

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):

Is your organization Tax Exempt: (Must provide copy of certificate) Yes No

Number of people attending function: _____

Is this function catered: Yes No Is function open to the public: Yes No

Will there be admission fee/donation: Yes No Will alcohol be served (see requirements below): 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 minimum \$250 security deposit. Part or all of this deposit may be refunded, depending upon the condition of the facility after the event.

All costs for repairs and/or full replacement of damaged property will be the responsibility of the renter directly or through the renter's insurance carrier. Any legal action required by the Town to obtain the full cost of repairs and/or replacement will include pre-judgment interest for property claims and Attorney fees and costs.

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.

To the fullest extent allowed by law the Renter and participants shall protect, defend, reimburse, indemnify and hold harmless the Town of Palm Beach, and the Town's officers, agents, employees free and harmless from and against any and all claims, losses, penalties, damages, settlements, costs, charges, attorneys or other professional fees, or other

expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, cause or causes of action of very kind and character in connection with, or arising directly or indirectly out of the permitted use of the Town's facilities. The Town's approval of events shall be construed to affect in any way the Town's rights, privileges, and immunities as set forth in Florida Statute 768.28.

The Renter shall report any personal injury, property damage, etc. immediately to the facility supervisor. The facility supervisor shall complete the Risk Management Supervisor's Investigation Report along with other applicable risk management forms within 24hrs after the completion of the event and provide same to the Town's Risk Manager.

Insurance Requirements:

All insurance requirements must be provided and approved by the Town's Certificate Management Company prior to all events.

Renter and any vendors providing items of service to said event shall provide at its own cost and expense General Liability coverage with limits no less than \$1,000,000 per occurrence, endorsing the Town of Palm Beach as an additional insured.

The Town of Palm Beach reserves the right to require additional coverages and limits based upon the particular event.

A licensed vendor must be used to serve alcohol. The licensed vendor shall obtain at its own cost and expense liquor liability coverage with limits not less than \$1,000,000 per occurrence specifying the approved event on the COI.

All Certificates of Insurance shall be provided to Ebix, the Town's insurance certificate management service provider at townofpalmbeach@ebix.com. All insurance requirements must be approved prior to the event.

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 \$55.00 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

Recreation Center Rental Fees Minimum 3 hrs.	TOWN OF Palm BEACH	PLEASE CHECK APPLICABLE BOXES*	TOTAL
Class Room (Occupancy: 16)	\$60/hr.		\$
Multi-Purpose Room, After School Room or Game Room (includes Patio) (Occupancy: 40/40/24)	\$130/hr.		\$
Gymnasium/equivalent size (Note: protective floor may be required at renters expense) (Occupancy: 280)	\$200/hr.		\$
Outdoor Patio Included with Multi-Purpose / Game Room			\$
Deposits	\$250 minimum refundable		\$
Set-up	\$100 minimum		\$
Clean-up	\$55/hr.		\$
Additional Staff	\$55/hr.		\$

Estimated Total (tax of 7% will be added to all non-tax exempt events) \$ _____

Deposit due: **50% Due at time of request, balance due 10 days prior** \$ _____

Balance due: \$ _____

*Recreation Department reserves the right to require additional deposit, staff, clean-up, and/or set-up fees.

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	_____ Dawn M. Helton, Program Manager	_____ Date
_____ Mark Bresnahan, Recreation Director	_____ Date	_____ Town Manager (As needed)	_____ Date

For Official Use Only

Deposit Paid: Date Paid _____	\$ _____
Balance Paid: Date Paid _____	\$ _____
Additional Charges : _____	\$ _____
Deposit Refund: Date Refunded _____	\$ _____
Cancelation Fees: 30 days= \$0 31-59 days, 50%, 60 +days, 100%	Date canceled _____ \$ _____