



**CITRUS COUNTY HISTORICAL SOCIETY  
The Old Courthouse Heritage Museum**



**SCHEDULE OF RENTAL FEES**

<b><u>Usage Categories:</u></b>	<b>Rental Fees</b>	<b>Initial Deposit*</b>	<b>Security Deposit**</b>
Service/Non-Profit—Closed Event	\$75/hour + tax	\$100	\$125
Private Party/Commercial Events	\$95/hour + tax	\$100	\$125
Government Agencies	No Fee	No Deposit	No Fee
Judicial Agencies	No Fee	No Deposit	No Fee
County Sponsored/Co-Sponsored	No Fee	No Deposit	No Fee
Wedding (Ceremony Only)	\$50/hour + tax	\$100	\$125
Wedding (Ceremony + Reception)	\$95/hour + tax	\$100	\$125

\*Initial Deposit is required to reserve the facility. This deposit is applied to your total rental balance. It is non-refundable unless the center is notified in writing of a cancellation within 10 days of the event.

\*\*Security Deposit is required for every event. The user must clean the facility, including removing all trash from the courtroom and will be refunded all or a portion of the security deposit after an inspection by the courtroom manager.

**Additional Fees\*:**

White Chair Covers \$1.00 each

White Table Linens \$6.00 each

**General Terms:**

Tax will be added to all rental fees, unless a tax-exempt certificate is submitted. Users will be charged for setup and breakdown hours.

**Please make check(s) payable to Citrus County Historical Society, Inc. (CCHS)**



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The Old Courthouse Heritage Museum**

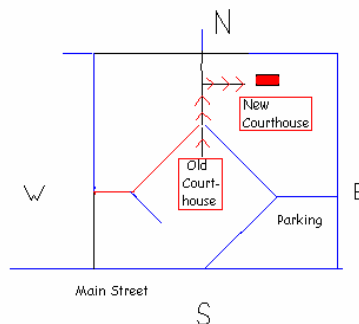


**POLICIES AND PROCEDURES**

**The user agrees to the following responsibilities:**

1. User of the building shall abide by all established rules and regulations and shall obey all orders and directions of The Old Courthouse Heritage Museum staff.
2. Smoking is prohibited in all buildings, including restrooms and/or other rooms therein. Smoking is permitted outside in designated areas where smoking containers are located.
3. The Citrus County Historical Society assumes no responsibility for damage or loss of personal property.
4. Children under the age of 18 must be supervised by a competent adult at all times.
5. Littering will result in violators being denied use of the Museum for a period determined by the Manager.
6. All functions will end at 12:00 a.m.; on New Year's Eve the facility may extend the time for use to 1:00 a.m.
7. The users will provide their own PA systems.
8. Placement of furniture for an activity will not restrict the direct access to any emergency exit.
9. All personal equipment and effects must be removed from the buildings unless approved otherwise by the Manager or designee. Any equipment or effects left in the building after the rental period has expired will be removed and disposed of in accordance with state law.
10. Air conditioners will be set by the Manager or designee and will not be tampered with by anyone.
11. Trash will be removed to trash receptacles provided by the Museum. Excessive trash left on the premises will cause forfeiture of security deposit.
12. Museum interior furniture will not be used outside the building.
13. Automobiles and vehicles are to be parked in designated areas provided. Driving or parking on the grass area is strictly prohibited without special permission from the Manager or designee. Towing of vehicles will be at the owners' expense.

14. Pets are prohibited in all areas of the Museum. Walking of pets on the grounds is permitted. Animals must be leashed and animal waste must be removed by the owner/person walking the pet in accordance with County Ordinance No. 2009-A13, § 1, 8-25-09. However, service animals for persons with a disability as provided in F.S. 413-08 are permitted.
15. Equipment that is the property of a club, organization, or individual may be stored in designated areas with permission of management. The Citrus County Historical Society **does not** assume liability for any equipment stored.
16. The possession or use of any weapons or firearms within the building or upon the grounds shall be prohibited except for law enforcement officials.
17. Fireworks are not permitted within the building or upon the grounds.
18. Any violation of established rules and regulations may subject the violator to immediate revocation of rental privileges and cancellation of all reservations. In case of revocation all moneys paid on account thereof shall, at the option of the Manager, be forfeited.
19. The following items/activities are not allowed within the Museum: burning of candles; live plants (cut flowers are acceptable); alterations or decorations of the stairway rails, woodwork (including paneling, banisters, molding), walls, floors, etc. which require the use of tape, nails, tacks, or any other material which would permanently mar the surface.
20. All garbage must be taken out after your event, unless other arrangements have been made with the management. See below for location of dumpster that may be used. The dumpster is behind a fence in the parking lot of the new courthouse. The gate is not locked.



21. Rental of the facility pertains to the 2nd floor courtroom only. Prior notice and authorization are required for any activity on the 1st floor. Use of the 1st floor hallways will not include the galleries, unless staff is on duty.
22. Exhibits, displays and Museum property may not be moved, changed, or altered in any way to accommodate your event. Any questions or variations from this rule must be discussed with the Manager.
23. Food may not be left in facility overnight unless sealed properly. This includes refuse/garbage.

24. You are responsible for cleaning all spills that occur during event. Improper cleaning will result in forfeiture of security deposit.
25. Our strict pest management policy prohibits the use of live plants.

### **INSURANCE AND SECURITY REQUIREMENTS**

All users are required to get a special event insurance policy. The requirement is a one million dollar (\$1,000,000) coverage policy made out to Citrus County Historical Society, Inc. AND Citrus County, BOCC. RVNA (R. V. Nuccio and Associates, Inc.) is a popular choice for this insurance coverage.

A Citrus County off-duty Sheriff's Deputy is required when the event is outside the operational hours of the Museum. The Manager has the authority to require the user to furnish additional security officers depending on the attendance and type of event. Each individual/organization that is required to have security present is responsible for making their own arrangements with the Sheriff's Office, including payment.

A copy of the security contract as well as proof that the Deputy is gainfully employed with the Citrus County Sheriff's Office must be given to the Manager or designee ten (10) days prior to the date of the event.

To reserve a Citrus County off-duty Sheriff's Deputy, please contact Bonnie Chesterfield at (352) 249-2717 or go online at <https://www.sheriffcitrus.org/request-off-duty-officer.php>

For additional questions regarding security requirements or insurance contact The Old Courthouse Heritage Museum at (352) 341-6429 or email [lindsey.gilbert@citrusbocc.com](mailto:lindsey.gilbert@citrusbocc.com)



CITRUS COUNTY HISTORICAL SOCIETY
Old Courthouse Heritage Museum

1 Courthouse Square
Inverness, FL 34431
P: 352-341-6428 F: 352-341-6445



RENTAL AGREEMENT

ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_
(Street) (City/State) (Zip)

TAX EXEMPT NUMBER: \_\_\_\_\_ (If lessee is tax-exempt, a copy of the tax-exempt certificate must be submitted)

THE USE OF YOUR FACILITY IS HEREBY REQUESTED AND THE FOLLOWING INFORMATION IS SUBMITTED:

IT IS UNDERSTOOD AND AGREED that the able organization/individual assumes all personal liability and responsibility for any damage and theft incurred to the Museum during the period of use. We further agree to pay the charges listed below, and the check(s) are submitted herewith:

DATE(S): \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

NO. OF PARTICIPANTS: \_\_\_\_\_

PURPOSE: \_\_\_\_\_ SERVING ALCOHOLIC BEVERAGES: YES \_\_\_ NO \_\_\_

- 1. There will be no extension of time granted. Renter will be charged for their setup and breakdown hours.
2. The Renter will provide an initial deposit to the Manager or designee in the amount of \$100.00 at the signing of the agreement. This initial deposit is non-refundable in the case of cancellation, unless the Renter informs the Manager or designee of cancellation in writing, at least 10 days before event. (Initial) \_\_\_\_\_. This \$100.00 deposit is applied to the total balance of the rental.
3. The Renter will provide a security deposit of \$125, at the signing of the agreement. After conclusion of the event, the building will be inspected. The refund will be issued to the Renter approximately 2 weeks after the event date. All damage charges will be itemized and subtracted from the security deposit. The Renter is responsible for damage charges accrued in excess of the security deposit.
4. The Renter and the Manager or designee will inspect the area on the day of the activity to insure the condition of the area to be used meets required standards.
5. All liability will be assumed by the renter or its insurer. The Renter, by signing this contract, accepts liability for the activity. The renter shall provide liability insurance and provide proof of such insurance to the Old Courthouse Heritage Museum/CCHS, Inc., two weeks prior to the event. (Initial) \_\_\_\_\_.
6. The Renter must hire an off-duty Sheriff's Deputy for security. The Renter is responsible for making these arrangements and the full cost of the deputy. The Manager reserves the right to require additional security. Proof must be provided to the Manager or designee at least 10 days prior to the event.
7. Any damage to the building and/or inventory shortages will be assumed by the Renter. (Initial) \_\_\_\_\_

**Rental Fee**  
**per hour**      x   **No. of hours**   +   **6% tax**   =   **Cost**

\_\_\_\_\_ x \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

Additional fees      \_\_\_\_\_      (30 days prior to event)

**Total due**      \_\_\_\_\_

Initial deposit      \_\_\_\_\_      Due at signing of Contract

**Remainder due**      \_\_\_\_\_      Prior to or at time of event

Cleanup fee      \_\_\_\_\_      (5 days prior to event)

The undersigned further agrees to indemnify and hold harmless the Board of County Commissioners, Citrus County, Florida, its officers, agents and employees from any and all claims, damages, costs or expenses arising out of, or incidental to, the above proposed use of The Old Courthouse Heritage Museum.

I/we understand and will abide by all the Policies and Procedures of the Citrus County Historical Society, Inc. and have been provided with a copy of same.

Renter's name (print) \_\_\_\_\_ Signed \_\_\_\_\_

Manager (signed) \_\_\_\_\_ Date \_\_\_\_\_

	<i>Amount</i>	<i>Received</i>	<i>Staff Initials</i>
<i>Initial Deposit</i>			
<i>Security Deposit</i>			

**There is a \$25.00 returned check fee for each check that is returned to The Old Courthouse Heritage Museum/Citrus County Historical Society, Inc. for lack of sufficient funds.**

**CITRUS COUNTY HISTORICAL SOCIETY, INC.**  
**THE OLD COURTHOUSE HERITAGE MUSEUM**  
**RENTAL AGREEMENT**  
 Additional Fees\*

Items	Number	x	Price	+	6% tax	=	Cost
Tables	_____	x	\$2.00 each	+	_____	=	_____
Chairs	_____	x	\$1.00 each	+	_____	=	_____
Table Cloths	_____	x	\$6.00 each	+	_____	=	_____
Chair Covers	_____	x	\$1.00 each	+	_____	=	_____
<b>Total to transfer to page 3</b>						<b>=</b>	<b>_____</b>

\* These additional fees are for room set up. Fees can be avoided by providing sufficient advance notice to ensure staff/volunteers are available to set up the room or by the Renter setting up their own chairs and tables. In the event outside help is required for room setup the Renter is responsible for the full cost. White table linens and chair covers available on request for an additional fee.

**Application for Alcoholic Beverage Waiver  
Alcoholic Beverage Policy**

Type of function/activity: \_\_\_\_\_

Is there a fee or donation required to attend this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Event time: From \_\_\_\_\_ to \_\_\_\_\_ Average age of participants: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

**A Certificate of Insurance with \$1,000,000 minimum liability insurance is required for all events serving alcohol. Citrus County Board of County Commissioners must be listed as an additional insured and host liquor liability insurance. The certificate must be submitted no later than ten (10) days prior to the event.**

Contact person's name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City/State) (Zip)

Telephone: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

**Citrus County Alcoholic Beverages Policy:**

The user of The Old Courthouse Heritage Museum must submit a written request to the Manager seeking permission to have alcoholic beverages. This request must include a description of the use of said alcoholic beverages (i.e., sales, distribution, consumption, etc.).

The Manager has the authority to require the user to furnish additional security personnel and pay for additional Historical Society personnel, as necessary and available, depending upon the attendance and type of event scheduled.

Alcohol sales, distribution and/or consumption requests have a mandatory liquor liability insurance requirement of a minimum \$1,000,000 limit on an occurrence or claims-made form; if coverage is provided on a claims-made form, the County will require that the Certificate of Insurance indicates a retroactive date which should coincide with event date, or earlier. The County will require that this coverage include an *Additional Insured Endorsement* and a *Hold Harmless Indemnification* in favor of the County.

At least ten (10) working days prior to the scheduled event, the user must provide the Manager an original Certificate of Insurance confirming applicable liquor liability (Sale: Liquor Liability; Distribution/Consumption: Host Liquor Liability) minimum limits of \$1,000,000 coverage.

The Manager has the right to reject any request when such events may put the County at risk.



**I accept full responsibility for the actions of all participants attending the event and the results of said actions. I also understand all alcohol is to remain in designated locations and if these conditions are not met, these privileges will be revoked immediately with no refund.**

\_\_\_\_\_  
Person responsible for group  
(Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date