

**CITY OF NEW SMYRNA BEACH – LIVE OAK CULTURAL CENTER  
FACILITY USE LICENSE AGREEMENT**

1050 LIVE OAK STREET, NEW SMYRNA BEACH, FL 32168  
(386) 410-2880 \* FAX (386) 410-2888

NAME OF EVENT: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

DAY OF WEEK: \_\_\_\_\_ TIMES OF EVENT (INC. SETUP): \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ EST. ATTENDANCE: \_\_\_\_\_

WILL YOU BE SERVING: FOOD \_\_\_ BEVERAGE \_\_\_ BEER/WINE/LIQUOR \_\_\_

NAME OF APPLICANT/ORGANIZATION (LICENSEE): \_\_\_\_\_

PHONE (DAY): \_\_\_\_\_ (EVENING) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**PLEASE BE ADVISED THAT PARKING FOR CITY FACILITIES IS NOT GUARANTEED  
SMOKING IS NOT PERMITTED AT THIS FACILITY**

DATE BOOKED: \_\_\_\_\_

\$ \_\_\_\_\_ RENTAL FEE (\$400 MON-THUR 6-10p, \$500 FRI 6-11p, \$1000 SAT 8a-11p, \$750 SUN 8a-11p)

\$ \_\_\_\_\_ ADDITIONAL FEES (\$100 FOR SERVING ALCOHOL, \$200 FOR SET-UP & BREAKDOWN)

\$ \_\_\_\_\_ SALES TAX (6.0%) \*SALES TAX EXEMPT CERTIFICATE: \_\_\_\_\_

\$ \_\_\_\_\_ TOTAL RENTAL FEE (MUST BE PAID **30 DAYS PRIOR TO RENTAL DATE**)

\$ 250.00 PERFORMANCE GUARANTEE DEPOSIT (REQUIRE TO RESERVE DATE)

DATE DEPOSIT RECEIVED \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ VISA \_\_\_\_\_ MC \_\_\_\_\_ DISC \_\_\_\_\_

DATE RENTAL RECEIVED \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ VISA \_\_\_\_\_ MC \_\_\_\_\_ DISC \_\_\_\_\_

(CHECK MADE PAYABLE TO CITY OF NEW SMYRNA BEACH & DELIVERED TO 105 S. RIVERSIDE DR., NSB, FL 32169)

It is understood that the Licensee will be responsible for the building and/or grounds to be in good condition upon leaving and that all damage must be reported to the Leisure Services Staff immediately. It is also understood that the Licensee is responsible for payment of all scheduled dates in advance. The Leisure Services Staff must be notified in advance of all cancellations, with the Deposit & Cancellation provisions of the Live Oak Cultural Center Terms and Conditions governing refunds of deposits.

In consideration of the privilege herein granted, Licensee will not claim any damages from Licensor in connection with or on account of any injuries or damages arising in or on the above-described property while being used by the Licensee and Licensee's members, guests, or invitees.

**I have read and understand the rules, regulations and policies given to me at the time of this contract.**

LICENSEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_