bell tower shops

COMMUNITY ROOM INFORMATION PACKAGE

Bell Tower Shops makes its Community Room available as a convenience to our tenants and the local community for **business and group meetings only.**

The Community Room is located adjacent to Center Court next to Soma. The room is available **Monday - Saturday, 8:00 a.m. to 9:00 p.m.**, and **Sunday, 12:00 p.m. to 5:00 p.m.** on a First-come, first-serve basis.

The Community Room accommodates approximately 50 people seated. 50 chairs and 10 tables are in the room to use as needed, however, **room setup and breakdown are your responsibility.** Please allow time at the end of your meeting to return the room to its original condition.

FEES	**NON-PROFIT**	**ALL OTHERS**
Community Room Use Fee	$50.00	$75.00
Cleaning Fee	$25.00	$25.00

Checks should be made payable to: **Bell Tower Shops LLC.**

TO RESERVE THE COMMUNITY ROOM

Complete and return the "Application for Temporary Use" and "Temporary License Agreement" contained in this package. **All payments must accompany your application and should be received at least two weeks in advance** in order to be processed for approval. (This applies to the booking of additional dates as well.) Please send your application package to:

Bell Tower Shops LLC
13499 US 41 SE, Suite 161
Fort Myers, FL 33907
Via email: shannon.densham@MadisonMarquette.com

Management Office hours are: Monday – Friday 9:00 AM – 4:00 PM. **PLEASE CONTACT THE OFFICE AT (239) 489-1221 TO CONFIRM THAT YOUR APPLICATION WAS RECEIVED AND APPROVED.**

CANCELLATIONS
Bell Tower Shops Management office reserves the right to cancel any engagement with a minimum of two (2) weeks notice. All payments will be refunded under these circumstances. Cancellations made by the group may result in loss of deposit and/or other use fees.

RULES AND REGULATIONS

The following "Rules and Regulations" are part of the "Use Agreement" pertaining to the Bell Tower Shops Shopping Community Room. Should you have any questions regarding this information, please feel free to contact the Community Room Coordinator at:
(239) 489-1221.

1. All meetings shall be conducted during **recognized hours** only.

2. From Monday – Friday 9:00 AM – 5:00 PM please see the Bell Tower Shops Management for access and lock ups. After 5 PM, weekend's access and to lock up please contact Bell Tower Shops' 24 hour Security at (239) 470-8355.

3. Restrooms are located in the corridor next to Sunglass Hut.

4. **Smoking is not permitted** in the Community Room or within any area of the office building. However, we have ash trays located throughout property.

5. **Please do not post any signs** in the outdoor areas of the Center, except directly on the door of the Community Room itself.

6. Any **advertising** of the event shall be at the discretion and approval of Bell Tower Shops Management office.

7. **Assembly** is to be held **in the room** to avoid congestion and noise in the hallway.

8. The use of the Community Room is limited to **business and group meetings only**. Parties, dances, therapy sessions, religious or political uses, traffic schools, or the sale/trade of merchandise are not permitted.

9. Consumption of **alcoholic beverages** of any kind is strictly prohibited.

10. We ask that you **do not attach anything** to the walls in the Community Room. However, there is a ledge along two walls in the room that is suitable to prop up poster board type charts or other written information.

11. Please be advised that you may be held financially **accountable for** replacement or repair of any **Community Room property** which may have been damaged or stolen while the Room was in your possession.

12. Any props or equipment which you need for your meeting should be delivered and picked up the day of the meeting. **Overnight storage is not available**.

13. Neither Bell Tower Shops Management nor its employees are responsible for **lost or damaged articles**.

14. Community Room users are responsible for both **arranging the Room** to their specifications and returning it to its original order. Please leave ample time before and after your meeting to so do.

15. **Cooking is not permitted** in the Room. However, light refreshments, such as coffee and finger food may be served.

16. The Community Room should be **left clean** in order for your security deposit to be returned. If you are expecting a large crowd and serving refreshments, please bring an **extra garbage bag**, as the room is not equipped to handle much refuse.

18. Although we discourage bringing **small children** in the Room, should your group need to do so, they should be supervised by an adult **at all times**. Children should also be kept from roaming the hallways and playing in the elevators.

19. Please note that your engagement at Bell Tower Shops is limited to the **specific activity, dates and times** which you list on your application form. Any deviations or changes need to be addressed with Bell Tower Shops Management prior to your actual engagement.

20. Any **severe disturbances** or unlawful activity created by your group will be directed to the appropriate local authorities.

21. Shopping center code of conduct: the occupants of the space must follow all shopping center code of conduct Rules & Regulations.

22. **Violations** of any part of these "Rules and Regulations" may cause future denial of use in addition to fines and fees.

Visitor Courtesy Code

Welcome to Bell Tower Shops. The purpose of this area is for shopping, dining and entertainment. Bell Tower Shops, including its parking areas, is private property. In the interest of promoting a pleasant shopping environment for patrons and employees, visitors are expected to abide by this "Visitor Courtesy Code." Any action considered disruptive, offensive or dangerous in nature will not be permitted.

1. LOITERING IS NOT PERMITTED.

2. Visitors must wear a shirt and shoes while on Bell Tower Shops property at all times.

3. Smoking is not allowed inside Bell Tower Shops stores, restaurants, restrooms, or other enclosed areas, per Florida State Law.

4. Sidewalk for walking purpose only.

5. For your protection, as well as for the protection of others, sitting on stairs, planters, railings or curbs is prohibited.

6. Gathering for the purpose of disturbing the peace or committing any unlawful act is not permitted.

7. Scavenger hunts on Bell Tower Shops property require a completed Event Application.

8. Using physical force, obscene gestures, or racial or ethnic slurs, which are likely to create a disturbance or impinge on the hearing or peace of other patrons, is not permitted.

9. Bell Tower Shops welcomes dogs and service animals, as long as they are on leashes. All animals must be attended to at all times and never left unattended.

10. Soliciting money or other contributions or donations, or distributing commercial advertising or promotional material of any kind, or offering samples of items which are sold, available for sale, or available in exchange for a donation or contribution, except with the prior written permission of the Management Office is not permitted. Distribution of literature of any kind is not permitted without prior written permission of Bell Tower Shops Management.

11. Creating litter, or throwing, discarding or depositing any paper, glass or other matter or debris of any kind on the property is prohibited. Trash receptacles are available throughout Bell Tower Shops for disposal of miscellaneous debris.

12. All bicycles must be secured to bicycle racks only. Bicycles may not be secured to other finishes, fixtures or structures such as light poles, trees, fences, parking meters, etc. Bicycles not secured properly are subject to removal by Bell Tower Shops.

13. Any act forbidden by local, state or federal law is prohibited and will be considered as Trespassing.

The above is a partial list of Bell Tower Shops Rules and Code of Conduct. Bell Tower Shops reserves the right to modify and/or amend these rules at any time. Violators may be asked to leave the property and/or be subject to arrest by the Police Department.

IN CASE OF EMERGENCY, CALL BELL TOWER SHOPS SECURITY 24 HOURS AT:
(239) 470-8355

Community Room Application

Please forward completed application to:
Bell Tower Shops
13499 US 41 SE, Suite 161
Fort Myers, FL 33907

Application Date:_____/_____/_____
Applications should be submitted at least 2 weeks in advance of the proposed date.

EVENT INFORMATION

Organizer's Name:	
Contact Name:	
Address, City, State Zip	
Email:	
Phone:	
Event Name/Type of Event:	
Nonprofit or For Profit:	

EVENT INFORMATION

Date and proposed time of the event:	
Please describe your event in detail:	
Is this a public event or a private event:	
If this a ticketed event, please provide cost per person:	
Nonprofit or For Profit:	
Will beverages or food be serviced at this event (all catering to be exclusively supplied by Bell Tower Shops restaurants):	

Special requirements (electricity, lighting, tables, chairs, etc. All equipment rental exclusively supplied by Bell Tower Shops approved vendor):	
Do you want to sell items at the event? If so, describe:	

DISCLAIMER:

I have read the Event Brochure located at www.thebelltowershops.com. _____ initial

I have read the Rules & Regulations for use of the Community Room at Bell Tower Shops: _____initial

I have read and understand that I will need to execute a Special Event License Agreement if my event is approved: _____initial

I understand that there is an approval process for all Community Room and Special Event Applications and that I will be contacted at that time should my event be approved: _____initial

_____

Signature

_____

Print Name

_____

Date

* * * * * * * * * * * * *

OFFICIAL USE ONLY

Date Received: _____ Received By: _____

Action Taken: _____ Action Date: _____

Notes:

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