



A2Z of Lake City, Inc. is a private for-profit organization. The rentals of the facility are for individual and corporate special events such as meetings, weddings, receptions, birthdays and anniversary parties.



The next time you are planning a special event we hope you will take advantage of this beautiful facility.



**A2Z of Lake City, Inc.
628 SE Allison Court
Lake City, FL 32055
386-755-0235
development@ccseniors.com**



Proceeds support the Lifestyle Enrichment Center.



A2Z of Lake City, Inc.
628 SE Allison Court
Lake City, FL 32025
386-755-0235
Fax: 386-752-8256

1. Rules and Responsibilities for DJ

The undersigned, individually and or on behalf of the organization renting the LEC facilities, hereby agrees to and shall comply with the following rules and responsibilities.

DJ shall be responsible for:

1. Supplying all sound equipment, table(s), and extension cords.
2. Setup/take-down within the renting party's allowable hours.

Signature of Renter: _____ Date: _____

Signature of Renter: _____ Date: _____

Date: _____

A2Z of Lake City, Inc., Agent Signature: _____



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2. Rules and Responsibilities for Caterers

The caterer shall adhere to the following stipulations:

1. LEC kitchen facilities may be used for dispensing of food and beverages(s) ONLY. The LEC kitchen equipment shall not be utilized to prepare a meal for dispensing. This includes the use of commercial range, convection oven, refrigerator, warmers, steam tables and scullery (dish washing machine).
2. LEC will permit use of its ice-maker and trash dumpster.
3. The caterer/renter shall assume responsibility for any damage to the LEC kitchen equipment connected with or occurring during use. Any damage shall be reported promptly to the LEC representative. Such damage shall be repaired to the LEC's satisfaction and at the caterer's expense.
4. Caterer shall be responsible for:
 - a. Supplying everything necessary to serve the meal they have supplied.
 - b. Clean-up of the kitchen/dining areas. All table surfaces, equipment, serving lines, utensils, china, glassware, flatware, and floors shall be returned to the state of cleanliness prior to their use.
 - c. Supplying trash bags and containers for removal of left-over food/drink items.
 - d. Disposal of all trash.
 - e. Supplying coffee/tea makers and supplying the coffee/tea and filters.
 - f. Supplying table cloths and skirting for all serving and display tables.
 - g. Not exceeding the rental period for setup and take-down.
5. Caterer agrees to meet with LEC staff and agree to the Caterer rules and stipulations no later than five days prior to the event.

Name of Caterer (Please Print): _____ Date: _____

Signature of Caterer: _____ Date: _____

Signature of Renter: _____ Date: _____

Signature of Renter: _____ Date: _____



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3. Fee and Deposit Schedule

Security Deposit – Due when reservations are made -----	\$300
Dining Room Facility Rental Fees – Minimum 4 hours -----	\$300
Over 4 hours (or any fraction thereof) -----	\$75 per hour
Custodial Fee - -----	\$50
Other Rental Fees:	
Gazebo Area-----	\$50 per hour
Butterfly Garden Area-----	\$50 per hour
Podium w/Sound System -----	\$50
Projector w/Screen-----	\$50
Linens – Round (White only) Table Cloths -----	\$5 per table
Linens – Rectangle (White only) Table Cloths-----	\$7.50 per table
Linens – Square Table Toppers -----	\$3 per table
Linens – Chair Covers (White only)-----	\$3 per chair
Linens – Table Skirting -----	\$5 per table
Dishware (China, glassware, flatware)-----	\$2.50 per individual
Baby Grand Piano-----	\$25
Player Piano -----	\$25
Custodial Clean-up-----	\$50

Other Conditions:

All payments are payable to: A2Z of Lake City, Inc.

State Sales tax will be applied to all rentals.

Rental payments are due 48-hours in advance of rental period.

A Certificate of Liability Insurance is required before rental will be authorized.

There will be a fee of 50% of the security deposit received for all cancellations.

Signature of Renter: _____ Date: _____

Signature of Renter: _____ Date: _____

Confirm Receipt of Deposit:

Date: _____ Amount: _____

A2Z of Lake City, Inc., Agent Signature: _____ Date: _____



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Lifestyle Enrichment Center
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4. A2Z Rental Agreement Checklist

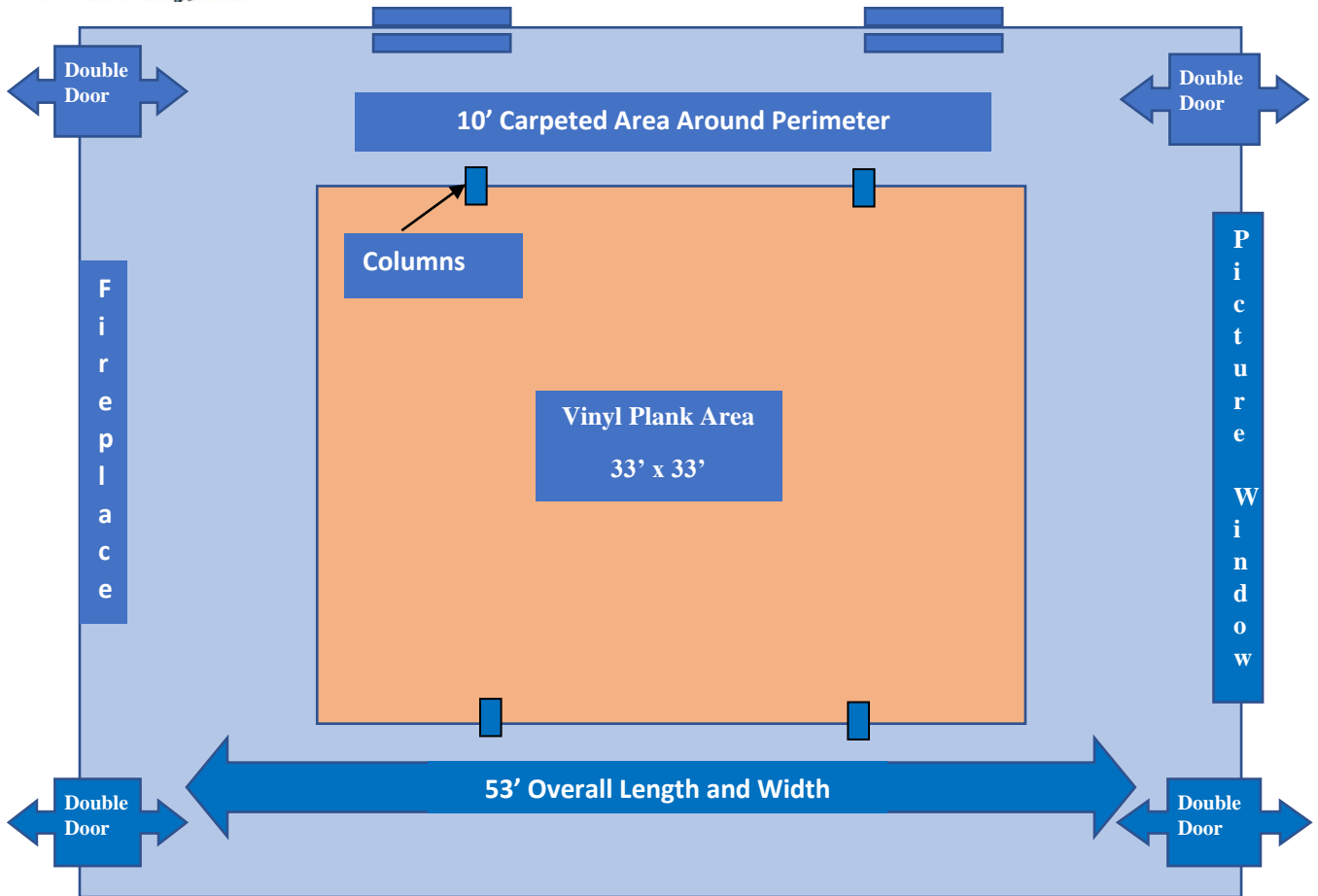
1. ___ Rules and Responsibilities for DJ's – Signature Required
2. ___ Rules and Responsibilities for Caterers – Signature Required
3. ___ Fee and Deposit Schedule – Signature Required
\$300 Deposit
Other Rental Fees
All payments payable to: **A2Z of Lake City, Inc.**
4. ___ Rental Agreement Checklist – Signature Required
5. ___ Rental Event – Requested Room Layout – Signature Required
6. ___ Rules and Responsibilities for Non-Alcohol Consumption Event – Signature Required
7. ___ Rules and Responsibilities for Alcohol Consumption Event – Signature Required
8. ___ Setup and Clean-Up Rules and Responsibilities
9. ___ A2Z Invoice

Signature of Renter: _____ Date: _____

Signature of Renter: _____ Date: _____

CCSS, Inc. Employee Signature: _____

5. KITCHEN AREA
(Room Drawing Not Drawn to Scale)



28 ROUND TABLES 5' DIA. – Accommodates six to eight chairs

8 RETANGLE TABLES 30" X 8' AND 11 30" X 5'. – Accommodates six to eight chairs

6 CARD TABLES 33" X 33"

Fireplace – 5' x 10'

“NOTE: Renter Requirements on Back Side”

Renter Requirements (Refer to Fees and Deposit Schedule for additional costs):

Podium w/Sound System: Yes No

Projection Screen: Yes No

Serving/Bufferet Line: Yes No

Dessert Table: Yes No

Caterer's Name: _____

Telephone Number: _____ Alternate Number: _____

Number of Individuals Expected: _____

Number of Round Tables: _____ Number of Rectangle Tables: _____

Number of Chairs per Table: _____

Head Table: Yes No Number of Chairs: _____

Registration Table: Yes No

Other Tables: Yes No Type: _____

Disk Jockey: Yes No

Dance Floor: Yes No

Dinnerware: Yes No

Linens: Yes No

Chair Covers: Yes No

Signature of Renter: _____ Date: _____

Signature of Renter: _____ Date: _____

Date: _____

A2Z of Lake City, Inc., Agent Signature: _____



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6. Rules and Responsibilities for Non-Alcohol Consumption Event

The undersigned, individually and or on behalf of the organization renting the LEC facilities, hereby agrees to and shall comply with the following rules and responsibilities.

1. By the signature below, I/we confirm that no alcohol will be served or dispensed on CCSS, Inc.'s property or parking lot.
2. I/we agree that anyone observed, dispensing or consuming alcohol on CCSS, Inc.'s property shall be informed they must immediately cease the serving, dispensing or consumption of alcohol or leave CCSS, Inc.'s property immediately.
3. If, after warning, anyone continues to serve, dispense or consume alcohol on CCSS Inc.'s property, the undersigned shall immediately contact the Lake City Police Department for assistance in having the individual vacate the property.

Signature of Renter: _____ Date: _____

Signature of Renter: _____ Date: _____

Date: _____

A2Z of Lake City, Inc., Agent Signature: _____



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7. Rules and Responsibilities for Alcohol Consumption

The undersigned, individually and or on behalf of the organization renting the LEC facilities, hereby agrees to and shall comply with the following rules and responsibilities.

1. Alcohol may be dispensed or served and consumed on LEC premises.
2. **The sale of any form of alcoholic beverages, as a cash bar, is strictly prohibited.**
3. The undersigned shall not allow any persons under the lawful age, as defined by State of Florida law, to possess or consume alcohol while on LEC premises. It is the responsibility of the undersigned to immediately contact the appropriate law enforcement agency, if the undersigned observes persons under the lawful age to have possession of, or to be consuming alcohol on LEC premises.
4. It is the sole and absolute responsibility of the undersigned to regulate the consumption of alcohol by all persons involved in the event upon which the undersigned, individually, or on behalf of the organization, has rented the LEC facilities. Said responsibility shall include the prevention of those impaired by the consumption of alcohol from operating motor vehicles. The violation of any of these rules and responsibilities shall be grounds for the immediate termination of the event for which the undersigned has rented the LEC facilities.
5. If you are providing alcoholic beverages to persons at your event it is required that you have a person who has a Certification to Serve Alcohol. Proof of Certification shall be provided.

Signature of Certified Server: _____ Date: _____

Signature of Renter: _____ Date: _____

Signature of Renter: _____ Date: _____

Date: _____

A2Z of Lake City, Inc., Agent Signature: _____



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8. Setup and Clean-Up Rules and Responsibilities

Entry into areas of the LEC not defined on the written request is strictly prohibited.

Smoking is not permitted in the LEC facilities.

An adequate number of responsible chaperons must **ALWAYS** be present when children and/or student groups are using the facilities. **No one 18 years of age or under, is permitted in the kitchen area.**

Discipline, respect, and protection of LEC property will be expected from all persons and groups.

No marring of the building in any fashion is permitted. Tape, glue, tacks, nails, etc. may not be attached to walls, windows, ceilings, doors, or floors.

The Baby Grand and the player piano may not be moved.

Persons or groups using the LEC facilities shall be responsible for any damage to the LEC property connected with or occurring during such use. Any damage shall be reported promptly to the LEC Fiscal Office. Such damage shall be repaired to LEC's satisfaction and at the user's expense.

The use of candles, fireworks or sparklers, rice, confetti, or glitter **is strictly prohibited** for events. Only birdseed may be utilized outside.

At the conclusion of rental period, all property, debris, equipment, supplies and materials provided by the renter shall be removed by the renter. The LEC shall not be responsible for loss or damage of personal property.

The renter may decorate the room and tables.

The renter will provide guidelines as to how tables and chairs should be positioned. The positioning of tables and chairs will be accomplished by LEC personnel **ONLY**. 28 round tables and six rectangle tables are available from LEC. Each table accommodates six to eight chairs which will be provided by LEC.

A custodial fee will be applied to all rentals. This fee will cover the mopping and vacuuming of the floors, cleaning the restrooms, and the laundry of all linens. It will not cover the breakdown and clean-up of the renter's property, debris, equipment, supplies and materials provided by the renter.

During the use of the facility, a LEC representative will be on hand to answer any questions and to perform a clean-up inspection. **If the facility is not returned to its original condition, there will be an additional fee if final clean-up is performed by LEC personnel.**

Time of use will include the time required for decorating, setup, take-down, and removal of properties brought into the facility by the renting party.

Pre-Event Acknowledgement

Signature of Renter: _____ Date: _____

Signature of Renter: _____ Date: _____

Date: _____

A2Z of Lake City, Inc., Agent Signature: _____

Acceptance at End of Event:

Signature of Renter: _____ Date: _____

Signature of Renter: _____ Date: _____

Date: _____

A2Z of Lake City, Inc., Agent Signature: _____

A2Z of Lake City, Inc

628 SE Allison Court
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INVOICE

9. Sample Invoice
Make All Payments to:
A2Z of Lake City, Inc.

DATE:

DESCRIPTION	AMOUNT
- Sales Tax Rental Subtotal Deposit Amount Donation TOTAL	

Make all checks payable to A2Z of Lake City, Inc.

If you have any questions concerning this Invoice, contact Donna Bowen at (386) 755-0235 Extension 108

THANK YOU FOR YOUR BUSINESS!