Cultural Center Fees

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| Alcohol Prices | Variable, at the discretion of the Recreation and Parks Director. |
| Security | Security personnel may be required at the discretion of the Recreation and Parks Director due to the size and nature of the rental. |
| Deposit | A refundable Damage Deposit ranging from 100.00 to 800.00 per rental will be assessed |
| **Tonne Playhouse** | Proof of insurance for all rental performances is required. "City of Largo" must be named as additional insured. |
| Morning or Afternoon (4-hour block up to 5:00 p.m.) | |
| Monday - Friday | 400.00 + tax 4 hour minimum |
| Saturday - Sunday | 600.00 + tax 4 hour minimum |
| Technician services | 25.00 per hour charge with minimum of four-hour blocks to hang lights, operate lights, sound, spotlights, etc. Technical services required beyond contracted time will incur overtime rates of 37.50 per hour and City Holiday rates of 50.00 per hour. |
| Evening (4-hour block after 5:00 p.m.) | |
| Monday - Thursday | 450.00 + tax |
| Sunday | 650.00 + tax |
| Friday, Saturday | 1,000.00 + tax |
| Technician services | 25.00 per hour charge with minimum of four-hour blocks to hang lights, operate lights, sound, spotlights, etc. Technical services required beyond contracted time will incur overtime rates of 37.50 per hour and City Holiday rates of 50.00 per hour. |

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| **Parkview Room - (plus tax)** | |
| Morning or Afternoon (up to 5:00 p.m.) | Full Room |
| Monday - Friday | 100.00 per hour (2 hour minimum) |
| Saturday & Sunday (before 5pm) – Four hour block | 500.00 |
| Evening (4-hour block after 5:00 p.m.) | |
| Monday - Thursday | 400.00 |
| Friday & Saturday | 700.00 |

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| Sunday | 600.00 |
| **Multiple Day Rentals** | To be negotiated by Cultural Center Manager or designee with approval of the Recreation and Parks Director. Intended for groups who rent on a weekly or monthly basis. Discount not to exceed 25%. Reduced rental rates, not to exceed 28%, may be granted to those groups wishing to rent a minimum of three consecutive days. |
| | Special Rates to Promote rentals during slow season or non-peak times to be approved by Cultural Center Manager with approval of Recreation, Parks and Arts Director or designee. |
| **Patio Rental Event (Parkview Portico)** | The area is included with the rental of the Parkview Room and will not be rented if the Parkview Room is rented. Space may be contracted 60 days prior to the event date. The rental fee is $200.00 for a four-hour block of time. |
| **John A. Jenkins Community Room** | See the Library Fee Ordinance Section 6, (j) |
| **Historic Largo Feed Store** | |
| Monday - Friday 8:00 AM - 5:00 PM | 50.00 per hour plus tax (2 hour minimum) |
| Weekends, Evenings | 100.00 per hour plus tax (4 hour minimum) |
| Set-up/Tear down | 100.00 per hour technical staff is an additional charge, at the appropriate rate. |
| Non-Profit Organizations (Proof of status is required) | The Largo Cultural Center will allow facility rentals for fund raisers, not in competition with Largo Cultural Center programs and events. Non-Largo based, non-profit organizations, may be granted a reduced rental rate, not to exceed 25% and will be accepted on a first-come, first-serve basis. |
| | The Largo Cultural Center will allow reduced rental rates, not to exceed 50%, for Largo-based, non-profit fund raisers that support the City in some manner within the same year. The Largo-based, fund raising entity must be contributing to the City, at least the same amount as the rate reduction, not to exceed 50% and provide documentation of same. The rental rate reduction will be limited to one per Largo-based, non-profit organization, per year. Rentals will be on a first-come, first-serve basis. |

(bb) Additional Charges

Deposit due with signed contract will be half of the total estimated cost of the rental. Full balance to be paid sixty days prior to event. This includes a non refundable application fee of 100.00.

**Cancellation:** If written notice is received at least 90 days before the scheduled event, the full deposit minus the $100 application fee will be refunded. If written notice is received 89-61 days before the scheduled event, 50% of the deposit minus the $100 application fee will be refunded. Any event cancelled 60 days or less before the scheduled event will receive no refund.

**Catering:** All Renters will pay a 5% catering fee for all catered events. Renter must provide the following from their caterer: Proof of liability insurance, a copy of their business license and a signed copy of their client's invoice. Fee made payable to the City of Largo. This information must be provided a minimum of one month prior to event. If caterer's information is not provided by renter or caterer the caterer will not be permitted to cater the

event.

**Alcohol:** Mandatory bartender @ $100 per four hours (includes setup time.) Each additional hour $35 per bartender. Gratuity not included. Number of bartenders required will vary depending on size and type of gathering. All bartenders and beverages to be purchased from the Largo Cultural Center (LCC.) A rate schedule will be provided for beverages.

**Set-up Time** - All rentals include one hour of set-up time scheduled prior to the event. Additional time will be billed at $100.00 per hour which covers overhead costs and one staff member to open the building, any necessary technical staff assistance is billed as an additional charge. If the building is open, and properly staffed, there will be no charge. Should lessee wish to mount, hang, or install items for their event, they must follow City of Largo policies and procedures to prevent possible damage to the building structure. Fees will be determined on an individual basis.

**Tear-down Time** -The lessee has one hour after an event to remove all items brought into the Center, such as food and beverage items, linens, decorations, and any accumulated trash. Should the lessee require more than one hour for tear down, lessee will be billed $100.00 per hour plus technical assistance at appropriate rate. Should lessee opt for the Center staff to do the clean-up, the fee is $100.00 per hour. Staff clean-up service includes breaking down of tables and chairs, and any equipment that has been rented from the Center for lessee's event. Items specific to rental left in the building upon completion of event, will become the property of the Largo Cultural Center unless arrangements are made with and approved by the Cultural Center Manager.

**Sales tax** is added on all rental and services, unless lessee is tax exempt (with proof of status at time of contract signing).

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| Sound System | 100.00 + Technical Services |
| Basic Stage Lights | 100.00 + Technical Services |
| LED Sign (Rental Performances)<br>LED Sign (Non-rental Performance Rentals) | 25.00 per week (two week maximum)<br>100.00 (one day, placed in regular rotation). Wording is limited and must be approved by Cultural Center Manager. |
| Website (Rental Performances) | 25.00 per week (4 week maximum) |
| Retract seating system/banquet set-up | 300.00 per event |
| Stage extension set-up | 300.00 per event |
| Orchestra Pit set-up | 800.00 per event |
| Ticket handling fee (to be paid by patron) | 1.50 handling charge on all tickets sold through box office |
| Ticket handling fee (to be paid by renter) | 1.00 per ticket sold through the box office |
| Phone order charges for mailing tickets | 2.00 per order |
| Video projection system | 75.00 per event and technician charge |
| Screen | 50.00 |
| Overhead projector | 50.00 |
| Portable sound system set up | 30.00 |

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| Portable stage system set up - per section | 30.00 |
| TV/VCR /DVD | 50.00 |
| Dedicated stage monitor system | 150.00 |
| Grand Piano | 150.00 |
| Upright Piano | 150.00 |
| Piano Tuning | 150.00 |
| Staff hourly rates | 25.00 per hour |
| Technical Services | 25.00 per hour charge with minimum of four-hour blocks to hang lights, operate lights, sound, spotlights, etc. Technical services required beyond contracted time will incur overtime rates of 37.50 per hour and City Holiday rates of 50.00 per hour. |
| House Manager rates | 30.00 per hour |

Note: Multiple rental date contract rates will be negotiated for equipment usage.

Cultural Center Manager or designee may negotiate one-half of building rental fee for non-prime time that does not interfere with prime time four-hour rental blocks.

Room set-up and tear-down may be negotiated for banquet style functions. This includes set-up and tear-down of tables and chairs and removal of all trash from the building. The proposed charge is $100.00 - $300.00 based on the size of the event.

If alcohol is served, a minimum of one City of Largo staff person is required at a rate of 25.00 per hour. Bartender, liquor and beverages must be also be purchased from Largo Cultural Center. Requirements will vary depending upon the size of the group or event.

City non-profit waiver policy will apply. Additional staff charges may apply.

Proof of non-profit status as defined by Florida statutes must be presented at the time of contract signing to receive non-profit rates.

(cc) Cultural Center Sponsored Performances

A 1.50 per ticket handling fee is applied to ~~for~~ all tickets in excess of $7.00.

Ticketmaster setup and maintenance fee for rental performances $50.00

Any charge established herein shall be subject to waiver by the City Commission in the event extraordinary conditions warrant.

**Section 4.** That all ordinances or parts thereof inconsistent herewith are hereby repealed and superseded.

**Section 5.** That it is the intention of the Largo City Commission that each provision hereof be considered severable, and, if any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of the ordinance shall not be affected.

**Section 6.** That the provisions of this ordinance shall take effect immediately upon its passage and adoption.