

## AGENDA ITEM SUMMARY

<b>Meeting Date:</b>	JULY 17, 2019
<b>Agenda Category:</b>	CONSENT BUSINESS
<b>Agenda Item Number:</b>	10 J
<b>Subject:</b>	PROPOSED RENTAL FEE SCHEDULE, CIVIC HUB (CITY MANAGER)

<b>Attachments:</b>	Memorandum; proposed rental fee schedule
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<b>Staff Contact:</b>	City Manager Fettrow
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<b>Background:</b>	<p>The City is pleased to have recently completed the Civic Hub project. As mentioned previously, the Civic Hub will be added to the list of City facilities that are available to rent. In keeping with the stipulations that pertain to our current rental facilities, a cleanup/damage deposit will be required, and a 10 percent discount will be offered to active military, as well as Rockledge residents and employees.</p>
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<b>Reference:</b>	City Rental Facilities
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<b>Suggested Action:</b>	Approve the proposed rental fee schedule for the Rockledge Civic Hub
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# Memorandum

To: Dr. Brenda Fettrow, City Manager  
From: Ashley Golding, Community Advocate  
Date: July 11, 2019  
Subject: Civic Hub Pricing Proposal

*approved to go  
to Council.  
Dr. Fettrow  
7/11/2019*

After contacting and researching surrounding municipalities and other comparable venues the pricing proposed for the Civic Hub is similar as well as affordable for the size and space that is offered. Also, proposed are discounts for not for profit organizations. Using the same discount the City offers at all rental facility's a 10% discount is proposed to offer active Military, Rockledge residents, and Rockledge employees.

Lastly proposed for private Special Events will be a 10% fee from gross revenue from admission tickets, parking fees, vendor, food, beverages, and novelties.

Submitted for Council approval.

**Civic Hub Pricing, discount and Restrictions proposal:**

Fee per day (5 hrs or more)	Fee Per Hour (min. 2 hr)
Non- Profit : \$200.00	\$50.00
Private: \$400.00	\$80.00

Refundable Cleanup/Damage Deposit \$250.00

**Civic Hub Discounts:**

Active Military, Rockledge residents and Rockledge employees: 10% discount

**Tent Restrictions:**

- Applicate must notify City of their request to bring a tent to a City facility in advance of submitting Facility Rental forms.
- Tents exceeding over 10X10 or 6 feet in height will need to be professionally installed by a licensed and insured company.

**Vendor Requirements:**

- Vendors must provide proof of \$1M Commercial General Liability Insurance Certificate as well as naming the City as an additional insurer.

**Non City sponsored Special Events Fee:**

- A 10% fee will be collected from the gross revenue generated by the event (admission tickets, parking fees, vendors, food, beverages, novelties etc.) User must agree to submit the 10% fee, along with copies of all revenues generated, to the City within one week from the event or be subjected to an additional 5% penalty fee.