

Town of Palm Beach Recreation Department Facility Rental Application

Palm Beach Recreation Department
340 Seaview Avenue
Palm Beach, FL 33480
(561) 838-5485
recreation@townofpalmbeach.com

Name/Contact Person: _____

Address: _____ Phone: _____

Email: _____ Alt. Phone: _____

Date Requested: _____ Time: _____ to _____

Purpose of Rental: _____

Please provide a detailed description of the event, activities to be held and equipment you or a vendor will be bringing to the event (use additional sheets if necessary):

Number of people attending function: _____

Is function open to the public Yes No

Will there be admission fee/donation Yes No

Rental Conditions:

Rental requests must be submitted at least 30 days prior to the event date.

The Town of Palm Beach Recreation Center shall be available for rental by Town residents/organizations only, provided that their activities will not interfere with the utilization of such facilities by the Town for its own programs.

In addition, for each sponsor or event, the majority of its members/participants must reside, own property or a business, or be employed by the Town of Palm Beach. Any event publicity shall be limited to the Town of Palm Beach.

Admission fees or donations will not be permitted unless approved by the Town prior to the event. The sale of goods, services, food or beverage is not permitted unless approved by the Town prior to the event.

The Renter shall be responsible for the condition of the facility, its furnishings and equipment. The Renter will assume the cost of cleaning, repairing or replacing any Town property that is not returned in pre-rental condition. The Renter is required to pay a \$250 security deposit. Part or all of this deposit may be refunded, depending upon the condition of the facility after the event.

Alcohol is not permitted unless a licensed and approved vendor is used and a copy of a liquor license and liquor liability insurance that names the Town of Palm Beach as an additional insured party, is required along with the Towns Risk Manager approval.

No outside equipment is permitted unless approved by The Town prior to the event.

The Renter shall supervise the event or activity to ensure that there is no abuse of the facility, nor any violation of the laws of the State of Florida, Charter and Ordinance of the Town or any other regulations of the Town of Palm Beach. Events expected to exceed 100 persons in attendance shall require Town Manager approval. Events involving children age 17 and under will require adult supervision at a ratio of 1 Adult per 10 Children.

The Renter and participants shall hold the Town of Palm Beach, and its officials and employees, harmless for claims of bodily injury, property damage, or loss arising out of the permitted use of facilities. The Renter shall report any personal injury requiring medical attention to the facility supervisor immediately. A written accident report describing the circumstances must be completed within 24hrs after the completion of the event.

Renter any vendors providing items of service to said event, shall be required to endorse the Town of Palm Beach as an additional insured under the General Liability policy with limits of liability not less than \$1,000,000 per occurrence, and may be required to be approved by the Town's Risk Manager, and in some instances, the Town Manager. Failure to comply with this section may result in the cancellation of your facility rental.

Rentals must conclude by 10:00 p.m. - unless a later time is pre-approved by the Town.

Users may be required to provide specific off street parking.

Rental Fees:

Rental begins at the time the renter takes possession of the room and rental ends when all participants, vendors have vacated the premises. (Note: Hourly rental fees are estimated and final cost of rental will be determined at the end of the event. Renter will be notified if additional monies are required).

If the event is approved, the renter will receive an email with instructions on how to pay the required fees and confirm your reservation. The initial security deposit, \$250.00 minimum, is due upon application. The actual deposit will be determined by rental/party size, and/or number of rooms rented.

The facility shall be inspected by the facility supervisor both before and after use. If clean-up is necessary it will be done by the renter. If the renter requests Town assistance with the clean-up, then the renter will accept the financial obligation for this action and an additional fee of \$45.00 per hour/per staff member will be charged, with a minimum charge of one hour.

The Applicant, by endorsement, certifies that the information provided is true and correct and that he/she has read and understands the regulations governing the use of the Mandel Recreation Center and agrees to comply with such regulations. Failure to comply with the rental conditions may prohibit future rentals.

Signature of Applicant

Date

For Office Use Only

RECOMMEND APPROVAL:

Administrative Assistant

Date

APPROVED:

Supervisor/Director

Date

APPROVED:

Risk Manager

Date

APPROVED:

Town Manager (as needed)

Date

Comments:
