

OSCEOLA COUNTY
 BOARD OF COUNTY COMMISSIONERS
 PERMIT FOR HISTORIC COURTHOUSE INTERIOR SPACE USE
 (Please return this form with total fees and deposit to the
 Osceola County Board of County Commissioners Office)



Date: _____

Applicant's Name: _____

Organization: _____

Address: _____
(Street Address) (City, State) (Zip)

Facility or Room Requested: _____

Event Date: _____ Time of Event: _____ Length of Event: _____ Hours

****FOOD, BEVERAGE, AND USE OF TOBACCO PRODUCTS ARE PROHIBITED****
*****THE USE OF RICE AND CONFETTI ARE ALSO PROHIBITED; HOWEVER, STREAMERS AND ROSE PETALS ARE WELCOME*****

Description of Event/Activity: _____

Will the event be open to the Public: Yes No

Music or other Amplification of Sound Required: Yes No

Minimum Fees/Deposits:

Rental Fee: 001.4125.000.3620000	\$250.00	= 250.00
Refundable Security Deposit: 001.0000.000.2200000	\$500.00	= 500.00
Cleaning Fee: 001.4125.000.3620000	\$25.00 Per Hour x _____ Hours	= _____
County Security Guard: 001.2161.000.3620000	\$23.42 Per Hour x _____ Hours	= _____
Tax: 001.0000000.2080001	7.5 % Tax *sales tax is not applied to security deposit	= _____

Total Charges: _____

****APPLICANT MUST PROVIDE PROOF OF LIABILITY INSURANCE, \$300,000 PER OCCURRENCE, NAMING THE OSCEOLA COUNTY BOARD OF COUNTY COMMISSIONERS AS AN ADDITIONAL INSURED, AND SIGN THE ATTACHED "HOLD HARMLESS AGREEMENT"**

County Manager/Designee: _____

Date: _____

- Approved
- Not approved

Amount Received: _____

Date Received: _____

- Cash
- Check

OSCEOLA COUNTY
BOARD OF COUNTY COMMISSIONERS



HISTORIC COURTHOUSE
INTERIOR SPACE USE
HOLD HARMLESS AGREEMENT

_____ (“Applicant”) shall indemnify and hold harmless the COUNTY from and against all claims, demands, actions, damages, losses, costs, liabilities, expenses (including attorney’s fees and other legal expenses) and judgments asserted against or recovered from the COUNTY if caused by a reckless act, omission or negligence, misconduct, or by an unlawful act (or contrary to any governmental order or regulation) by the Applicant or any of his/her employees, agents, or guests whose actions arise from or are incident to the use of the premises.

Signature

Date

Name (Printed)

STATE OF FLORIDA
COUNTY OF OSCEOLA

Signature

Date

Name (Printed)



OSCEOLA COUNTY BOARD OF COUNTY COMMISSIONERS
AGREEMENT FOR HISTORIC COURTHOUSE INTERIOR SPACE USE

The following information constitutes a binding Agreement between _____
(referred to herein as Applicant) and Osceola County Board of County Commissioners (referred to herein
as Board). Signatures at the end of this document by representatives of both parties indicate mutual
agreement to the arrangements and fees contained herein.

Applicant/Organization: _____

Function: _____

Contact Name: _____

Address: _____
(Street) (City, State) (Zip)

Telephone: _____ Fax: _____

LIMITED USE AFTER HOURS AND ON COUNTY HOLIDAYS

The premises, located at 3 Courthouse Square, Kissimmee, Florida, 34741, may be used by the public during non-business hours and County holidays for the limited purpose of conducting ceremonies, such as weddings. The occupancy of the Premises is 100 attendees, set by the City of Kissimmee Fire Marshal. The Premises shall not be used for regular meetings of organizations or individuals for which other facilities are suitable. The Applicant must demonstrate to the County Manager/Designee that the Premises are uniquely suited for the requested, one time use, and that other County facilities are unsuitable. The Premises is a functioning Courthouse and must be available by the County during regular business hours. The County Manager/Designee has the sole discretion to allow the use of the Premises, including the terms and conditions.

PROHIBITED ACTIVITIES ON THE PREMISES

No food, beverages, or tobacco products are allowed inside the building. Additionally, the Applicant is not permitted to violate any Florida State Laws, City of Kissimmee, or Osceola County Codes while using the building, including, but not limited to, using open flames, smoking, and the use of alcohol.

RESERVATIONS

The Osceola County Board of County Commissioner's Office will be responsible for taking reservations. Reservations will be granted on a first come, first served basis.



APPROVAL/DISAPPROVAL AUTHORITY

The County Manager/Designee is hereby granted the authority to approve or disapprove an application for the use of the Premises based upon the Policies established by Resolution 01/02-250. The Applicant who cannot meet the minimum requirements set in this Agreement, or within the Resolution, may be denied the use of the Premises.

ACCEPTANCE

If this Agreement meets with the Applicant's approval, please sign and return the original two (2) weeks prior to the event. Once the Agreement is received by Osceola County, a counter-signed copy will be returned to the Applicant establishing the event is definite. The signer of the Agreement represents and warrants that the Applicant has authorized the execution of this Agreement.

Applicant:

Signature

Date

Name (Printed)

OSCEOLA COUNTY BOARD OF
COUNTY COMMISSIONERS

County Manager/Designee

Date