

Willie Galimore Community Center  
399 Riberia Street, St. Augustine FL  
904-**825-1004**

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 Galimore Center is named after one of Lincolnvillev'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. Anything you need for your event you will need to bring to the facility. 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.

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.

The fee for usage of the center is \$35 per hour. A \$100 security deposit is required for each reservation. No reservation will be scheduled until a reservation application has been completed with the security deposit. Failure to pay rental fees at least two weeks prior to the event will result in the reservation being canceled.

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 AND IS ONLY FOR USE OF THAT PARTY AND THEIR INVITED GUESTS.  
PLEASE CALL 904-825-1004 FOR DATES OF AVAILABILITY.**



**WILLIE GALIMORE COMMUNITY CENTER RENTAL APPLICATION**

**Information: 904-825-1004**

DEPOSIT \$ _____ RECEIVED _____ RENTAL FEE \$ _____ RECEIVED _____ PROOF OF INSURANCE RECEIVED _____	EMAIL: <a href="mailto:kmayo@citystaug.com">kmayo@citystaug.com</a> Rental dates and times are not reserved until a completed application and deposit have been received.
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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell: \_\_\_\_\_

**EVENT INFORMATION:**

Date of Event: \_\_\_\_\_ Hours of Rental: From: \_\_\_\_\_ (AM) (PM) To: \_\_\_\_\_ (AM) (PM)

**\$35. Per hour (Keep in mind time needed to decorate or extra set up time).**

Describe event/activities: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Will food be served: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will alcoholic beverages be served/sold: Yes\*: \_\_\_\_\_ No: \_\_\_\_\_

\*If alcohol is planned to be consumed, served or sold, attach proof of additional insurance coverage (only needed if alcohol is to be consumed) and applicable permit from the Florida Department of Revenue for sales of alcohol.

Insurance provider: \_\_\_\_\_ 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 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 ½ 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 or less will receive a refund of paid fees less a \$100 cancellation fee for each event/day reserved. (I have read and understand the above: \_\_\_\_\_)

**Pool Policy:** 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 event.

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date