



Facility and Space Use Questionnaire

To ensure the appropriate provisions are in place to provide you with the best service possible, please answer the following questions. In some cases, fees may apply.

I. CONTACT INFORMATION

Please provide the information for the person presenting the event and signing the questionnaire below:

Group/Organization (if applicable): _____

Tax Exempt Organization Yes No If yes, please attach a copy of your tax exemption certificate.

Name of Individual Responsible: _____

Phone: _____ Alternate Phone: _____

Address: _____

Email: _____

Today's Date: _____

II. EVENT INFORMATION

Event Name: _____ Type of Event: _____

Date(s) of Proposed Event: _____

Hours of Proposed Event: _____ am pm to _____ am pm Expected Attendance: _____

When deciding your requested time, please include your set-up/breakdown time along with the time of the event from start to finish. Charlotte County Facilities does not provide room setup or breakdown services.

Intended Users (public, committee, staff, etc.) _____

General Description of Activity or Event (display, presentation, food, workshop, temporary work space, etc.) _____

III. FACILITY REQUESTED: If possible, please include a schematic drawing of preferred setup/layout.

Charlotte County Historical Courthouse 226 Taylor Street, Punta Gorda, FL		Maximum Capacity
	Second Floor Courtroom	79
	Exterior Grounds	
	Other – describe:	
Other County Location, Facility, Address, Location		

The Historic Courthouse is not a location available for general use and rental, as some of our Community Service Parks locations are. The building was set up to contain an auxiliary courtroom space to be used as necessary by the Justice Center. Any activity in the building and premises must be in keeping with both the historical nature of the building and the gravitas of judicial proceedings. Additionally, any event allowed here must be for public benefit and cannot be for commercial gain.

Please circle or write-in the appropriate answer below related to activity on County Property:

- | | | |
|---|-----|----|
| 1. Will you or any company or individual hired by you require | | |
| a. Lighting | YES | NO |
| b. Electricity | YES | NO |
| c. Water | YES | NO |
| 2. Describe any special considerations or requests _____ | | |

- | | | |
|--|-----|----|
| 3. Will you be charging admission or soliciting donations related to your event? | YES | NO |
| 4. Will you or any company or individual hired by you: | | |
| a. Sell food or beverages | YES | NO |
| b. Provide live music or large scale entertainment | YES | NO |
| c. Provide or erect mechanical or inflatable structures during the event | YES | NO |
| d. Erect tents, canopies, or other temporary structures during the event | YES | NO |
| e. Require street or public property closings, or additional traffic control | YES | NO |
| f. Require additional safety and security personnel
(Fire, law enforcement, or private security officers) | YES | NO |
| g. Require emergency medical personnel onsite | YES | NO |
| h. Consume alcoholic beverages at your event | YES | NO |
| i. Sell alcoholic beverages at your event | YES | NO |
| j. Will you have animals or livestock (other than service animals) | YES | NO |

Please read and initial each of the following acknowledging understanding.

- ____ A certificate of liability insurance with the following limits may be required;
- Commercial General Liability Insurance \$1,000,000 per occurrence
 - Certificate Holder should read: Charlotte County Board of County Commissioners
 - Certificate Holder listed as Additional Insured

****Additional insurance may be required for, but not limited to, the use of the following: bounce house, climbing wall, presence of animals (e.g. petting zoo), and consumption of alcohol. Proof of liability coverage must be furnished at least 14 days prior to the reservation date or all payments are forfeited.****

____ The client is responsible for putting trash inside the trash cans, taking any decorations down, and any equipment brought in must be taken out.

____ Requests to cancel a reservation inside of 14 days will result in the forfeiture of rental fees paid.

____ If applicable fees are required, 25% of the total rental will secure a rental booking date for a facility with the remaining balance due 14 days prior to rental date.

____ If deemed necessary, I will meet with Facilities personnel at least 14 days prior to my event.

____ I understand no refunds will be issued due to inclement weather or failure on the part of the renter to use the space on the date reserved.

SIGNATURE

The information contained in this questionnaire will be used to approve or deny your request. I have read, understood, and completed the Questionnaire in its entirety. I hereby agree and understand that it is my responsibility to ensure compliance with all policies, rules, regulations, and guidelines of Charlotte County Facilities and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of reservation. I understand that this information may be revised or expanded upon at a later date.

Signature: _____ Date: _____

Facilities Use Only:

Insurance Required: Yes No *(Commercial General Liability Insurance \$1,000,000 per occurrence; Certificate Holder should read Charlotte County Board of County Commissioners; Certificate Holder listed as Additional Insured)*

Fee Required: Yes No Amount: _____