

# Town of Jupiter Community Center Reservation Application

## (Use For All Functions Except HOA Meeting Requests)

<b>TOJ USE ONLY</b> (Date Stamp)
REVISED 03/07

**IMPORTANT:** This form is the first step in reserving the Jupiter Community Center. Any Governmental Agency, Jupiter Public School, Jupiter Civic Group, Jupiter Non-Profit Organization, Jupiter Resident or Jupiter Business will be required to complete this form. If you are not a governmental agency or **Jupiter based** civic group, non-profit, resident, or business you are not eligible to rent this facility. Also required will be a letter describing your event in detail and, if applicable, please use your organizations letterhead. Completing this form does not confirm or hold any dates. Please type or print legibly especially the e-mail address. Requests will be reviewed in the order of which they are received. The designated contact person will be notified within 7-10 working days. Failure to complete this form will delay confirmation of your reservation. This application must be received at least 30 days prior to the event. **A preliminary invoice will be e-mailed to the address provided by the applicant.**

**\*\*It is the applicant's responsibility to review the Community Center Rental policies prior to submitting this request.\*\***  
([www.jupiter.fl.us/ParksRecreation/FacilityRentals/Community-Center-Rentals.cfm](http://www.jupiter.fl.us/ParksRecreation/FacilityRentals/Community-Center-Rentals.cfm))

**Send application to:** Jupiter Community Center Request Application, 200 Military Trail, Jupiter, FL 33458. Phone: (561) 741-2400; Fax (561) 741-2406. **If faxing application please do not send original through the mail.**

### 1. CONTACT INFORMATION

Name of Contact \_\_\_\_\_ Name of Organization \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Fax # \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Tax I.D. # \_\_\_\_\_

Alternate Contact Person and Phone Numbers: \_\_\_\_\_

### 2. EVENT INFORMATION

Please check which best describes the purpose of your event.

- Party     
  Banquet     
  Seminar     
  Fund Raiser/Auction to benefit: \_\_\_\_\_  
 Meeting     
  Wedding/Reception     
  Other; Explain in detail: \_\_\_\_\_

### Please select which category most applies to your event.

- Town Sponsored Event/Organization (CAT 1)     
  \*Jupiter Resident (CAT 4)  
 (\*MUST include copy of drivers license w/ application.)  
 Governmental/Jupiter Public School (CAT 1)     
  Jupiter Business (CAT 5) (Meetings Only)  
 (MUST include copy of Jupiter occupational license w/ application.)  
 Jupiter Civic Group (CAT 2)     
  Other: \_\_\_\_\_  
 Jupiter Non-Profit—(CAT 3) MUST provide a copy of 501(c)3 certificate with this application.     
  Tax Exempt (A checked box MUST provide a copy of the "Florida State Sales Tax Exemption Certificate" with each application or taxes will be

DATES REQUESTED	<i>Information provided here will affect fees &amp; availability.</i>
• 1st Choice:	1. What time will your event actually start? _____
• 2nd Choice	2. What time will your event actually end? _____
• 3rd Choice	3. What time will you need access to the Center? _____
Is this a re-occurring meeting?	4. What time will your clean up end? _____
Pattern:	5. What is your anticipated attendance? _____
Begin Date:	6. Do you expect more time for decorating? ___No ___If Yes, how many additional hours? _____
End Date:	

## 2. EVENT INFORMATION CONTINUED...

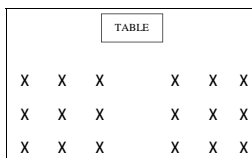
All attempts will be made to accommodate your set up requests depending upon equipment availability. Substitutions may be used to accommodate set up requirements. **Applicants, in all categories, are not permitted to rent additional chairs/tables. Additional charges will apply for Theater style seating over 100, Classroom, Banquet and possibly OTHER set up formats. This additional fee will include all rental categories.**

		YES	NO
1.	Will your event require the use of the kitchen? (Professional caterer required for Categories 4 & 5.)		
2.	Will your event have a *professional caterer? (If yes, complete attached catering application.)		
3.	Will alcoholic beverages be served at your event? *If Yes, must be served by a third party; not by caterer.)		
4.	Will your event need the stage?		
5.	Will your event need to rent the dance floor? Size is 24' x 24' (Additional set up charges apply.)		
6.	Do you wish to sell merchandise or services on Town property?		
7.	Will your event have decorations? If yes, describe:		
8.	Will your function be open to the public?		
9.	Will any individual, business or organization benefit monetarily (directly or indirectly) from this function?		
10.	Will there be an admission fee collected? (Not able to collect admission fees on site.)		

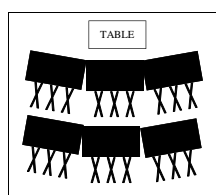
## 3. SET UP INFORMATION

Please indicate event set up by placing a check by the format which best suits your needs. A rental set up diagram is attached to this form if you need additional space. The Jupiter Parks and Recreation Department can only accommodate simple set up requests. The Jupiter Community Center is limited on equipment, tables and chairs.

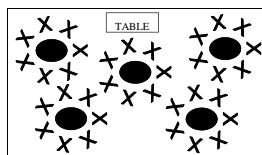
**Theater Style** \_\_\_\_\_  
 (Maximum 600)  
 \$\$ > 100 chairs



**(\$\$) Classroom Style:** \_\_\_\_\_  
 (Maximum 50)



**(\$\$) Banquet Style:** \_\_\_\_\_  
 (Maximum 300)



**(\$\$) OTHER:** \_\_\_\_\_



## 4. AUDIO/VISUAL EQUIPMENT

Please place a check by the audio/visual equipment you would like to request for your event. Supplies are limited for all audio/visual equipment. **You may be required to provide your own Audio/Visual equipment.**

TV

Projection Screen

DVD

Microphone/Podium Combination (1)

VCR

**SPECIAL NOTICE:** A projector is no longer available for use/rent. Even if you have previously used our projector you must make plans to provide your own projector.

## 5. SIGNATURE

I understand that this is an application only and does not obligate the Town of Jupiter to reserve any facility and/or approve any event. Fees will be based on this information and could change according to changes to this document.

X  
 \_\_\_\_\_  
 Printed Name of Applicant

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date