



The Olive Tree Facility Use Request Form

Please provide the requested information below.

Group/Organization/Individual Name: _____

Purpose of Use: _____

Person in Charge: _____

Phone Number of Person in Charge: _____

Email of Person in Charge: _____

Date and Time Requested: _____
(Earliest start time is 6:30 pm; event must end no later than 10:30 pm)

Does this group, or the organization of which this group is a part of, have liability insurance?

Yes _____ No _____ if yes, please attach a copy of the Certificate of Insurance.

IT IS HEREBY AGREED by and between _____ (referred to as "Participant(s)") and The Olive Tree, (referred to as the "Facility") for the use of the property located at 10115 Montague St., Tampa FL 33626, under the following conditions:

I. **LIMITATIONS OF PERSONS**

The Participant(s) agrees and acknowledges that the person(s) authorized to use the Facility for the activity listed above, is limited to a maximum of 40 individuals.

II. **FEES**

Charges for the use of the facility will be as follows:

\$100.00 for the first two hours and an ADDITIONAL \$100.00 for each hour thereafter.

A DEPOSIT of \$100.00 is to be paid at the time of booking the event. The balance of the Fee is due prior to the start of the event. There will be no further charges in addition to the Fee, provided no damage to the property has occurred.

III. **CANCELLATION POLICY**

Cancellation is required at least FIVE DAYS PRIOR TO THE SCHEDULED EVENT. The deposit will be refunded ONLY IF THE SCHEDULED EVENT IS CANCELLED WITHIN THE STATED CANCELLATION POLICY.

IV. **REGULATIONS GOVERNING USAGE OF THE FACILITY**

All organizations/individuals using the Facility will observe the following regulations:

- a. Group shall arrive and leave the Facility at the contracted times.
- b. Any damage to the property is to be reported immediately to The Olive Tree employee(s) working the event. Damage to the property and/or equipment, incurred during the time the Facility is in use, shall be paid for by the group and/or individuals using the Facility.
- c. All of The Olive Tree property shall be off limits to tobacco products of any kind. Persons failing to abide by this request will be asked to leave the Facility immediately.
- d. The Olive Tree does not have a liquor license or permit to sell or serve alcohol. However, the group or individuals using the Facility may bring in wine and/or beer only. The legal age for alcohol consumption in the State of Florida is 21 years of age and guests shall be asked to provide identification if they appear not to be of the legal age.

Signature of Requestor

Date