

Dr. Carrie D. Robinson COMMUNITY CENTER



Events are more memorable when they happen in special places. The Dr. Carrie Robinson Center provides a comfortable, spacious environment to ensure your event makes for great experiences. Whether its church functions, fraternity/sorority alumni events, family reunions, holiday parties, wedding receptions or business meetings, the Carrie Robinson Center can accommodate your facility needs. Include the Carrie Robinson Center in your event plans.

The guidelines for renting the Dr. Carrie Robinson Center as follows:

1. Permissible Events

The event types below—categorized as both private, invitation only (Category 1) and open to the public (Category 2)—are the only event types that the Housing Authority’s liability insurance carrier will cover. Accordingly, these are the only event types that can be allowed at the Dr. Carrie Robinson Center. Please see Section 2 for additional detail on liability insurance coverage required for event rentals.

Category 1 – Private Invitation Events
Achievement celebrations
Anniversary parties
Award banquets or presentations
Baby showers
Banquets
Birthday parties
Business dinners, lectures, seminars, meetings, parties or banquets
Celebrations (holiday)
Charity or fundraising events (auction, benefit, dance or dinner)
Debuts or debutante balls
Dinners, luncheons or showers
Graduation parties
Lectures
Meetings (clubs or business)
Memorial Services
Parties (retirement, house, anniversary, engagement or graduation)
Recitals (dance or musical)
Reunions (class, family or military)
Seminars
Category 1 – Private Invitation Events (continued)
Social gatherings or receptions
Wedding ceremonies, shower receptions or rehearsal dinners

*Category 2 – Open to the Public Events
Auctions (property or real estate)
Bingo games (for charity/fundraising only)
Celebrations (holiday)
Charity events (auction, benefit, dance or dinner)
Concerts, indoor, non-profit
Conventions
Festivals or Fairs (harvest, craft, ethnic, job or art)
Flea markets or swap meets
Graduation ceremonies
Lectures or workshops
Pageants
Picnics (no in or on water activity)
Reunions (class, family)
Rummage sales
School band or drill team competitions
School carnivals (no inflatables/rides)
Shows (animals-arena setting only, antique, art, baby, business, consumer, craft or fashion)
Speaking engagements
Walking tours (garden, holiday, parade of homes, historical sites)-single location

***Please be advised that Category 2 events may require further staff review, as being open to the public, they carry additional liability exposure.**

Please see Section 5 for a list of prohibited (**uninsurable**) events.

2. Insurance

The Dr. Carrie Robinson Center purchases on behalf of its renters a tenant user liability insurance policy (TULIP) that protects both the Center and the individual renters for property damage and/or bodily injury sustained during the course of an event by an invitee. As this coverage has been specifically procured and meets the standards required by the Center, it is the only accepted form of insurance for events. Affordable pricing for each event category has been negotiated directly with the carrier and will be both less expensive and more comprehensive than what can be obtained on the open market. The TULIP policy also provides liability coverage for claims arising from food, whether sold or given away, as well as *host* liquor liability.

The limits of insurance provided to renters are as follows:

General Aggregate	\$5,000,000 Annual
Products/Completed Operations	\$1,000,000
Each Occurrence	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Damage to Rented Premises	\$300,000
Medical Expense	\$5,000
Deductible	None

Pricing is tiered by event category and number of participants:

Cost based on the daily attendance each day times the number of event days		
	Category 1	Category 2
Total attendance is 200 or less	\$155.00	\$185.00
Total attendance is 201-750**	\$185.00	\$215.00
**MAXIMUM CAPACITY NOT TO EXCEED 300 ATTENDEES		

The rates above contemplate all event types listed in Section 1.

Please be advised that amusement devices (bounce houses, dunk-tanks, wall climbs, etc.), animals, and fireworks are all standard exclusions to the liability coverage in both the TULIP and elsewhere on the open market, and accordingly, are prohibited when renting the Dr. Carrie Robinson Center. The operations of third-party vendors/concessionaires/exhibitors are permitted; however, **any hired third-party vendors/concessionaires/exhibitors must also provide not less than the following limits of Commercial General Liability coverage, listing both the Housing Authority of the City of Fort Myers and the Dr. Carrie D. Robinson Community Center as additional insureds:**

General Aggregate	\$2,000,000
Products/Completed Operations	\$1,000,000
Each Occurrence	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Damage to Rented Premises	\$300,000

All insurance coverage must be approved and in place no less than fifteen (15) days prior to a scheduled event, as is stipulated by the Lease Agreement for all other documentation.

3. Liquor Liability

The **sale** of any alcohol at an event taking place at the Center is expressly prohibited. The TULIP coverage provides *host* liquor liability coverage, which contemplates renters **furnishing alcohol free of charge** to their guests or invitees. Should renters wish to serve alcohol, it must be furnished without charge in order to qualify for insurance coverage.

4. Security

Security is required for events that are both scheduled after 5 p.m. and which will include the serving of alcohol. Scheduling of security will be handled by the Dr. Carrie Robinson Center.

There shall be no less than two individuals for security detail per 100 attendees.

5. Prohibited Events

The events listed below are prohibited for no other reason than that they simply are not insurable under the Dr. Carrie Robinson Center's insurance coverage.

Activist rallies/marches/protests
Air shows/events
Animal obedience training
Any events involving organized athletic events/competitions
Any paid, outdoor concerts
Any events held on an airport premises
Any events involving in or on water activities

Battle reenactments
Bonfires
Christmas tree sales/lots
Cinematography or photography events for commercial use
Circuses
Color party, foam party or raves
Food eating contests
Fraternity or sorority events (except alumni association off-site events that have been approved by us)
Geocaching events, e.g. GPS Pokémon collecting
Gun and/or knife shows
Haunted attractions/events
Health fairs/expositions involving any actual medical treatment e.g. administration of shots
Mazes (corn, hay or fence)
Parades (or any event involving a parade)
Political events (except private fundraising auctions, benefits, dances, dinners)
Pumpkin chuckin events
Rodeos
Seances
Tailgating events (unless report to and approved by the carrier)
Tractor pulls
Union meetings
Walks/running events