

City of Palmetto Facilities and Events 516 8 th Ave West Palmetto, Florida 34221	Phone: (941) 723-4570 Fax: (941) 723-4576 E-Mail: Parkrental@palmettofl.org
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CITY FACILITY RENTAL APPLICATION / AGREEMENT

Please complete this application with as much detail as possible. Return completed application
With ALL appropriate rental fees via mail to the address above or in person at 516 8th Ave West

Application should be submitted two weeks in advance of event rental

Name of Applicant:	Name of Organization
	<input type="checkbox"/> For Profit <input type="checkbox"/> Not For Profit

Address:	City:	Zip Code:
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Phone (daytime):	Phone (evening):	Phone (cell):	E-Mail Address:
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Contact 1 (if other than applicant):	Phone (daytime):	Phone (evening):
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Contact 2 (if other than applicant):	Phone (daytime):	Phone (evening):
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Anticipated attendance:	Minimum	Maximum
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Date(s) of Use:	Day(s) of week:
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Start time (include decorating/setup time):	End time (include cleanup time):
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Is this a fundraising event? Yes No
 Is an entry fee, ticket or registration fee required? Yes No
 Are any other fees associated with this event? Yes No
 If yes to any of the above, please explain how funds will be used.

Please check all that apply to this event:

Baby/Bridal Shower Birthday Party Church Function/Social Family Gathering/Reunion
 Field Use (Games/Practices/Recreational/Tournament) Meeting Picnic Clinic Political Function
 Catering/Food Provided Wedding or Reception Youth League Meeting Tents 10 x 10 or Smaller
 Inflatable equipment(Must Have Insurance) Other(describe): _____

Building/Facilities & Rental Fees

Please check ALL facilities being requested for use and circle the application fees.

Rental hours are 30 minutes prior to Sunrise, 30 minutes after Sunset, Unless otherwise noted.

ALL FEES, DEPOSITS AND TAXES ARE DUE BEFORE YOUR RESERVATION IS ADDED TO THE RESERVATION CALENDAR

*EVENTS INVOLVING FOOD, MAY REQUIRE EXTRA GARBAGE RECEPTICAL RENTAL

Sutton Park- 1025 6th Street West

Full Day= >4 hours

Half Day= <4 hours where applicable

Park hours: 30 Minutes prior to Sunrise until 10:00 p.m.

Bandstand	Full Day : \$75.00	Half Day: \$40.00
Bandstand & Grounds (with a Special Function Permit)	\$600.00 Per Day	Half Day: \$300.00
Bandstand & Grounds (without a Special Function Permit)	\$200.00 Per Day	
Electric \$25.00 PER DAY Water \$25.00 PER DAY Extra Garbage Receptacles. Fees will apply.		

Deposit for Sutton Park:

With Special Function Permit: \$250.00 for events with less than 1000 attendees

With Special Function Permit: \$500.00 deposit for events with 1000 or more attendees

With NO Special Function Permit: \$50.00

Full Day= >4 hours Half Day= <4 hours where applicable

Lamb Park

(Picnic tables, water, electric)

Park hours: 30 minutes prior to Sunrise – 11:00 p.m.

\$75.00 Per Day \$40.00 Half Day Extra Garbage Receptacles.
Electric \$25.00 per day Water \$25.00 per day Fees will apply.

17th Street Park- 910 16th Street West

(Pavilion, picnic tables and electric)

\$75.00 Per Day \$40.00 Half Day
Electric \$25.00 per day Extra Garbage Receptacles. Fees will apply.

Hydrant Park – 14th Avenue & 12th Street

(Pavilion, picnic table and playground)

Full Day \$40.00 / Half Day \$20.00

Hidden Lake Park – 12th Street & 17th Avenue

(Pavilions, picnic tables and restrooms)

Full Day \$40.00 / Half Day \$20.00

Estuary Park- 101 US 301

(Pavilions, picnic tables and restrooms)

Full Day \$40.00 / Half Day \$20.00

Taylor Park – 8th Street & 3rd Avenue

(Pavilion, picnic tables)

Full Day \$40.00 / Half Day \$20.00

Soccer Field - 14th Ave & 9th Street

Full Day \$40.00 / Half Day \$20.00

Riverside Park West-Riverside Drive West & 8th Avenue West (Restrooms, Pavilion)

Park Hours: 24 Hours

Rental Hours: 8:00 a.m. to 10:00 p.m.

Pavilion, Restrooms & Grounds

\$200.00 Full Day \$100.00 Half Day Number of Days _____

Green Bridge Fishing Pier

\$200.00 Full Day \$100.00 Half Day Number of Days _____

Boat Ramp

\$10,000. Full Day \$5,000. Half Day Number of Days _____

Electric \$25.00 per day Water \$25.00 per day Extra Garbage Receptacles.
Fees will apply.

Deposit for Riverside Park West:

With Special Function Permit: \$250.00 for events with less than 1000 attendees

With Special Function Permit: \$500.00 deposit for events with 1000 or more attendees

With NO Special Function Permit: \$50.00

SECURITY DEPOSIT: \$50.00 per facility unless a different amount is specified above. This amount is payable at time of reservation and is refundable upon the completion of a favorable inspection. Up to 100% of the security deposit may be retained for damage and/or clean up if deemed necessary by the City of Palmetto. In addition, the applicant shall be responsible for payment of cleaning/damage charges in excess of the security deposit.

NOTE: A SPECIAL FUNCTION PERMIT AND ADDITIONAL SECURITY DEPOSIT ALSO MAY BE REQUIRED PURSUANT TO CHAPTER 19, ARTICLE VI. OF THE CITY CODE OF ORDINANCES. RENTAL OF CITY FACILITIES FOR MORE THAN FIVE (5) DAYS IN ANY THIRTY (30) DAY PERIOD SHALL REQUIRE CITY COMMISSION APPROVAL. FEES FOR LONG TERM RENTAL OF CITY FACILITIES SHALL BE BASED ON THE ADDITIONAL OPERATION AND MAINTENANCE COSTS INCURRED BY THE CITY IN CONNECTION WITH SUCH LONG TERM USE.

Total Fees Enclosed: \$_____ [] Cash or Check #_____ for Rental Fees _____ for Deposit(s) _____ A Driver's License # is required for ALL checks for the person whose name is on the check State _____ # _____

FOR OFFICE USE ONLY

Date Rec'd:	Approved or Denied
Fees Collected:	Receipt #/s:
Palmetto Parks and Recreation Department	_____

**CITY OF PALMETTO
FACILITY RENTAL APPLICATION**

APPLICANT ACKNOWLEDGEMENT

The Applicant, _____, hereby
Acknowledges and agrees to the following:

- All rental fees and taxes, without a special function permit must be included with this application
- Submittal of the application does not confirm reservation dates
- Reservation requests are subject to City approval and are processed on a first come, first served basis
- Applicant has been provided with a copy of the City Facility Rental Rules and Regulations and agrees to abide by same

Applicant hereby affirms that the information contained in this application is true and correct, acknowledges receipt of a copy of the application, and agrees to all of the terms and conditions as outlined in the Facility Rental Agreement, including how to proceed in the event of an emergency during the event.

In the case of an emergency contact the Palmetto Police Department at 941-723-4587.

The applicant hereby agrees to indemnify and hold harmless the City of Palmetto (“City”), its agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly or indirectly arising from or related to the use of the City Facility permitted under this rental agreement. The undersigned applicant certifies that he or she accepts responsibility on behalf of his/her organization / group and it’s guests for any damage or theft sustained by the City (premises, landscaping, equipment, furniture) because of occupancy of the City Facility by the organization. I have read and agree to comply with the rules and regulations stated in or incorporated into this rental agreement. The cost of any special cleaning or damage to the City Facility, equipment of grounds due to the scheduled activity or event will be deducted from the security deposit provided for herein. In the event that such costs exceed the amount of the security deposit, the undersigned agrees to be personally responsible for the payment to the City of any overages.

By: _____

Print name: _____

Date: _____

CITY OF PALMETTO

CITY FACILITY RENTAL RULES AND REGULATIONS

City Facility

“City Facility” means any property owned or leased by the City of Palmetto and made available to the public for exclusive use; i.e. city parks, park structures and designated city-owned buildings.

Rental Period

Rental of City Facilities for more than five (5) days in any thirty (30) day period shall require approval of the City Commission. In order to preserve public access to City Facilities, City Commission approval shall be granted only upon a finding that the proposed long term use of City Facilities provides a special benefit to the residents of the City of Palmetto, over and above the benefit received by the general public. Rental hours are 30 minutes before dawn to 30 minutes after dusk, unless otherwise noted. Please refer to the park rental application for specific times at each park.

Reservation Policy

Reservations for City Facilities will be taken on a first come first served basis and upon payment of the applicable security deposit and/or special function permit fee if applicable. A \$20 charge will be assessed for any returned checks.

Fees

Fees for rental of the various City Facilities are set forth on the Facility Rental Application/Agreement.

Security Deposit

A security deposit in the amount specified on the Facility Rental Application/Agreement shall be submitted with each such application in a form acceptable to the City Clerk’s office. If a City representative, determines in his or her sole judgment that excessive cleaning is required after an event, or that there were damages done to the facility, fees will be charged to the applicant. These fees will first be deducted from the security deposit and any remaining amounts would be refunded to the applicant under normal circumstances. The applicant shall be responsible for payment of cleaning/damage charges in excess of the security deposit.

1. All rental applications are considered tentative and are therefore non-binding until all fees and deposits have been paid, and all conditions or other special permits pertaining to use of City Facilities are met by the person or entity wishing to use said facilities.

2. **Reservations for use of City Facilities should be made two weeks in advance of the proposed date of use.** City staff can make exceptions under certain circumstances with approval from the Event Coordinator. Reservations may be made up to one year in advance providing that all fees and deposits are paid.
3. The City reserves the right to cancel, reassign, or otherwise adjust reservations to comply with the demands of its own programs, community programs, or emergency requirements.
4. Where a rental application is submitted on behalf of a business entity or organization, it shall be signed by a person with authority to bind the company or organization.
5. **No refunds will be made unless a written notice of cancellation is received by the City staff at least seven days prior to the rental date.** If notice is not received within the seven day period, the rental fee is forfeited and the security deposit shall be refunded. Refunds will only be given to the person or entity whose name appears on the rental application.
6. Applications for rental of City Facilities will not be accepted from anyone under 21 years of age. Youth groups must have adult sponsors who guarantee observation of these rules and regulations. A minimum of one adult per 25 people under the age of 21 is required at the activity.
7. In the event of an emergency, as determined in the sole judgment of the City, the City shall have the right to cancel scheduled activities or events.
8. Any misrepresentation as to the nature of the use or activity to occur at a City Facility, the number of attendees expected, contact or payment information or any other falsification on rental application documents will result in the immediate cancellation of the proposed use or event and forfeiture of fees paid. Any such misrepresentation may result in denial of future rental requests and/or legal action.
9. City Facilities rented for exclusive use may not be used for advertising, solicitation of sales, posting of signs or distribution of pamphlets without a special function permit.
10. No donations, under any guise or circumstance, or for any purpose, shall be solicited at any rented City Facility for causes not directly related to the activity in progress.
11. A City representative shall consider the safety, health and welfare of persons, and the security, preservation and orderly use of City Facilities as criteria for the granting of a rental permit. All applicable City ordinances, rules and regulations will be in effect. This includes, but is not limited to, the requirement that a special function permit be obtained for certain activities.

12. If the estimated number of attendees is 75 people or more, a City of Palmetto Special Function Permit must be obtained.
13. The use of nails, tacks, staples, etc., is not permitted to secure decorations. All decorations and their attaching substances must be removed prior to leaving the City Facility.
14. Building capacities are based on fire safety codes and are not to be exceeded for any reason. No additional furniture will be allowed in City buildings, and furniture is not to be removed from City buildings at any time.
15. Applicant shall leave all City Facilities in a clean and satisfactory condition upon conclusion of the activity. All refuse shall be placed in appropriate trash receptacles or rented dumpsters. Leaving any refuse outside the provided and/or rented receptacles, may result in forfeiture of your security deposit.
16. As set forth in the City's Code of Ordinances, Chapter 28, Article V. *Regulations of Skates, Skateboards, Scooters, Coasters, Bicycles and Similar Devices*, wheeled devices discussed therein are not permitted at or in rented City Facilities or structures, including, but not limited to, ATV's, bicycles, skateboards, skates, rollerblades, go-carts, motorcycles and minibikes.
17. **PARKING ON THE GRASS IS NOT PERMITTED AT ANY TIME**, unless previously approved with a Special Function Permit. Parking is permitted in designated areas.
18. **THE SALE OR CONSUMPTION OF ALCOHOL IS PROHIBITED** at all City Facilities, unless approved by the City Commission through the use of a Special Function Permit. Gambling or games of chance are not permitted at City Facilities.
19. Where the estimated number of attendees is less than 75, City staff, with the approval of the City Commission, may require the applicant to hire, at its own expense, one or more certified law enforcement officers if he or she deems it to be in the best interest of the citizens and residents of the City. The Palmetto Police Department shall have the first right of refusal.
20. City staff, may require an applicant to provide an additional security deposit and/or obtain liability insurance naming the City of Palmetto as an additional insured covering the period of time that applicant plans to rent a City Facility.
21. Children under the age of 14 **MUST** be supervised by an adult at ALL times.
22. Where pets are permitted at or in City Facilities, all pets must be kept on a leash. Pet owners must clean up after their pets. Certified service animals are permitted in all City Facilities.

23. Only charcoal briquettes are permitted when grilling food at a City Facility. The use of wood is prohibited.

24. The applicant hereby assures that all programs and activities implemented at City Facilities and open to the general public will be conducted in a non-discriminatory manner, without regard to an individual's race, gender, color, creed or national origin.

25. The applicant shall agree to hold the City harmless and indemnify the City against any and all claims or liability for any loss, damage or injury arising out of or relating to applicant's use of the City facility, as more fully set forth in the Facility Rental Application/Agreement.

26. The City, acting through the City Commission, reserves the right to waive any of the requirements listed herein where use of a City Facility is authorized pursuant to an executed interlocal agreement.

Failure to follow park rules and regulations may result in removal from a City Facility and may be punishable by law.

In case of emergency contact the Palmetto Police Department. (941)723-4587