



CITY OF WEST PARK
PARKS AND RECREATION DEPARTMENT
RESERVATION FORM

No. _____

MARY SAUNDERS PARK
 4750 SW 21 Street
 West Park, FL 33023
 (954) 985-1990

Mc TYRE PARK
 3501 SW 56 Avenue
 West Park, FL 33023
 (954) 964-0283

WATER TOWER PARK
 3900 SW 39th Street
 West Park, FL 33023
 (954) 964-0283

TO ALLOW TIME FOR PROCESSING, RESERVATIONS AND PAYMENTS MUST BE MADE TO THE PARKS AND RECREATION DEPARTMENT A MINIMUM OF TWO WEEKS (14 DAYS) PRIOR TO THE SCHEDULED EVENT.

Space Requested: _____ Date: _____ Time: _____

Group Name: _____ Purpose: _____ # in group: _____

Coordinator's Name: _____ (E-Mail) _____

Address: _____

Telephone: (Primary) _____ (Secondary) _____ (Fax) _____

PARK FEES (HOURLY FEES)	NON-RESIDENT	RESIDENT	FOR OFFICE USE ONLY	
<input type="checkbox"/> Pavilion (Large/Small) <i>Mon - Fri</i>	<input type="checkbox"/> \$110.00 / \$80.00	<input type="checkbox"/> \$75.00 / \$60.00	Amt. Paid	
<input type="checkbox"/> Pavilion (Large/Small) <i>Sat & Sun</i>	<input type="checkbox"/> \$135.00 / \$110.00	<input type="checkbox"/> \$115.00 / \$90.00	Check/MO #	
<input type="checkbox"/> Full / Jr. Football-Soccer Field	<input type="checkbox"/> \$33.00 / \$22.00	<input type="checkbox"/> \$28.00 / \$19.00	Received By	
<input type="checkbox"/> Re-lining of field	<input type="checkbox"/> \$55.00 / \$33.00	<input type="checkbox"/> \$48.00 / \$28.00	Sec. Deposit Due Date	
<input type="checkbox"/> Softball (1) T-Ball	<input type="checkbox"/> \$22.00/hr.	<input type="checkbox"/> \$19.00	Amt. Sec. Deposit Due	
<input type="checkbox"/> Re-lining	<input type="checkbox"/> \$22.00	<input type="checkbox"/> \$19.00	Other Fee(s)	
<input type="checkbox"/> Basketball Court (1)	<input type="checkbox"/> \$22.00	<input type="checkbox"/> \$19.00		
<input type="checkbox"/> Field Prep & / or Lights	<input type="checkbox"/> \$15.00	<input type="checkbox"/> \$5.00		
<input type="checkbox"/> Security Deposits	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$65.00		
<input type="checkbox"/> Tournament/League Rental <small>(May Vary on Activity)</small>	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$142.00		

GENERAL AGREEMENT / RELEASE

I, _____ do hereby assume all risks as stated below:
 (print name)

- 1) Agree to compensate the City of West Park for any repair and/or replacement costs for damages to the requested space or equipment while in use during the above date and time.
- 2) Agree to indemnify and hold harmless the City of West Park and/or its departments, agents, or employees from any and all liability, claims, suits, losses, damages including attorney's fees at the trial and appellate court level, paralegal fees and investigative costs or injury to person or property arising out of my use of the requested space.
- 3) Understand and agree to abide by all applicable rules and regulations as set forth herein and attached to this form. I further understand that I may be asked to vacate the premises and may forfeit my security deposit if I fail to abide by these rules and regulations or any other reasonable request from the City of West Park staff.
- 4) I certify that the above information is correct and that I have read and understand the rules and regulations governing this permit.
- 5) In accordance with Sec. 24-86 of the City Code, I agree to abide by all provisions of the City's noise ordinance and understand my failure to do so may result in a civil citation, physical arrest, or shutting down of the event. If at any time during the event, it is determined by law enforcement personnel, code enforcement personnel, parks, and recreation personnel, or any other city representative, that the entertainment or music is causing a noise disturbance, I will be directed to lower the volume to an acceptable level as determined by City staff. If a second noise disturbance arises during the event, I may be directed to shut down the music or entertainment for the remainder of the event.

Signature: _____ Date: _____

Parks & Recreation Staff: _____ Title: _____ Date: _____

RULES AND REGULATIONS

SPACE PERMIT / SECURITY DEPOSIT _____

Space reservations may be requested up to six months in advance and are based upon availability. The full rental fee will be required in order to reserve a space. The security deposit for the rental fees must be paid in full no less than 14 days prior to the event in the form of money order or certified check. Failure to leave the rented space on time, adequately clean the space, damage to or loss of park property, or violation of park rules will result in the loss of all or part of the deposit. In case of your event running late, you may have **\$5 retrieved from your deposit for every minute past your scheduled rental departure time.**

INSURANCE _____

Prior to the use of the space, proof of insurance may be required with the policy naming the City of West Park as an additional insured for the duration of the event depending on the type of event you expect to have.

ACTIVITY _____

Any unusual equipment and/or activity must be approved by the Parks and Recreation Department and noted on the space reservation form. All equipment must be delivered/removed within the rental period – no storage areas are available. All delivery vehicles must remain in designated parking areas during the event unless otherwise approved by staff at the time of the rental and noted appropriately on the space form. For outdoor rentals, DJs or any type of amplified music or other loud noises which may disturb other park patrons or adjacent property owners are prohibited as per City Ordinance # 2010-05. Certain rides and/or services are not permitted in any City Parks – A list of allowable services and approved vendors will be given to you as part of your reservation package. **The attainment of any services such as DJs, inflatable rides, catering, etc., must be from an authorized city-approved vendor and approved by city staff 14 days prior to the rental date. Unauthorized vendors will not be allowed on the premises on the day of the event. NO EXCEPTIONS.** Rentals of any pavilions, fields, or courts must be completed by 6:00 pm on weekends unless a permitted special event and by 10:00 PM on weeknights.

SET UP / BREAKDOWN / DECORATIONS _____

Decorations may be attached with MASKING TAPE ONLY. The use of staples, nails, tacks, etc. is prohibited and fees will be adjusted on the return of your deposit if violated. The rental period should include sufficient time for set-up of space, conducting the event, and breakdown/clean up of the space to the satisfaction of the Parks and Recreation Department. All facilities/furniture/equipment must be returned to its original condition and be placed in its original position if moved. Set-up for any rental cannot take place more than 30 minutes prior to the event and must be approved by the supervisor of said park 48 hours prior to the event. **All rentals will be given 30 minutes of set-up time immediately prior to the event as a courtesy at no additional charge. No time will be allotted after the rental period for clean-up. Rentals of the spaces must be completed and all clean-up done by your designated departure time. The deposit will be retained if the reservation time is exceeded.**

FOOD SERVICE _____

Cooking of food must be done in prescribed areas only. Broward County and the State of Florida may require permits/licenses when food is to be sold. It is the **responsibility of the permittee** to contact these agencies for this information and to obtain the required permits.

SPECIAL REQUIREMENTS _____

Occupancy Limits - 60 people for the large pavilion; 40 people per small pavilion. Additional trash receptacles, cleanup crews, portable toilets, off-duty police officers, or other special conditions may be required depending on the space, the number of attendees, the nature of event or other miscellaneous conditions as determined by the City in its sole discretion and/or in the public interest. The sale of merchandise of any kind is prohibited unless noted on the application form.

CONDUCT _____

Permittees must take all necessary steps to control all of their guests/participants/spectators. Any person(s) violating any of the Rules and Regulations contained herein, any City ordinances or other laws, or who are, in the opinion of the Parks and Recreation Department, constituting a public nuisance, a potential hazard to the public or park property, or exhibiting disorderly conduct, may be expelled from the space by Parks and Recreation Department staff or Police Department. All vehicles must remain in the designated parking lots. **The consumption of alcoholic beverages, smoking, and gambling of any form is prohibited in all City parks.** Evening events after 6:00 pm on Friday or Saturday evenings involving a DJ may require one paid off-duty B.S.O. police officer for every 40 guests. Note that this expense is the full responsibility of the patron reserving the event and must be paid prior to certifying the reservation. Proof of payment must be submitted at the time of reservation.

PETS _____

With the exception of special pre-approved events or seeing-eye dogs, pets are not permitted into City parks.

CANCELLATIONS AND REFUNDS _____

In order to be eligible for a refund, cancellations must be made in writing to the Parks and Recreation department prior to the event date and will be subject to a \$40.00 Cancellation Fee. The City reserves the right to retain an additional 25% of the rental payment for events that are canceled within 30 days and an additional 50% of the rental payment for events that are canceled within 15 days of the scheduled event. Refunds will not be issued due to inclement weather or to circumstances beyond the City's control; however, an alternate date may be provided at the discretion of the City.

THE NON-COMPLIANCE WITH ANY OF THE ABOVE-STATED RULES AND REGULATIONS MAY RESULT IN THE REVOCATION OF THE PERMIT, LOSS OF SECURITY DEPOSIT, AND REFUSAL OF ANY SUBSEQUENT FACILITY RESERVATION APPLICATIONS FOR A PERIOD OF UP TO ONE YEAR.

Patron Signature: _____

Date: _____