



**APPLICATION FOR USE OF
DR. VELMA H. WILLIAMS WESTSIDE COMMUNITY CENTER
919 S. PERSIMMON AVENUE**



Date of Application: _____ Multipurpose Room _____ Gymnasium _____
(Maximum Occupancy) 125 - Multipurpose Room 225 - Gymnasium

Please review this contract carefully before signing. Any deviation from the conditions set forth by the renter, guests, photographer, DJ, caterer, etc. will result in additional fees or the forfeiture of your deposit.

Organization/Person Responsible: _____

Address (Street, City, State, Zip code) _____

Home Phone #: _____ Work Phone #: _____

Cell Phone #: _____ Email Address: _____

Event Date Requested: _____

Brief Description of Event: _____

Hours of Availability: March – October	November- February
Saturday- 2 PM – MIDNIGHT	Saturday- 4 PM – MIDNIGHT
Sunday - 10 AM - 6 PM	Sunday - 10 AM - 6 PM

Time Needed for Event to Include Setup, and Clean-Up Time

Hours Requested: Open _____ Close _____

Note: Building must be vacated no later than your stated “close time.”

Approximate number of participants and guests: _____

Will children under 21 years of age be in attendance? Yes No

Will alcoholic beverages be served?
Beer Wine Liquor Champagne None

I have read and agree to all rules and regulations set forth on this contract.

If your event requires Police Department coverage and they do not arrive to work your event please call the non-emergency number (407.665.5100) and ask to speak to a Supervisor.

Signature: _____ Date: _____

Print Name: _____



Staff signature: _____

HOLD HARMLESS AND INDEMNIFICATION AND SOUND LEVELS AGREEMENT

_____, hereinafter referred to as 'Vendor', agrees through the
(Insert Official Name of Vendor)

signing of this document by an authorized party, intending to be legally bound for themselves and their

heirs, executors and administrators, covenants and agrees to Indemnify and Hold Harmless and defend the City of Sanford, the elected and appointed officials of the City of Sanford, the City Manager, department heads, division heads, supervisors and employees of the foregoing, and their heirs, representatives, successors, executors, administrators and assigns from and against any and all suits and actions including attorneys fees and all costs of litigation and judgments, claims for damages or injuries, including death, to persons or property of whatever kind or character, whether real, personal or mixed, asserted or occurring from every name and description arising out of or incidental to the Vendor's activity at the City of

Sanford, Florida, _____ whether or not due to or caused by the
(Describe activity)

negligence of the City of Sanford, excluding only the sole negligence of the City of Sanford. This provision shall also pertain to any claims against the City of Sanford by any employee of Vendor or anyone directly or indirectly employed by Vendor.

Sound Levels rules & regulations and are defined as:

Singing, laughing, music, microphones, disc jockeys and use audio equipment of any kind. The sound level can not be high enough so that it can be heard outside the building. If any city personnel or police officers determine the sound level is too loud, the event will be terminated immediately and there will be no refund.

This ____ day of _____, 2026

Authorized Signature

Print Name