



## Neptune House (Multipurpose Community Building)

510 Florida Blvd.  
Neptune Beach, FL 32266

(904)-270-2400 X 31

(Email completed applications to: [acm@nbfl.us](mailto:acm@nbfl.us))

**APPLICANT MUST SUBMIT A PHOTOCOPY OF THEIR VALID PICTURED ID  
WITH COMPLETED FORM.**

### Rental Request Application

Today's Date: \_\_\_\_\_

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

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

Contact Phone # Home: \_\_\_\_\_ Cell #: \_\_\_\_\_

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

Neptune House is available to rent from 8 am to 10 pm, with the exception of (but not restricted to) the following days:

- New Year's Eve and New Year's Day (12/31 and 01/01)
- Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (06/19)
- Independence Day (07/04)
- Labor Day (first Monday in September)
- Veteran's Day (11/11)
- Thanksgiving Day and the Friday After (fourth Thursday in November and day after)
- Christmas Eve and Christmas Day (12/24 and 12/25)
- City-Sponsored Jarboe Park Event Dates (e.g., Movies with the Mayor, Christmas in the Park, Cookies with the Cops)

Desired Rental Date: \_\_\_\_\_

Desired Rental Timeframe (Inclusive of Setup and Cleanup, in Whole-Hour Increments):  
\_\_\_\_\_

## Rental Rates

RENTER	TIME/DAY	PRICE	DEPOSIT
Neptune Beach Resident	Monday-Thursday 8 am- 10 pm Friday 8 am- 5 pm	\$35/hr. – without alcohol (+ tax) \$35/hr. – with alcohol (+ tax) <b>PLUS \$55/hr Police Officer Security Pay (four-hour minimum) *</b>	\$150 – without alcohol \$200 – with alcohol
Neptune Beach Resident	Friday (after 5 pm) Saturday and Sunday	\$75/hr. – without alcohol (+ tax) \$75/hr. – with alcohol (+ tax) <b>PLUS \$55/hr Police Officer Security Pay (four-hour minimum) *</b>	\$250 (without alcohol) \$300 (with alcohol)
Non-Neptune Beach Resident	Monday-Thursday 8 am- 10 pm Friday 8 am- 5 pm	\$75/hr. – without alcohol (+ tax) \$75/hr. – with alcohol (+ tax) <b>PLUS \$55/hr Police Officer Security Pay (four-hour minimum) *</b>	\$400 (without alcohol) \$800 (with alcohol)
Non-Neptune Beach Resident	Friday (after 5 pm) Saturday and Sunday	\$150/hr. – without alcohol (+ tax) \$150/hr. – with alcohol (+ tax) <b>PLUS \$55/hr Police Officer Security Pay (four-hour minimum) *</b>	\$500 (without alcohol) \$1,000 (with alcohol)
Non-Profit Organization	Any	\$0**	\$200
	<b>*Security Police Officer must be paid by the renter separately (by cash or check) onsite at the conclusion of the event.</b>	<b>**Hourly rate of \$55 for Security Police Officer (four-hour minimum) shall be required for events with alcohol.</b>	

Description of Event to be Held: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ (Maximum of 100 People)

Will Alcohol be Served?     YES                       NO

(The minimum rental timeframe for events serving alcohol is four hours and requires police security for the duration of the event.)

**Limitations**

Reservations can be made up to twelve (12) months in advance but not less than thirty (30) days ahead of the desired date.

Weekly recurring rentals are prohibited by the same individual applicant, event coordinator, group, sponsor, or organizing entity. The intent of this limitation is to ensure that Neptune House is made available to as many residents and visitors of Neptune Beach as possible.

**Contract**

All approved applicants shall be required to enter into a contract with the City of Neptune Beach for the use of Neptune House.

**Facility Key Pickup/ Return and Lock Up**

The renter may pick up the Neptune House Key at the Neptune Beach Police Department dispatch, located at 200 Lemon Street, Neptune Beach, on the day of their scheduled event and must return it to the NBPD dispatch at the conclusion of their event. It is the responsibility of the renter to lock and secure Neptune House after their event. Failure to return the key and/or lock the facility will result in the forfeiture of the rental deposit.

**Deposit Refund Policy**

To secure the date, a deposit is due once the City Manager approves the reservation; the rental fee (including tax) must be paid within thirty (30) days of the event date. Deposits are refunded after the building is cleaned and inspected with no damage to the facility. Deposits may be forfeited for failure to comply with City policies and ordinances.

**Refunds**

Provided all conditions are met, deposits for all rentals will be returned via U.S. Mail within 10-15 business days after the facility inspection.

**Right to Cancel**

The City reserves the right to cancel any reservation by written notice no later than thirty (30) days prior to an approved reserved event. The City also reserves the right to cancel any reservation at any time for the purposes of responding to an emergency event impacting the City. For any canceled reservation, the City will return the entire deposit amount.

\_\_\_\_\_

**APPLICANT'S SIGNATURE**

\_\_\_\_\_

**DATE**

.....

*For Office Use Only*

*Approved*

*Denied*

\_\_\_\_\_

*City Representative's Signature*

\_\_\_\_\_

*Date*