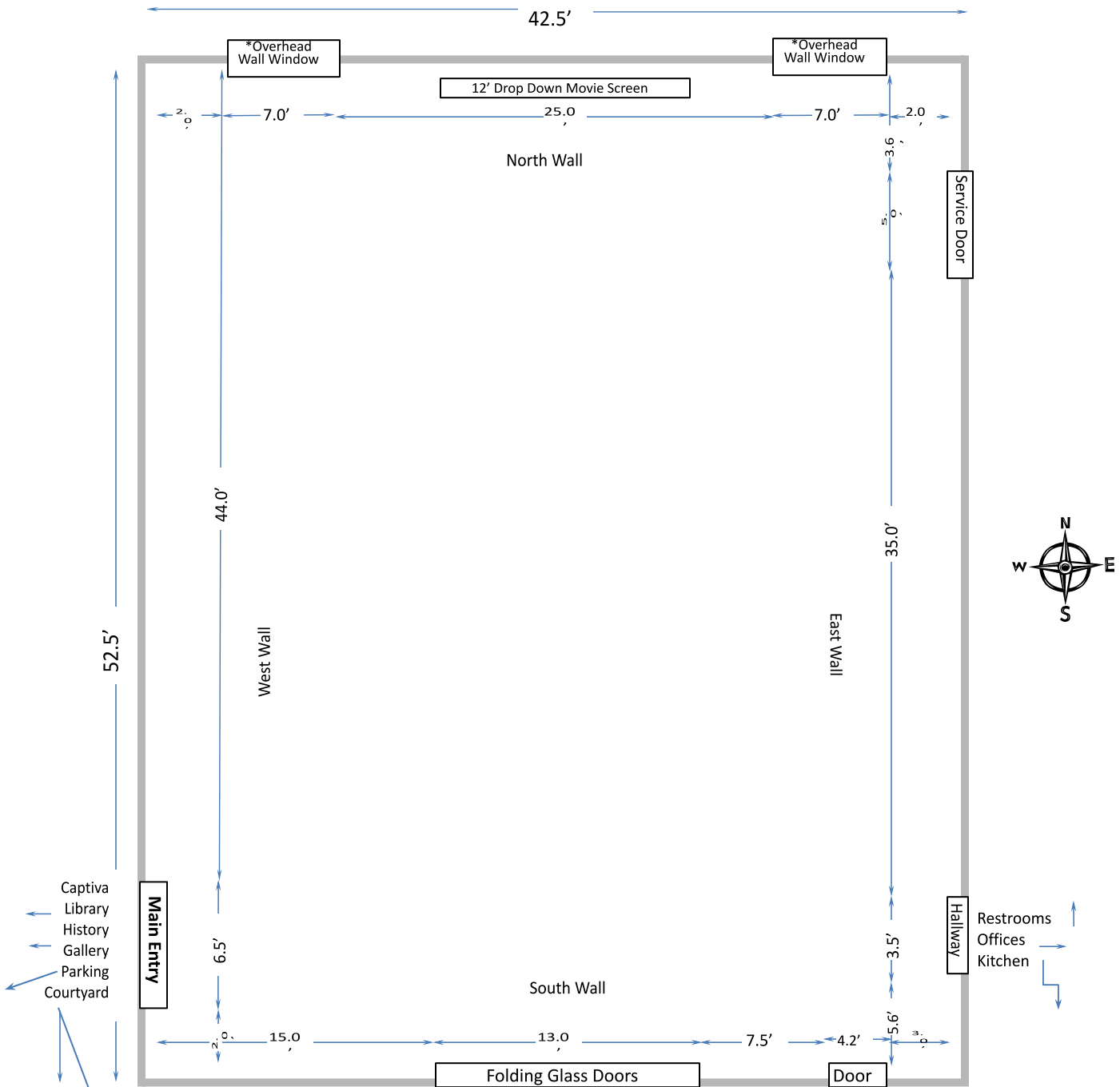
## **RESPONSIBILITY FOR ENFORCEMENT:**

- CCA Executive Director
- CCA Board of Governors

Adopted by the CCA Board of Governors on 9/20/2023

# Captiva Civic Center Hall

Captiva Civic Association  
 11550 Chapin Lane, Captiva FL 33924  
 CCAcaptiva.org - [info@CCAcaptiva.org](mailto:info@CCAcaptiva.org)  
 (239) 472-2111



Covered Veranda 50'x25'

<b>Hall Dimensions</b>	
Wall Height:	9' 7"
Wall Art Rail Height:	9' 2"
*Window Art Rail Height:	7' 3"
Center Room Vault Height:	15'
Usable Linear Wall Space	170'
Floor Area:	2,232 sq.ft.