



CITY OF PUNTA GORDA

FACILITIES MAINTENANCE  
 326 WEST MARION AVENUE  
 PUNTA GORDA, FL 33950  
 Facilities Supervisor(941) 575-5041  
 CityofPuntaGordaFL.com

## FACILITIES MAINTENANCE DIVISION VENDOR CONTRACT

PERMITTEE							
Event Name				Organization			
Name of Requestor/Applicant				Title			
Address			City			State	
Phone #'s					Email address		
DATE(S) SERVICE IS NEEDED							
Hours	From: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM			TO: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM			
PERMITTEE REQUIRED TO CONTACT FACILITIES A <b>MINIMUM</b> OF 2 WEEKS PRIOR TO DISCUSS SERVICES NEEDED FOR WATER & ELECTRICITY AND IN WHAT AREAS/LOCATION.							
Water	Describe Need						
	Area/Location						
Electricity	Describe Need						
	Area/Location						
FACILITIES MAINTENANCE DIVISION WILL MEET WITH EVENT PERMITTEE 24-48 HOURS PRIOR TO THE EVENT TO TRANSFER KEYS, CODES AND COMBINATIONS FOR UTILITES ACCESS. FAILURE TO DO SO MAY RESULT IN A MINIMUM OF TWO (2) HOURS OVERTIME CHARGE OF \$50.00 PER HOUR							
<p>I, _____ as authorized representative            Of _____ (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Facilities Maintenance Division and its employees will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.</p>							
_____ Signature Authorized Representative				_____ Date			



# Punta Gorda

## Off Duty Vendor Contract

### CONDITIONS OF PERMIT

#### Facilities Division Related Services

The following are general conditions regarding Facilities Division related services:

1. It is the applicant's responsibility to contact the Facilities Maintenance Division a **minimum** of 2 weeks (10 business days) prior to the event to discuss water & electric needs and service availability.
2. Facilities Maintenance Division will meet with the applicant 24-48 hours prior to the event, during normal business hours (M-F 7:00am-3:30pm), to transfer keys, codes, and utility access to the applicant.
3. If City restroom facilities are being used, it is the responsibility of the applicant clean and restock all paper products – Facilities Maintenance will provide the necessary supplies.
4. It is the applicant's responsibility to remove all trash related to the event.
5. It is the applicant's responsibility to return any keys to Facilities Maintenance Division within 24 hours after the event.
  - a. Failure to return key(s) within 24 hours may result in a forfeiture of a portion of the damage deposit
  - b. If key(s) are lost or damaged the applicant will be required to pay a replacement fee of \$50.00
6. If you require assistance from a Facilities Employee after normal business hours (M-F 7:00am-3:30pm), contact must be made with the after-hours employee by calling 941-637-3299.
7. Facilities Employee(s) will, with-in reason, after being contacted, be onsite to restore/repair utilities/services.
8. Any employee called out to restore/repair utilities/services due to damage (not normal wear and tear) shall charge the rental/event permittee for time dispatched until the employees' returns.
9. The City of Punta Gorda Facilities Division has final selection of all employees who work extra-duty details.
10. Cancellation of services by the Permittee (person/event requesting service) **MUST** be made at least 48 hours in advance. Failure to do so will result in the City of Punta Gorda Facilities Department billing permittee for two (2) hours minimum for administrative cost.

I have read, understand and agree to the above listed conditions.

\_\_\_\_\_  
Signature of Public or Private Permittee

\_\_\_\_\_  
Date