

# City of Quincy

City Hall

404 West Jefferson Street

Quincy, Florida 32351

[www.myquincy.net](http://www.myquincy.net)



## COMMISSION SPECIAL MEETING/WORKSHOP

Tuesday, November 2, 2021

6:30 PM

City Hall Commission Chambers

### City Commission

Mayor Ronte R. Harris - District III

Mayor Pro-Tem Keith A. Dowdell - District I

Commissioner Angela G. Sapp - District II

Commissioner Freida Bass-Prieto - District IV

Commissioner Anessa A. Canidate - District V

*"An All American City in the Heart of Florida's Future"*

# **PUBLIC NOTICE**

## **CITY OF QUINCY COMMISSION SPECIAL MEETING/WORKSHOP**

Quincy City Hall  
Commission Chambers  
404 W. Jefferson Street | Quincy, Florida 32351

**Tuesday, November 2, 2021  
6:30pm**

All interested members of the public are hereby invited to attend a Special Meeting/Workshop to discuss the following:

Special Meeting:

- **Appointment to Airport Authority**
- **Annual City-wide Clean-up**

Workshop Discussion:

- **Exceleron Pay Options**
- **Special Events Rental Kit**

For additional information please call the City of Quincy at 850.618.0020.



**City of Quincy, Florida**  
**SPECIAL MEETING/WORKSHOP**

**AGENDA**

**November 2, 2021**  
**6:30 P.M.**

**City Hall Commission Chambers**

**Call to Order**

**Roll Call**

**Special Meeting Items of Discussion**

1. Appointment to Quincy-Gadsden Airport Authority
  - Jack L. McLean Jr., City Manager
2. Annual City-wide Clean-up
  - Jack L. McLean Jr., City Manager
  - Reggie Bell, Public Works Director

**Workshop Items of Discussion**

3. Exceleron Pay Options
  - Jack L. McLean Jr., City Manager
  - Ann Sherman, Human Resources Director
4. Tanyard Creek/Quincy Business Park Special Event Kit
  - Jack L. McLean Jr., City Manager
  - DeCody Fagg, Parks and Recreation Director

**Adjournment**

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: November 2, 2021

Date Submitted: November 1, 2021

To: Honorable Mayor and Members  
of the Commission

From: Jack L. McLean Jr., City Manager

Subject: **Request for Appointment of Airport Authority  
Representative**

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**Statement of Issue:**

This is a request for the appointment of Mr. Wyatt Bostick as a City of Quincy representative on the Quincy-Gadsden Airport Authority. If appointed, Mr. Bostick would fill the unexpired term of Mr. Marty Harrell. Mr. Harrell has resigned his City Appointment to the QGAA effective October 31, 2021.

**Background:**

The Quincy Municipal Airport is a public-use airport located 2 miles northeast of the central business district of the City of Quincy. The airport is publicly owned and provides services to business, industrial, and recreational activities. The airport is an independently chartered entity that is ran by the Quincy-Gadsden Airport Authority. The Authority is a local unit of special purpose government created by Chapter 88-439, Laws of Florida. The Authority was established to provide sound planning for and development and maintenance of the airport, and for managing airport facilities in Gadsden County.

The Quincy-Gadsden Airport Authority is composed of five volunteer members. Two members are appointed by the City of Quincy, two members are appointed by the Gadsden County Board of County Commissioners and one member is appointed by the four appointed members.

The Quincy-Gadsden Airport Authority has recommended appointing Mr. Wyatt Bostick to the Authority.

**Recommendation:**

**Option 1.** Vote to appoint Mr. Wyatt Bostick as a City of Quincy Representative on the Quincy - Gadsden Airport Authority.

**Option 2.** Do not appoint Mr. Wyatt Bostick as a City of Quincy representative on the Quincy - Gadsden Airport Authority.

**Staff Recommendation:**

**Option 1.**

**Attachment:**

1. Quincy-Gadsden Airport Authority Letter of Recommendation



**QUINCY-GADSDEN AIRPORT AUTHORITY**  
**Quincy Municipal Airport (2J9)**  
**Post Office Box 1905**  
**Quincy, Florida 32353**  
**850-627-2112 quincyairport@tds.net**

November 1, 2021

The Honorable Ronte Harris, Mayor  
Quincy City Commission  
404 W. Jefferson Street  
Quincy, Florida 32351

Dear Mayor Harris:

This letter is to request the appointment of **Wyatt Bostick** as a City of Quincy representative to the Quincy-Gadsden Airport Authority (QGAA). If appointed, Mr. Bostick would fill the unexpired term of Marty Harrell. Mr. Harrell has resigned his City Appointment to the QGAA effective October 31, 2021.

At its meeting on October 18, 2021, the QGAA voted unanimously to recommend Wyatt Bostick as one of the City of Quincy's appointees to the Quincy-Gadsden Airport Authority. If appointed by the City Commission, Mr. Bostick would serve the remaining portion of Mr. Harrell's current term, which is scheduled to end on June 30, 2023.

Mr. Bostick is a life-long Gadsden County resident and has spent his entire working career in aviation. Currently he is a commercial pilot for American Airlines, an aircraft owner, and a hangar tenant at the Quincy Municipal Airport. He will bring a wealth of aviation experience, knowledge, and leadership to the Quincy-Gadsden Airport Authority.

The QGAA would like to take this opportunity to thank the Quincy City Commission for its continued commitment to the general aviation community of Gadsden County and looks forward to the continued partnership in this endeavor.

Respectfully,

Janice Watson  
QGAA Administrator

cc: The Hon. Freida Bass-Prieto, City Commissioner District 4  
Jack McLean, Quincy City Manager  
Wyatt Bostick



# CITYWIDE Annual Cleanup

**November 8, 2021 - November 19, 2021**

The City of Quincy will conduct a Citywide Annual Cleanup. This year the cleanup will start on November 8, 2021, and run through November 19, 2021. The City of Quincy offers this annual event to assist residents in disposing of unwanted items that are not typically collected with weekly residential service. The mission of this event is to remove unwanted trash from around the **City's streets, parks and neighborhoods**. Everyone loves a clean City, including our visitors. During these weeks, **City residents** are asked to take unwanted items to the streets to return our City to its natural beauty, truly making this a citywide event.

City residents may dispose of bulky or large items, appliances, and unwanted tires by placing them on the right-a-way of the street at the **City customers' location residence** for pick up by Public Works. Residents are urged not to overload bags and containers beyond their ability to manage. **Please do not mix items. Staff will not pick up mixed trash because items are placed in different locations and cannot be combined.**

## **Southside Pick-ups**

**November 8-12, 2021**

## **Northside Pick-ups**

**November 15-19, 2021**



As always, residents are asked for their patience during the citywide cleanup process.

# Exceleron Pre-Pay and Credit Card Cost Analysis

## **1. Overview**

The Commission gave approval for staff to enter into an agreement with Exceleron to provide Credit Card and Pre-Pay Options for Utility Bill Payments.

As a result of that approval staff was instructed to bring back annual cost to the commission. Staff scheduled this workshop to discuss the following:

- Program Implementation Cost
- How much if any of the Convenience Fee Cost the City will absorb

## **2. Implementation Cost ( Fixed Fee)**

**\$15,000.00** for a 60-month contract which covers the following:

- Detail review of the City's existing business processes
- Installation of system set-up
- Integration support with the AMI metering system billing system
- A two-day on-site training session prior to going live.  
(Travel expenses for the trainer to be reimbursed by the City)
- New versions, features and upgrades are provided as released



### **3. Credit Card Transaction Payments (All Types)**

- **\$2.50** per transaction if City absorbs fee
- **\$3.95** transaction cost if customer pays fee (\$1,000.00 Limit)

### **4. Additional Cost**

- **\$375.00** – To Replace the (3) current Credit Card Swipers @ \$125.00 each

### **5. Cost Analysis**

The City of Quincy Utility Customer Base is around **4,750**. Point and Pay customer base ranges from **1,900** to **2,100** users per month. Staff used an average of **2,000** customers per month to calculate cost.

- 2,000 customers at **\$2.50** per transaction = **\$60,000** annually (City of Quincy Cost)
- 2,000 customers at **\$3.95** per transaction = **\$94,800** annually Customer Cost)

### **6. Total Cost (City)**

**\$15,000.00** - Implementation Fee includes both Credit Card and Pre-Pay

**\$ 375.00** - Card Swipers (3)

**\$15,375.00** - Total Implementation Cost

## **7. Credit Card Cost Options**

- 1. \$60,000.00** – average (2,000) customers per month times 12 months @ at **\$2.50** per transaction (**City absorbs**)
- 2. \$48,000.00** – average (2,000) customers per month times 12 months @ **\$2.00** per transaction (**50% City absorbs**)
- 3. Customer fully absorbs the \$3.95 Convenience Fee**

## **8. Recommendation**

- **Option #3**

## **9. Point and Pay**

Cost has increased over the past 2 years significantly

- 2020 - \$97,238.00
- 2021 - \$156,398.00

**Note: The City has absorbed all Credit Card Convenience Fees since implementation in 2012 (9) years.**

122 N. Graves Street



Quincy, Florida 32351

# QUINCY BUSINESS PARK AND TANYARD CREEK AMPHITHEATER



# Event Planning Kit

Venue Information

Permitting Checklist

Quincy Business Park and Tanyard Creek Amphitheater  
Rules and Regulations

Insurance Requirements

Rental Fee Schedule

Payment Terms

Event Permit Application

Hold Harmless Agreement

Police Department Event Management/Security Management

Occupational License /Vendor Permit

Alcohol and Beverage One Day Permit

## Venue Information

Tanyard Creek Park is a 32-acre park site that sits adjacent to the Tanyard Creek Greenway and is also within the geographic center of City of Quincy. The park consists of family sized pavilions, meadow open spaces, hiking and walking paths. Other parts of the park include a nature center, planted grove, “boundless” playground, a large grassy open space, meadow and amphitheater. A restored wetland with new storm water features provide the needed storm water management on the site as well.



Location: 20 Martin Luther King, Jr. Blvd., Quincy, Florida 32351

### Tanyard Creek Amphitheater

|                               |  |
|-------------------------------|--|
| <b>Covered Stage:</b>         | Yes  |
| <b>Number of fixed seats:</b> | None, areas all uncovered  |
| <b>Lawn:</b>                  | Length = 262 ft.; Width = 227 ft.  |
| <b>Total Capacity:</b>        | 8,500  |
| <b>Stage Depth:</b>           | 36 ft., 6 inches   |
| <b>Stage Width:</b>           | 50 ft., 6 inches   |
| <b>Loading Zone to Stage:</b> | NO   |
| <b>Dressing Room</b>          | NO   |
| <b>Private Restrooms:</b>     | 2 (Location: Ticket Booth)   |
| <b>Public Restrooms:</b>      | 2  |
| <b>Parking On-Site:</b>       | 153 (of these 15 are handicapped accessible)   |
| <b>Parking Off-Site:</b>      | Parking is available off Martin Luther King Blvd. in the adjacent football field and the empty field on the south side of Martin Luther King Blvd. (must contact the Gadsden County School Board for permission – Saturdays and Sundays only). |
| <b>Programmable Hours:</b>    | Sunday – Thursday: 8 am – 9 pm<br>Friday – Saturday: 8 am – 10:00 pm   |

# Venue Map





# Event Organizer Checklist

Please use the checklist to make sure that you are following your event process list:

- Application Fee Yes \_\_\_\_\_ No \_\_\_\_\_
- Pay Rental Deposit Yes \_\_\_\_\_ No \_\_\_\_\_
- Total Rental Fee Paid Yes \_\_\_\_\_ No \_\_\_\_\_
- General Liability Insurance Yes \_\_\_\_\_ No \_\_\_\_\_
- Tax Exempt Certificate Yes \_\_\_\_\_ No \_\_\_\_\_
- Non-Profit Documentation Yes \_\_\_\_\_ No \_\_\_\_\_
- Occupational License/Vendor Permit Yes \_\_\_\_\_ No \_\_\_\_\_
- Alcohol and Beverage Permit Yes \_\_\_\_\_ No \_\_\_\_\_
- Security Plan Yes \_\_\_\_\_ No \_\_\_\_\_
- Officer Fee Paid Yes \_\_\_\_\_ No \_\_\_\_\_

# Welcome Letter

Dear Event Planner/Organizer:

Thank you for your interest in utilizing the City of Quincy Business Parks or Amphitheater for your event. We welcome community and civic groups, non-profit and for-profits organizations, private groups, promoters and other renters to our facilities.

It's an exciting time for the City of Quincy, as we continue to attempt to grow and adapt; remain community-focused and open to new ideas and events. We would love to host all types of events, for example, arts and music festivals, civic, business, social and recreational activities, as well as small or larger gatherings.

We would love working with your group or organization to make unique and fun events happen for our community. We want to make your event the best and most memorable event yet.

Please contact us by calling the City of Quincy Parks and Recreation Department at (850) 618-0042 during our regular business hours, 8:30am to 5:00pm, Monday thru Friday.

Sincerely,

*Jack L. McLean Jr.*

Jack L. McLean Jr.  
City Manager



# **City of Quincy**

## **Business Park and Tanyard Creek Amphitheater**

### **Event Planning Kit**

#### **Rules and Regulations**

The use of the business park and/or amphitheater is determined on a first come, first served basis and may be reserved up to one (1) year in advance. Reservations are not confirmed until the application is approved by the City and all appropriate fees have been paid.

All events must end no later than 10:00pm Fridays and Saturdays, and no later than 9:00pm Sundays through Thursdays. No event shall begin earlier than 8:00am Saturdays and Sundays, and no earlier than 7:00am Mondays through Fridays. No amplified sound in the amphitheater any day of the week prior to 10:00am.

No oral agreement for use of the parks, facilities and/or amphitheater shall be valid.

In the event that a "lightning warning" alert occurs, the City of Quincy staff will immediately stop the event and evacuate the event space. All participants, organizers and staff should immediately seek shelter under a safe structure or in personal vehicles. Once the alert has expired, the City of Quincy staff will contact the organizers/users to inform them that the event may resume.

#### **Fees and Definitions**

**Reservation Fee:** A **\$500.00** rental fee is required to secure the date and must be paid in advance. The user of the Business Park or Amphitheater is responsible for all repairs due to damages incurred as a result of the event. The user planning the event will be responsible for any extra cost incurred for using an outside company for sound or any other services. Said company will be required to follow all sound system and noise policy regulations.

**Rental Fees:** See Chart in Back

#### **Payment Terms:**

- 90 days before the event: 25% of fees.
- 30 days before the event: 50% of remainder.

- 14 days before the event: all of the remainder balance.
- The \$500.00 rental deposit shall be applied to the total amount.
- Users of the Business Park or Amphitheater are responsible for all repairs due to damages incurred during the event.

**Cancellation:** If the user violates any of the terms and conditions of the application, the City of Quincy shall have the right to immediately terminate or cancel without notice or refund due to special circumstances, including, but not limited to the following: weather, misuse or abuse of facilities, non-compliance with the City of Quincy event guidelines and un-permitted/prohibited events. The City of Quincy may pursue all of its rights and remedies in accordance with the law, including the right to recover court costs and attorney fees.

The cancellation notice must be done in writing and will be as follows:

- Cancellation of an event 30 plus (+) days before an event will result in loss of application fee.
- Cancellation 14 to 30 days before an event will result in loss of deposit and application fee.
- Cancellation less than 14 days results in loss of **ALL** fees.

**Insurance Requirements:** General Liability Insurance is required for all public events. For events requiring an alcohol license, the minimum amount of coverage in the general liability insurance policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence. For all other events held on property, the minimum amount of coverage for the general liability insurance policy will be \$1,000,000 per occurrence. The insurance policy must cover, in addition to the general public, but also entertainers and their support staff and any individual participating in or attending the activity for which the facility is rented. Coverage shall meet the following:

- Deductibles shall be listed on the Certificate of Insurance and are acceptable only on per occurrence basis for property damage only.
- Claims-made policies will not be accepted.
- The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, agents, servants, representatives, volunteers, subcontractors and employees.
- Certified copies of all insurance policies and/or certificates of insurance shall be furnished to the City of Quincy without cost to the City not less than thirty (30) calendar days prior to the scheduled activity.

**Vendors:** The organizer must complete the section of the application requesting the listing of vendors, including name, mailing address and phone number. The organizer can request the Vendor Permit form from the vendor upon check in at the event.

**Before Event:** Fill out and submit an Occupational License/Vendor Permit Form. Display the form in your booth at the event.

**After Event:** Complete the portion of the form with the amount of sales collected. Remit 7.500% sales tax to the City of Quincy. Payment is due by the 20<sup>th</sup> of the month following the period of the event. If the 20<sup>th</sup> falls on a weekend or holiday, the return is due the next business day.

**Food Vending Regulations:** As the organizer, it is your responsibility to communicate the vending regulation to your food vendors prior to the event. Proof of necessary licenses and insurance must be provided for each vendor. All vendors must adhere to all regulations set- forth.

**General Vending Regulations:** Vendor may not arrive earlier than set-up time provided by the event organizer. Vendor must stop serving immediately at event/activity ending time and start breaking down. Break down must be completed within 1.5 hours of event conclusion. Food vendors may only sell during the official event times. All waste must be disposed of properly. Large trash, boxes and items must go with vendor upon leaving the space. Grease, charcoal, grill drippings and oil **MAY NOT** be dumped in City garbage cans. Vendors must make their own arrangements for disposing of these items. Food items must be placed in bags before deposited into waste cans. Vendor must supply own extension cords. Fire Safety Code requires a portable fire extinguisher. Check with the local Fire Department for specific requirements pertaining to size and type of required fire extinguishers or other fire related requirements. Tents and/or canopies must be properly weighted. Walkways must remain clear of debris. Extension cords must be taped down or covered to prevent a trip or fall hazard. Vehicles **Will Not** be allowed to stay in the vendor area. Vendor areas **Will NOT** allow vehicle access once event begins. Walkways must remain clear of debris and extension cords must be secured.

\*It is estimated that 20%-30% of the attendees to an event will eat at the event. The industry standard is one (1) truck per 300 people that you anticipate will eat. Caterers will also be required to adhere to these regulations.

### **State of Florida Department of Business and Professional Regulations (DBPR) Regulations Vending Requirements**

Licensing and inspection may be conducted on-site by DBPR, Division of Hotels & Restaurants inspector. All vendors are required to hold a license to be a vendor. If you have any questions, please call DBPR Customer Center at 850-487-1395.

# Payment Terms

All applications for use of the business park and amphitheater should be returned with the \$500.00 rental deposit as a minimum payment to reserve the date requested. All events must follow the following payment schedule:

- 90 days before event: 25% of fees.
- 30 days before event: 50% of remainder.
- 14 days before event: all of the remainder balance.
- The \$500.00 rental deposit shall be applied to the total amount.
- The damage deposit is refundable pending inspection of the site after use. The damage deposit will be returned by check after the event via US Mail. If necessary, an invoice will be sent post-event to reflect any accrued charges during the event. This invoice will reflect any damage deposit monies applied.
- Users of the business park or amphitheater are responsible for all repairs due to damages incurred during the event.



# Event Permit Application

## Quincy Business Park /Tanyard Creek Amphitheater

### Applicant Information

|   |        |           |
|---|--------|-----------|
| Name of Applying Organization/Individual:   |        |           |
| Address:                                    |        |           |
| Phone Number:                               |        |           |
| Alternate Phone Number:                     |        |           |
| Email Address:                              |        |           |
| Organization/Event Website (if applicable): |        |           |
| Contact Name:                               |        |           |
| Contact Mailing Address:                    |        |           |
| City:                                       | State: | Zip Code: |



|                                     |                                  |
|-------------------------------------|----------------------------------|
| Admission Fee:      ___Yes    ___No | If yes, amount of admission fee: |
|-------------------------------------|----------------------------------|

|   |                             |
|---|-----------------------------|
| Have you held this event before?<br>___ Yes ___No | If so, when and what venue? |
|---|-----------------------------|

|                |  |
|----------------|--|
| Type of Event: | Festival                    ___<br>Foot Race                    ___<br>Benefit Walk                ___<br>Public Assembly            ___<br>Concert                      ___<br>Carnival                      ___<br>Performing Arts            ___<br>Reception                    ___<br>Party                          ___<br>Animal Event                ___<br>Other: (Please specify) _____<br>_____ |
|----------------|--|

|                      |
|----------------------|
| Expected Activities: |
|----------------------|

Other Factors (Check all that apply):

Alcohol (submit Alcohol Permit)

Medical/First Aid

Tents      What size: \_\_\_\_\_

Banners/Signs

Portable Restrooms

Use of sound system

Anticipated number of food vendors:

Merchandise Sales?    Yes  No

Anticipated number of merchant vendors:

What type of merchandise do you plan to sell?

Will food and/or non-alcoholic beverages be served and/or sold?    Yes    No

Who will dispense the food or beverage (i.e., caterers, staff, etc.)?

If caterers are being used, please list the names and DBPR license number of each caterer:

Electric, sanitation and water requirements will be determined based on needs.

**All sales tax is to be reported by vendor and is not the  
City of Quincy's responsibility to report sales tax.**



## **Release and Hold Harmless Agreement**

In consideration of the City of Quincy, granting permission for the activity described above, the undersigned indemnifies and holds harmless the City of Quincy, its employees, representatives and agents against all claims, liabilities, losses or damage for personal injury and/or property damage or any other damage whatsoever on account of the activity described above and/or deviation from normal City regulations in the area.

The undersigned further agrees to indemnify and hold harmless the City of Quincy, its employees, representatives and agents against any loss, injury, death or damage to person or property and against all claims, demands, fines, suits, actions, proceedings, orders, decrees and judgments of any kind or nature and from and against any and all costs and expenses including reasonable attorney fees which at any time may be suffered or sustained by the undersigned or by any person who may, at any time, be using or occupying or visiting the premises of the undersigned or the above-referenced public property or be in, on or about the same, when such loss, injury, death or damage shall be caused by or in any way result from or rising out of any act, omission or negligence of any of the undersigned or any occupant, visitor, or user of any portion of the premises or shall result from or be caused by any other matters or things whether the same kind, as, or of a different kind that the matters or things above set forth.

The undersigned hereby waives all claims against the City of Quincy for damages to the building or improvements that are now adjacent to said public property or hereafter built or placed on the premises adjacent to said property or in, on or about the premises and for injuries to persons or property in or about the premises, from any cause arising at any time during the activity described above.

The undersigned further agrees to comply with all the rules, regulations, terms and conditions established by the City of Quincy, Florida.

**THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DOCUMENT, INCLUDING THE FACT IT IS RELEASING AND WAIVING CERTAIN POTENTIAL RIGHTS, AND VOLUNTARILY AND FREELY AGREES TO THE TERMS AND CONDITIONS AS SET FORTH HEREIN.**

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

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

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

# Economic Impact

|   |
|---|
| <b>Potential Economic Impact Factors:</b>         |
| <b>Possible Sponsors and/or Partnerships:</b>     |
| <b>Anticipated Immediate Impact to Community:</b> |

## CITY MANAGER APPROVAL

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied      Date: \_\_\_\_\_

City Manager's Signature: \_\_\_\_\_

Jack L. McLean Jr.

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# Department Head Approval

1. \_\_\_\_\_ Approved      \_\_\_\_\_ Denied      Date: \_\_\_\_\_

Police Chief's Signature: \_\_\_\_\_

2. \_\_\_\_\_ Approved      \_\_\_\_\_ Denied      Date: \_\_\_\_\_

Building & Planning Signature: \_\_\_\_\_

3. \_\_\_\_\_ Approved      \_\_\_\_\_ Denied      Date: \_\_\_\_\_

Public Works Signature: \_\_\_\_\_

4. \_\_\_\_\_ Approved      \_\_\_\_\_ Denied      Date: \_\_\_\_\_

Parks & Recreation Signature: \_\_\_\_\_

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## Quincy Business Park and Tanyard Creek Amphitheater Rental Fee Schedule

|   | General Groups  |   | Non-Profit Groups   |   |
|---|---|---|---|---|
|   | Public Event  | Private Event   | Public Event  | Private Event   |
| <b>Business Park and Tanyard Creek Amphitheater</b>             | 0-4 hours<br>\$900.00<br>\$100 each<br>additional hour  | 0-4 hours<br>\$1,050.00<br>\$125 each<br>additional hour        | 0-4 hours<br>\$400.00<br>\$50.00 each<br>additional hour        | 0-4 hours<br>\$550.00<br>\$75.00 each<br>additional hour        |
| <b>Non-Refundable Rental Deposit</b>                            | \$500.00  | \$500.00  | \$500.00  | \$500.00  |
| <b>Refundable Damage Deposit</b>                                | \$50 or 25% of<br>total rental fees;<br>whichever is<br>greater   | \$50 or 25% of<br>total rental fees;<br>whichever is<br>greater | \$50 or 25% of<br>total rental fees;<br>whichever is<br>greater | \$50 or 25% of<br>total rental fees;<br>whichever is<br>greater |
| <b>Event Staff (overtime rates may apply)</b>                   | \$10.00 per hour  | \$10.00 per hour  | \$10.00 per hour  | \$10.00 per hour  |
| <b>Bathroom Attendants (1 male and 1 female)</b>                | \$25.00 per hour  | \$25.00 per hour  | \$25.00 per hour  | \$25.00 per hour  |
| <b>Waste Cans (15)</b>  | \$12.50 per can<br>(total \$187.50)   | \$12.50 per can<br>(total \$187.50)                             | \$12.50 per can<br>(total \$187.50)                             | \$12.50 per can<br>(total \$187.50)                             |
| <b>Event Application Fee</b>                                    | \$31.50   | \$31.50   | \$31.50   | \$31.50   |
| <b>Police (for Traffic Control)</b>                             | \$35 per hour   | \$35 per hour   | \$35 per hour   | \$35 per hour   |
| <b>Security</b>   | If the event organizer elect to provide their own security, the organizer shall provide a copy of the executed security contract to the Police Dept at least 7 days prior to the event for review and verification. |   |   |   |
| <b>Maintenance Deposit (Organizer responsible for clean-up)</b> | Anticipated Attendance Fees (for Public or Private Events) <ul style="list-style-type: none"> <li>• 100-Under: \$100</li> <li>• 150-300: \$250</li> <li>• 300-700: \$500</li> <li>• 700-Up: \$1,000</li> </ul>      |   |   |   |