

City of Palmetto Facilities and Events 516 8 th Ave West Palmetto, Florida 34221	Phone: (941) 723-4570 Fax: (941) 723-4576 E-Mail: gseger@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 600 17th Street West.

Name of Applicant:		Name of Organization	
		<input type="checkbox"/> For Profit <input type="checkbox"/> Not For Profit	
Address:	City:	Zip Code:	
Phone (daytime):	Phone (evening):	Phone (cell):	E-Mail Address:
Contact 1 (if other than applicant):	Phone (daytime):	Phone (evening):	
Contact 2 (if other than applicant):	Phone (daytime):	Phone (evening):	
Anticipated attendance:	Minimum	Maximum	
Date(s) of Use:	Day(s) of week:		
Start time (include decorating/setup time):	End time (include cleanup time):		
Is this a fundraising event? <input type="checkbox"/> Yes <input type="checkbox"/> No Is an entry fee, ticket or registration fee required? <input type="checkbox"/> Yes <input type="checkbox"/> No Are any other fees associated with this event? <input type="checkbox"/> Yes <input type="checkbox"/> 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 or Practices) Field Use (Recreational) Meeting Picnic Clinic
 Political Function Tournament Wedding or Reception Youth League Meeting Tents 10 x 10 or Smaller
 Electric (if available) Water (if available) Other (describe): Inflatable equipment. (Must Include Insurance)

Building/Facilities & Rental Fees

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

Rental Hours are Dawn to Dusk, Unless otherwise noted.

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

Sutton Park- 1025 6th Street West

Bandstand	<input type="checkbox"/> Full Day : \$75.00 <input type="checkbox"/> Half Day: \$40.00
Bandstand & Grounds (with a Special Function Permit)	<input type="checkbox"/> \$600.00 Per Day <input type="checkbox"/> Half Day: \$300.00
Bandstand & Grounds (without a Special Function Permit)	<input type="checkbox"/> \$200.00 Per Day

(Restrooms, electric and water are available)
(Does not include the use of the Auto or Video equipment)
Call for fees and labor costs for the use of equipment
Rental hours: 8:00 a.m. until 10:00 p.m.

Deposit for Sutton Park: with Special Function Permit
\$250.00 for events with less than 1000 attendees
\$500.00 deposit for events with 1000 or more attendees

Celebration Center- 950 6th Street West (Total Capacity, 48 people)

Celebration Center	<input type="checkbox"/> \$90.00 First 3 Hours /\$20.00 each additional Hour of use
Celebration Center	<input type="checkbox"/> \$225.00 Full Day

(Refrigerator, water, electric, restrooms, tables & chairs)

Rental hours: 8:00 a.m. – 9:00 p.m.

Lamb Park Grounds

(Picnic tables, water, electric)

\$75.00 Per Day \$40.00 Half Day

17th Street Park- 910 16th Street West

(Pavilion, picnic tables, water and electric)

\$75.00 Full Day / \$40.00 Half Day

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 and playground)

Full Day \$40.00 / Half Day \$20.00

Soccer Field 14th Ave & 9th Street

Soccer Field

Full Day \$40.00 / Half Day \$20.00

Riverside Park West - Riverside Drive West and 8th Avenue West (Tournaments, Events and Festivals)

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 _____

(Water, electric and benches)

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.

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 management. In addition, the applicant shall be Responsible for payment of cleaning/damage charges in excess of the security deposit.

Total Fees Enclosed: \$_____ [] Cash or Check #_____ for Rental Fees _____ for Deposit(s) _____

A Drivers 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 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: _____