



Issued P&R Rental Policy: Yes/ Date: _____

Insurance Policy Required: Yes or No

Insurance Policy Amount Required: \$ _____

CITY OF RIVIERA BEACH - PARKS & RECREATION DEPARTMENT RENTAL APPLICATION AND AGREEMENT

FACILITY RENTED: _____ DATE REQUESTD: ____/____/____

Date: _____

Type of Event: _____

Name of Applicant: _____

Phone # (H): _____

Chairperson of Event: _____

Phone # (Alt): _____

Contact Person: _____

City: _____ State: _____ Zip: _____

Address: _____

Time: _____: _____ AM/PM until _____: _____ AM/PM

Email Address: _____

Fees Waived By Police Department: Yes No

1. **RENTAL FEE & RENTAL PARTY AGREEMENT:**

The Department of Recreation and Parks reserves the right to attach an additional fee for any and all rental events that charge admission or donations.

- A. Rental charges commence when you request the facility opening. (Excluding a complimentary one (1) hour decorating/set-up time.) To receive the complimentary hour, a three (3) hour minimum rental.
- B. All requests MUST be submitted at least 2 weeks prior to event date.
- C. All final fees must be paid two (2) weeks prior to the event.
- D. All fees must be paid by CASH or MONEY ORDER. NO PERSONAL CHECKS.

2. **RENTAL RATES:**

LINDSEY DAVIS COMMUNITY CENTER

\$ 85.00/PER HOUR - LARGE ROOM

\$ 40.00/PER HOUR – SMALL ROOM

(Includes Tables and Chairs Only)

GYM RENTAL:*

\$ 95.00/ PER HOUR – RESIDENT

***WELLS or DAN CALLOWAY RECREATION CENTER(S)**

\$100.00/PER HOUR – NON RESIDENT

BALL FIELD:

\$ 35.00/ PER HOUR – RESIDENT

\$ 45.00/ PER HOUR – NON RESIDENT

(Without Lights)

\$ 50.00/ PER HOUR – RESIDENT

\$ 60.00/ PER HOUR – NON RESIDENT

(With Lights)

VOLLEYBALL COURTS/BASKETBALL COURTS

\$10/PER HOUR – RESIDENTS

\$20/PER HOUR – NON RESIDENT

(2 hr Minimum rental)

PARK/MUNICIPAL BEACH PAVILION PERMIT

\$ 25.00 up to \$150 (MUST OBTAIN A PARK PERMIT TO RESERVE PARK) \$50.00 - \$200.00 SEC. DEPOSIT REFUNDABLE (4 HR RENTAL)

POOL FACILITY RENTAL

FEES VARY (PLEASE CONTACT THE ADMINISTRATIVE OFFICE FOR PRICING)

STAFFING

20.00/PER HOUR

AMPHITHEATER (500 or more seating):

RATES VARIES - CONTACT P&R ADMINISTRATIVE OFFICE

MULTI RINK (GROUP HOURLY RATE):

100.00/R 130.00/NR

AQUA SPRAY GROUND (GROUP HOURLY RATE):

\$25.00/R or 35.00NR /for 2 hours

NOTE: Tax will be charged on the Facility Rental Fees.

A Department staff representative will be present at any and all events held in a city recreation facility. A Security Deposit in the amount anywhere from **\$50 - \$10,000** depending on the nature of the rental must be paid at the time of the initial application. **In the event of cancellation or increment weathers all additional fees less the security deposit paid and not paid will not be refunded. 15 percent of this fee will be retained by the City and the balance refunded to the renter.**

However, upon completion of your event and the exit review walk through, if there has been ANY DAMAGE OCCURRED, additional monies owed for extra time, will be deducted from the security deposit and balance refunded to the renter, within a two (2) week period. **In addition, the above fees, in some cases, the RENTER MUST SECURE THE SERVICES OF A CITY POLICE OFFICER TO CHAPERONE THE ACTIVITY. **INSURANCE COVERAGE FOR SOME EVENTS MAY BE REQUIRED (INSURANCE MUST NAME CITY AS AN ADDITIONAL INSURER). ****

TO REQUEST A REFUND, RENTER MUST SUBMIT ORIGINAL RECEIPT TO P&R ADMIN OFFICE. REFUNDS WILL BE PROCESSED WITHIN 4 WEEKS. Please write your name, mailing address and phone number on the back of the original receipt. _____ (initials)



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EVENT COORDINATING FORM

revised 06/2011

(DEPARTMENT OF PARKS AND RECREATION FACILITIES)

Circle which facility (only one) Refer to price listing on Rental Application

Park/Beach/Pavilions (permit needed)

GYMNASIUMS (Community Center)

- Ben Flint Park
- Bicentennial Park
- Cunningham Park
- George Street Park
- Goodmark Park
- Lone Pine Estates Park
- Monroe Heights
- Shultz Park
- Wells Park
- Timber Pine Park
- Dan Calloway Amphitheater
- Municipal Beach Park
- Farrington Park (Dan Calloway "Tate")

- Wells Gymnasium (Floor)
- Dan Calloway Rec. Complex/Tate Gymnasium (Floor)
- Side Room – Dan Calloway Recreation Complex
- Lindsey Davis Community Center – *Large Room*
- Lindsey Davis Community Center – *Smaller Room*

BALL FIELDS

POOL

- Football
- Softball
- PAVILIONS:**
- Tennis Courts
- Basketball Courts
- Grill Areas (Small)

- Barracuda Bay Water park
- AQUATICS:** Municipal Beach
- Small Med Large
- Racquetball Courts
- Aqua Spray Ground
- Other _____

\$80/Grill Rental Fee

Deposit: _____

Receipt No # _____

Facility Rental Fee: _____

Receipt No # _____

Plus **6%** tax: _____

Payment Due Date: ____/____/____

TOTAL PAID: \$ _____

Vendor Fee to be paid: Yes No \$ _____

APPLICANT SIGNATURE: _____ **DATE** _____

RECREATION STAFF: _____ **DATE** _____

Number of Guests: _____ (Insurance coverage for some events may apply)

****Special accommodations: MUST BE APPROVED AND INITIALED BY P&R STAFF****

Please indicate if you are requesting any special accommodations. Any and all request for special accommodations must be approved by the Parks and Recreation Administrative Office.

Chairs: _____

Stage: _____

Tables: _____

Sound System: _____

Kitchen Access: Yes No

Access prior to Event: Yes No Time: ____:____

Set-up: For special set-up and layout please attach a drawing. **Serving Alcohol:** Approved by CM: Yes or No

Security Confirmed: Yes or No Police Receipt # _____ **Fees Waived By PD:** Yes or No

EMS Confirmed: Yes or No Note: _____ Other: _____

****NOTE TO APPLICANT****

FORM TO SERVE AS AN INFORMATIVE TOOL ONLY.
DOES NOT CONFIRM APPROVAL OF YOUR REQUEST!

APPLICANT SIGNATURE _____

DATE _____

Administrative Staff Use Only:

Authorized Signature of Parks and Recreation Staff _____ Date: ____/____/____ Approved / Not Approved

Attach/Submit any correspondence regarding event that has been submitted to the Parks and Recreation Administrative Office (Yes /No)

Notes: _____

CONFIRMATION NUMBER: _____

LIMITATIONS: _____

