



Willie Galimore Community Center

399 Riberia Street

P.O. Box 210

St. Augustine, FL 32085

Ph: 904.209-4325 | Fax: 904.209-4335

Email: galimore@citystaug.com

The Willie Galimore Community Center is an event/banquet facility available for lease that contains a 50'x50' open assembly room that can support an occupancy of up to 230 guests. The center is named after one of Lincolnvillle's most famous residents who resided on Chapin Street. Willie Galimore attended St. Augustine Excelsior High School and Florida A&M University. He is a member of the College Football Hall of Fame and played professionally as a running back for the Chicago Bears from 1957-1963.



Rental of the facility includes use of the assembly room with adjacent kitchen area with stove, refrigerator and microwave, however, no utensils, pots, pans, dishes or any cleaning products are provided. The kitchen is essentially empty except for the appliances and ice is not provided. Anything you need for your event you will need to bring to the facility. Outside there is charcoal grill and picnic tables and a small playground. Tables and folding chairs are available for use at the facility at no extra cost. Set up and take down of the tables and chairs are the responsibility of the applicant.

The fee for usage of the room is \$35 per hour. When making reservations please keep in mind the time needed to set up or decorate prior to the event as that may increase the hours you need to reserve the room. After the event you are allowed one half hour for time to remove decorations and clean up at no charge. There are no refunds for hours reserved but not used.

A \$100 security deposit is required for each reservation. No reservation will be scheduled until an application has been submitted with the security deposit. Failure to pay rental fees at least two weeks prior to the event will result in the reservation being cancelled and the facility may then be available for another party to reserve. Reservations made for events that will take place within two weeks will require the deposit and rental fees upon application.

Cancellation of a reservation more than 30 days before an event scheduled will receive a full refund. Cancellations made 30 days or less will receive refund of rental fees but not the \$100 security deposit.

This facility is for use of a PRIVATE PARTY contracted with the City of St. Augustine and is ONLY for the use of that party and their invited guests.

NOTE: There are no regular office hours at the Galimore Center. Please call 904-209-4325 for availability





GALIMORE CENTER RENTAL APPLICATION

399 Riberia Street
P.O. Box 210
St. Augustine, FL 32085
Ph: 904.209-4325 Fax: 904.209-4335
Email: galimore@citystaug.com

FEES:

DEPOSIT: \$ _____ RECEIVED: _____
RENTAL FEE: \$ _____ RECEIVED: _____
PROOF OF INSURANCE RECEIVED: _____

Rental dates and times are not guaranteed until a completed application, deposit and rental fees have been received by the City of St. Augustine.

EVENT CONTACT PERSON:

Name: _____
Address: _____ City: _____ State/Zip: _____
Home Phone: _____ Cell Phone: _____

EVENT INFORMATION:

Date(s) of Event: _____ Hours of Event: From: _____ (AM) (PM) To: _____ (AM) (PM)
Date(s) of Event: _____ Hours of Event: From: _____ (AM) (PM) To: _____ (AM) (PM)

\$35. Per hour (Keep in mind time needed to decorate/setup)

Describe event/activities: _____

Estimated Attendance: _____

Will food be served: Yes: _____ No: _____

Will alcoholic beverages be served/sold:
Yes*: _____ No: _____

**If alcohol is served/sold, attach proof of additional insurance coverage (needed for serving or selling alcohol) and applicable permit from the Florida Department of Revenue for sales of alcohol.*



Insurance provider: _____

Insurance Phone: _____

FEES AND DEPOSIT INFORMATION:

Please read and initial each paragraph:

Refundable Deposit The applicant shall pay a deposit fee of \$100 at the time of application. This is a security deposit and cannot be used to pay for fees for the hourly rental rate. This deposit is refundable and will be processed for refund by staff within 10 business days after the event if all fees are paid and policies and procedures have been met by the applicant, and staff finds that no damage was incurred, or additional cleaning was required after the event: There is no refund for hours reserved but not used. **I have read and understand the above:** _____

Rental Fees: Fees for the hourly rental must be paid no later than two weeks prior to an event or at the time the application is submitted if the event is less than two weeks from application date. If rental fees have not been submitted two weeks prior the reservation may be cancelled and there will be no refund of deposit fee. **I have read and understand the above:** _____

Clean up Responsibilities: The applicant will be allowed 30 minutes after the event end time reserved to clean up. (Table and chairs put away, trash placed in dumpster, bathrooms cleaned, floors swept). Any additional time spent by the applicant or City staff for cleaning purposes will be deducted from the deposit at a rate of \$25 per 1/2 hour.

I have read and understand the above: _____

Cancellation Policy: Cancellations made more than 30 days prior to the reservation will receive a full refund. Cancellations made 30 days prior to the event or less will receive a refund less a \$100 cancellation fee for each event/day reserved. **I have read and understand the above:** _____

Pool Usage Policy: Applicants may use the pool during their rental if it is during regular operating hours. An additional fee of \$95 (subject to change) per hour is required to reserve the pool after public hours. Any applicant or their guest who enter the pool area during pool closed time will be asked to leave the facility immediately and will forfeit their deposit.

I have read and understand the above: _____

APPLICANT AGREEMENT

The undersigned hereby agrees that the applicant/organization shall comply with all guidelines, policies and requirements of the City for use of City property, and, use of City streets, right-of-way and/or parking spaces. The undersigned hereby further agrees that the City is not responsible or liable for any personal items brought to the facility or stored for usage at the facilities. If applicable, proper insurance certificates shall be filed with the City; that the applicant/organization has made necessary arrangements for clean-up, trash and garbage containers as may be required by the City. The undersigned hereby confirms the understanding that failure to adhere to information set forth in the rental application can and may result in the closure/cancellation of the entire event.

Signature of Applicant

Print Name

Date

APPROVAL

This application has been reviewed and is hereby approved. If alcohol is being served or sold, signature of Director or Deputy Director of Planning & Building is required

Community Development Planner

Director, Planning & Building

Date