



LEASE AGREEMENT
Historic First National Bank
2898 Green Street, Marianna, FL 32446
Telephone 850-718-1022

INVOICE #: _____

Name: _____

Organization: _____

Event/Purpose: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ E-mail: _____

Event Date(s): _____ Time: _____ To: _____

For Deposition/Mediation:

Name of Law Firm: _____

Name of Attorney: _____

By signing below, I certify that I have read and agree to abide by the Rules and Regulations for use of the Historic First National Bank Building. I understand that any material misrepresentation, whether written or oral, shall be grounds for the immediate revocation of this use agreement. This includes information provided on this application or during the application process where the City relies on such misrepresentation in granting the Lessee use of the facilities,

Lessee: _____ Date: _____

MSM Representative: _____ Date: _____

Payments may be made by check, cash, money order, or credit card.
 Please make checks payable to: The City of Marianna/First Bank Rental

Payment Date	Amount Paid	Method of Payment	Check/Money Order#	Balance Due	Staff Initials



Historic First National Bank Building Use Information

PLEASE READ ALL RULES REGARDING RENTING THE FACILITY BEFORE SIGNING THE CONTRACT.

Rental of the Historic First National Bank Building

Rental Fees: All rental fees are outlined in the Historic First National Bank Building Fee Schedule. Daily rental rates charged for the use of the Historic First National Bank Building are available to the public. The Historic First National Bank Building Fee Schedule is located at 2873 Caledonia Street, Marianna, FL. Contact Main Street Marianna during regular business hours for more information about the facilities available or make reservations by calling (850)718-1022.

Damage Deposit: Rentals of the Historic First National Bank Building require a \$200 refundable damage deposit is required from the Lessee on the date reservations are made. This deposit includes, but is not limited to, any damages incurred by the Lessee while permitted use of the Bank Building, additional custodial services required resulting from use by the Lessee, and replacement of supplies used by the Lessee. *The Lessee shall be responsible for any costs above the amount of deposit.*

Maximum capacity for the Historic First National Bank Building is 100 people set by the Fire Marshal and any number of people over this will be in violation of Fire Codes.

The Large Room accommodates up to 70 people or 8 tables with 64 chairs.

The Small Room holds a large table with seating for 12, perfect for meeting and food prep.

There is WIFI capability in the building.

Rules for Use:

The City of Marianna, through their representative, Main Street Marianna, reserves the right to refuse the use of the Historic First National Bank Building to anyone sponsoring an event that would be contrary to the public interest. The Lessee will comply with all applicable laws and rules adopted by the City of Marianna or any other applicable governmental agency. The Lessee, and not the City, shall supply any special equipment necessary to facilitate the User's use of the premises.

1. **The Lessee shall not use the premises in any manner that will increase risks covered by insurance on the building, or on the premises so as to increase the rate of insurance or to cause cancellation of any insurance policy covering the building.** Furthermore, the Lessee agrees not to keep on the premises, or permit to be kept, used or sold thereon anything prohibited by the policy of fire insurance covering the premises.
2. **The Lessee shall be responsible for all costs associated with damages to the facilities, furnishing and grounds.** The Lessee shall pay the cost of replacement of any equipment or appliances damaged or missing during the term of use. It will be the responsibility of the Lessee to restore the facilities and premises to its former condition and to assume the expenses of such restoration.
3. **Reservations will be confirmed only upon payment of the damage deposit.** Availability will be on a first come, first served basis. Reservations for use of the facilities may be made up to one year in advance.
4. **All user fees and damage deposits must be paid on or before the date of the event (or at the time the key is picked up).** One day's use shall be from 8:00 am to 11:59 pm. One half day is equivalent to four consecutive hours. Any use of the building/grounds outside of the scheduled time frame may constitute additional fees or charges.
5. **Reservation cancellations:** Main Street Marianna must be notified of a cancellation at least one week before the day of the scheduled event. *If cancellation is made less than one week before the scheduled event, the Lessee will forfeit the damage deposit.*
6. **DECORATIONS: No sign(s), picture(s), poster(s), notice(s) or advertisement(s) shall be inscribed, painted, or affixed with nails, hooks, tacks, screws or any type fasteners to the walls, doors, etc. of the Facility, nor can anything be hung from the ceilings with tacks, nails, etc. No glitter will be permitted in the facility.** Decorations, decorating equipment and/or other paraphernalia must be removed immediately following the event.

****Christmas Decorations will be up from November 1 – January 15 each Holiday Season.**

7. All events involving minors or student groups must be adequately chaperoned.
8. **Use Permits are not transferable.** Lessee will not assign or sublease the premises or any part thereof, or any right or privilege connected therewith, or allow any person(s) except the Lessee's guests, invitees, agents or employees to occupy the premises or any part thereof.

9. **Kitchen facilities may be used for keeping foods warmed or cooled.** The Lessee will be responsible for washing and cleaning of all kitchen equipment, counter tops/surfaces and sinks. All special equipment and foods associated with or related to the Lessee's use shall be removed immediately after the scheduled activity. Food waste and other trash are to be thrown in the dumpster outside the building.

10. **The Lessee will be responsible** for and ensure all lights, appliances and other equipment are turned off and the facility is secured after the event. The air conditioning shall be left on 78 degrees. Heat shall be left at 68.

11. **PARKING:** Parking shall be in designated parking areas, only.

12. **ALCOHOL, TOBACCO AND ILLEGAL SUBSTANCES:** Alcohol is allowed in a tolerable manner. Lessee will not permit the use or possession of illegal drugs on the premises at any time. No smoking is permitted in the facility. All Smoking shall take place 50+ feet from the facility. This includes the kitchen, restrooms and storage rooms. **Failure to comply with these rules will result in banning from the facility and forfeiture of the deposit.**

13. The City reserves the right to cancel or reschedule the reserved use period on short notice, in which event all fees prepaid by the Lessee shall be refunded.

14. The City of Marianna **shall not** be responsible for any damages or injury that may happen to the Lessee or the Lessee's agents, servants, employees, patrons or property from any cause whatsoever prior, during or subsequent to the period covered by this lease. The said Lessee hereby expressly releases said City and its officers/employees from and agrees to indemnify it and them against any and all claims for such loss, damage or injury. Nothing in this agreement shall be construed as making the Lessee or agent/employee of the City, or as creating a relationship of a partnership or a joint venture between the Lessee and City. In any event, liability will be assumed by the sponsoring individual and/or organization with regard to any personal injury, liability and/or property damage arising from the activities of such sponsoring group or individual.

****PLEASE NOTE** Failure to comply with these rules will result in banning from future rental of the facility.**

Lessee: _____ Date: _____

MSM Representative: _____ Date: _____



Historic First National Bank Fee Schedule

Meeting Room (Small Room)

- Half Day (4 hours): \$75
- Full Day: \$150

Weekday Party Rental (Large Room)

- Half Day (4 hours): \$200
- Full Day: \$350

Weekend Party Rental (Full Facility)

- Full Day: \$450

Weddings (Full Facility)

- Saturday/One Day: \$550
- Weekend/Three Days: \$1000

All fees will include tax at 7.5%

One day's use shall be from 8:00 am to 11:59 pm; one half day is equivalent to four consecutive hours. Any use of the building/grounds outside of this time frame may constitute additional fees or charges.

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