

**City of Riviera Beach
Park and Recreation Department**



**Parks and Facilities Rental
Handbook Indoor**

Parks and Recreation Administration Office
2499 Avenue H West, Riviera Beach, FL 33404
Phone: 561-845-4070
Email: Parks@rivierabeach.org

“see what’s beneath the surface”

www.rivierabch.com

THE FOLLOWING SECTION PERTAINS TO INDOOR RENTALS ONLY!

INDOOR FACILITIES:

**Wells Recreation & Community Center, Dan Calloway
Recreational Center,
Richard & Annie Brooks
Center**

Introduction:

Thank you for considering the City of Riviera Beach Indoor Facilities as a location for your event. These centers provide a variety of options that are available for rentals such as but not limited to, parties, meeting and other gathering. The following rules and regulations have been put in place to ensure the safety and enjoyment of all participants, as well as maintaining the condition of the facility for future generations.

Procedure:

Any person, organization or entity desiring to use city facility shall complete the Rental Agreement and submit for review and approval. All requests must be submitted in writing to the Parks and Recreation Department Administrative Office. All related fees and completed applications are to be submit for approval at least 3 weeks to 6 months' prior of the requested event date. The security deposit must be paid three weeks prior to the event or requested date. The Department may require additional information from the Applicant prior to final approval of a rental application. Concurrent with notice of approval of a Permit, the Department shall notify the Applicant of any restrictions, conditions of approval and/or fees made on the requested activity or event. A permit will be issued once all rental requirements are met. Reservations are accepted 6 months in prior to the requested event date.

Reservations/Permits:

- An applicant is requested to submit in writing details of the event including, but not limited to, nature of the event, agenda, the number of guests expected and any special needs or requirements. **The City reserves the right to deem an activity inappropriate for any Recreation facilities or venues.**
- This handbook does not pertain or include special events requests. Please contact the Special Events Department at 561-845-3412 or 561-723-1222.
 - ◆ What is a special event? A special event is an event that are held on public and private property which require one or more city services, will have an impact on traffic, and/or other requests requires a special event permit.
- No rental shall disrupt or interfere with the normal operations of the Parks and Recreation facilities. Interruptions may only be approved by the Parks and Recreation Director.
- If you would like to schedule a tour of the available facilities, it is recommended that you call in advance of your visit to ensure the facilities are available for viewing.
- All activities must be completed within the hours rented. Failure to vacate the premises at the agreed time will result in loss of deposit and/or being barred from future use of facility space. You will not be allowed into the facility earlier than your scheduled set-up time.
- Applications will be accepted up to six months in advance. This does not mean that all permits will be approved.

Fees:

The City of Riviera Beach assesses usage fees and the City Council approves the fee schedule:

- Additional fees may also be assessed for services and/or equipment requested by the individual and/or group or deemed necessary by the Parks and Recreation Director or designee.
- If a renter ends event early, no partial refunds will be given.

Damage and Deposits:

- A \$200 refundable security deposit is required for all room reservations. The deposit will be refunded as long as the renter has met all of our guidelines, unless there are damages, policy violations, or misconduct. Renter must submit refund request in writing. In the event that damage to the facility or its equipment should exceed the deposit, the deposit will be retained and the Recreation Department, if necessary will assess additional charges.
- All deposits need to be secured through payment in advance to use facility. No personal CHECKS allowed. Acceptable forms of payment: Cash, Cashier's Check, Money Orders, Debit, or Credit cards.
- The renter will be notified of any violations or damages either during the walk-through or by telephone, email or mail.

Damage Fees:

Damage fees are assessed in the following situations or as deemed necessary by City's Parks and Recreation Department personnel:

- Stains on walls;
 - Broken furniture and/or equipment;
 - Defacement of any part of interior or exterior of the building;
 - Damage created by improper use of equipment or non-compliance with facility rules;
 - Equipment found to be missing as a result of an individual and/or group using the building;
 - Police called for emergency/disturbance;
 - Unauthorized use of rooms other than intended purposes;
 - Unauthorized extension of hours-this may include overtime fees as well as additional rental fees;
 - Limited number of people listed on your permit. You must provide us with the final count as least two weeks prior to event. If you have more people at your event than are listed on your permit; it could result in the loss of your deposit, rental fees, and/or cancellation of your event;
 - Equipment left for storage – this includes outside equipment rentals; and
 - Any other circumstances which justify a damage fee.
- The P &R staff will visually inspect the building immediately following the function. If deductions are necessary, the individual listed on the permit application will be contacted within three (3) working days of the event to discuss any damage(s) noted during the walkthrough or additional damage found afterwards and what course of action will be taken. (REFER TO ATTACHMENT)

****The renter is responsible for ensuring that guests are not allowed to enter landscaped areas or damage City property. Forfeiture of deposit or additional fees may be imposed for any of these violations.***

Security/City Extra Off Duty Officer:

The Parks and Recreation has the authority to require security personnel as a condition of the rental based on the number of patrons/attendees. The renter **MUST** secure the services of a Riviera Beach off-duty police officer(s). The Parks and Recreation Director/ Police Chief will determine the number of officers required. Police administrative fees, police vehicle fees, etc., must be paid at time of registration. The off-duty officers are to be paid via online website four (4) weeks before event. Applicant or renter will be responsible for all additional costs related to security. There is a 3-hour minimum for hiring off-duty police officers.

The number of officers required is determined based in the number of attendees/participants, as listed in the below table. Failure to adhere to these security provisions could result in your event being canceled.

Attendees or Participants	Minimum # of officers Required	# of Supervisors Required	# of Police Vehicles Required
0-75	1 Police Officer	None	1 Police Vehicles
76-250	2 Police Officer	None	2 Police Vehicles
251-500	3 Police Officer	None	3 Police Vehicles
Over 500	4 Police Officer	1 Supervisor	4 Police Vehicles
Note: Special circumstances may require additional police officers as determined by the City.			

Rental days and times:

- Normal Parks and Recreation Indoor Facilities business hours are Monday through Thursday hours 2:00pm-10:00pm, Friday facility available upon availability; Saturday hours: 9:00am-5:00pm. Please call ahead for Friday or Sunday hours. Rentals may be assessed an additional staffing fee of \$25-\$35 per hour per staff member. After hours functions at Halls/Event venue, Recreation or Community Centers will be automatically charged for a minimum of two (2) staff member, more may be required at the discretion of the Parks and Recreation.
- It will be at the discretion of the Parks and Recreation Director or designee to determine the number of staffs required to supervise an after-hour's event.
- The City facility will be closed on City observed holidays, and will not be available for rental unless pre-approved by the P&R Director. Venues or facilities will be closed for approved City-wide furlough days. NO exceptions!

Facility Rules and Regulations:

- The City of Riviera Beach is not responsible for accidents, injury, illness or loss of group or individual property.
- The City of Riviera Beach require a certificate of insurance coverage, at a City approved amount, when the activity is deemed potentially hazardous for personal injury or facility damages. This includes services, rental companies and other outside contractors. Rental groups may use only the rooms and/or equipment specifically designated on the rental agreement. Agreements are non-transferable. Please refer to Facility Rental Insurance requirements (Tenant User Liability Insurance Program).

INSURANCE REQUIREMENTS FOR ALL RENTALS

Renters are required to provide evidence of the following insurance to the City:

Coverage Type Limit of Liability Required

Commercial General Liability Each Occurrence \$1,000,000 Aggregate \$2,000,000

Liquor Liability (required if liquor is served) Each Occurrence \$1,000,000 Aggregate \$2,000,000

All insurance policies evidence to the City shall name the City of Riviera Beach as an additional insured on a primary and non-contributory basis. All insurance policies evidenced to the City shall contain a waiver of subrogation Endorsement in favor of the City of Riviera Beach.

All insurance companies providing coverage must have an A.M. Best rating of at least (A-/VI) or an Equivalent rating given by recognized rating agency.

- The renter/ applicant shall report any personal injury requiring medical attention to the City Staff immediately.
- The City of Riviera Beach does not provide linens, tableware, silverware, place settings, center pieces, decorations or equipment other than what is listed on this document for rentals.
- The City of Riviera Beach shall furnish light, heat, air-conditioning, general room set-up and janitorial services incidental to ordinary building usage. The rental group shall be responsible for all decorating and other special preparations necessary for the event (as approved). It is the responsibility of the rental group to inform the City of all equipment, caterers, or other special needs or uses prior event (i.e. deliveries, room set-up etc.). Such requests must be made fourteen (14) days prior to the event in order to allow time for consideration and approval. Storage facilities are not available for renter's use.
- Youths must be supervised by an adult 21 and over at all times while in City facilities. **NO TEEN EVENTS unless event is pre-approved in writing by City Parks and Recreation Director.**
- The City facilities are non-smoking, drug and tobacco free facilities. The use of these items is NOT permitted anywhere inside City facilities. Patrons who wish to use tobacco products may do so outside of the facilities in designated areas only.
- Gambling is prohibited except as permitted by Florida State Law and/or City of Riviera Beach Ordinance.
- Animals (except service animals) are not permitted in the facility.
- Recreation staff shall have the right to enter all rooms, at any time, during scheduled events.
- Amplified sound may be regulated by staff. If staff request renter or other representative to turn down music and they do not comply, the group will be asked to leave and there will be a loss of the security deposit.
- The sale of goods, services, food, or beverage or charging an admission fee is not permitted unless approved by the Parks & Recreation prior to the event.

- Any group or person violating the established City of Riviera Beach rules and regulations, or causing a nuisance, may be requested to leave the facility. The misuse of the facility will be sufficient reason for terminating the agreement with no refund.
- A City employee will be on duty at all times (before and after) and is responsible for general conduct in the facility. The City employee has authority over enforcement of the rules governing the facility.
- Courtesy and safety are mandatory. Equipment abuse, profanity and fighting are unacceptable behavior and will result in expulsion from the facility.

Disqualifying Factors for Facility Rentals:

- Use is considered contrary to the City's best interest or misrepresentation of rental information previously caused or allowed damage to City property.
- History of hostile or violent behavior.
- Past conduct which has resulted in Police or Fire Department response.
- Rental that disrupts the normal operations of the facility

Kitchen Rules:

- Kitchen rentals will include the use of all preparation areas, sink, ice machine, microwaves, warming ovens, refrigerator and freezer. When utilizing personal owned equipment: i.e., warming ovens, the renter must receive approval to use on City facility prior to the event. Usage of the washer and dryer is not permitted.
- The kitchen and its contents must be cleaned and left in the same condition in which they were found. All trash bags must be placed in the onsite dumpster located outside of the facility and renter must adhere to other posted kitchen rules.
- The renter will be responsible for the replacement or repairs to any part of the kitchen or equipment therein, which has become broken, defaced or damaged as a result of the rental.
- If utilizing a professional caterer, all members using the kitchen facility and handling any and/or all food items must follow procedures as required by the Department of Health and Environmental Services.
- All food items must be removed at the end of the function. No food item may be stored for pick up at a later date. Any leftover food items will be discarded.
- The City assumes no responsibility for the preparation and service of any food items.
- City employees have the authority and will enforce all rules and regulations governing the use of the kitchen and its equipment.
- It is the responsibility of the applicant and/or group to provide serving and eating dishes, paper products, utensils, and all other items.

Set-up/Decorations and Seating:

- The Lindsey Davis Sr. Community Center & Richard & Annie Brooks Center rental fees includes (1) one-hour complimentary set-up or breakdown. The City will provide include table and chairs. Maximum occupant load is up to 75 persons. Set up is after 8:00am and event must end by 12:00am.
- Wells Recreation & Community Center or Dan Calloway “Tate” Recreation Center rental fees do not include table and chairs. Both recreation facilities can accommodate up to 400 patrons. Set up is after 8:00am and event must end by 12:00am.

Set-up/Decorations – All Indoor Facilities:

- Renter is required to provide P & R Administration Office a detailed layout of the room set up and decorating plans at least two (2) weeks prior to the event. If no written layout is received by this time, the renter will be subject to the standard layout design of the City staff. Set-ups can be changed the day of the event at an additional fee to renter/applicant.
- Any decorating, covering, or changes to the facilities should be discussed at the time of the rental application and out in writing as part of the permit.
- Decorations must be pre-approved by the P&R Department or designee. Decorations must be free standing or tabletop. Tape (except painter’s tape), nails, screws, tacks, staples, or other surface adhesives or objects that may damage the walls or other City property are not permitted. The renter will be charged for any repairs. Only electrical tape will be allowed for use on floors. Glitter is not permitted.
- Placement, relocation or rearrangement of equipment other than tables, chairs and podium is not permitted (plants in lobby, lobby seating, etc.) except in the reserved areas, with prior approval from City staff.
- No candles, open flames or use of fog machines are permitted in the facility or centers.
- All hallways and exits must be kept clean and unobstructed.

Clean-up/Event Breakdown:

- Clean-up must be completed within the rental hours noted on the approved permit. The renter is responsible for making sure that the rental area and any other areas affected by the rental (restrooms, kitchen, and outside grounds of the facility, etc.) are clear of debris, food and beverage spills, personal belongings, rental equipment and decorations by the end of the clean-up period.
- Garbage must be collected and placed in the trash dumpster located outside the facility.
- The renter will be responsible for the replacement or repairs of any part of the building or its contents therein which becomes broken, defaced, or damaged as a result of the rental.
- The City of Riviera Beach will not be responsible for any property that is left on the premises by an individual or group using the facilities.
- The facility and its contents must be left in the same condition in which it was before the beginning of the rental. Mops and/or brooms will be provided for the renter to use in order for the facility to be left in a clean fashion.

- A walk-through will be conducted prior and after your event.

Outside Vendors and Caterers:

- Outside vendors or entertainers such as D. J's, bands, performers, rental companies, etc., must complete and sign the Outside Vendor Information Sheet (attached) prior to the event, if applicable and provide a certificate of insurance naming the City of Riviera Beach as additionally insured and meet any City insurance requirements.
- Caterers must complete and sign the Caterer Information Sheet (attached) prior to the event and, if applicable, provide a certificate of insurance naming the City of Riviera Beach as additionally insured and meet any City insurance requirements.
- Outside vendors and caterers must abide by all facility rules and regulations.

- The applicant/renter is the contact for any outside vendors or caterers; not the City of Riviera Beach Parks and Recreation Department.
- All insurance forms must be given to the City Parks and Recreation Office Admin. within fourteen (14) business days of event approval, or else reservation will be removed from the calendar.

Parking:

- Parking is permitted in designed parking space only. Parking is limited to parking spaces designated to the facility.

Advertising Materials:

- Under no circumstances will advertising materials regarding the rental, including flyers, be distributed from City of Riviera Beach facilities. Any flyers or other advertising materials left inside or outside the facilities without approval from P&R Director will be removed.

Recurring Meetings:

- No one organization will be granted the use of the facilities for more than two consecutive days without the approval of the P&R Director. Organizations who wish to meet on a recurring basis also need the approval of the P&R Director.
- Storage space is not available for meeting groups at facilities or centers.
- Organizations/Individuals who do not give at least a 3-day notice of cancellation of activities may not use of space in the future and will forfeit their deposit. (This does not pertain to inclement weather).

Public Events:

- For events, the renter will be required to provide a certificate of insurance naming the City of Riviera Beach as additionally insured and meet any other City insurance requirements. The City of Riviera Beach reserves the right to require additional types of insurance coverage or high limits of liability of any event. The determination will be made by the Risk Manager.

- All rules and polices in this agreement apply to private and public events.

Rental Categories:

- ***Sponsored Organizations:**

If organization's event is deemed to be beneficial to the City, the City may choose to partner with said organization, and fees will be discussed at time of approval.

- ***Resident private/ Business:**

Citizens and/or businesses residing within the City of Riviera Beach city limits may rent the facility for private functions including meetings, birthday parties, anniversary celebrations, receptions, employee training, etc. **An individual/business will not be permitted to use the City facilities as a way to gain monetary benefit, either directly or indirectly.**

This includes "FREE" seminars to the public where the speaker will directly or indirectly gain monetary benefit from the seminar by generating clients. Businesses must have a current City of Riviera Beach Occupational License. **Proof of residency is required** when submitting the permit application. Additional charges may apply for equipment rental, set-up/tear-down, security deposits and overtime fees.

- All fees are subject to the Florida Department of Revenue Sales Tax.
- Proof residency; a valid Identification or a utility bill (light bill and/or water bill)
- Copy/Proof of the 501 (C) (3) certificates.

***NON-RESIDENT PRIVATE/BUSINESS:**

This category includes any citizen or business located outside of the Riviera Beach city limits. Additional charges may apply for equipment rental, set-up/tear-down, security deposits and overtime fees.

- All fees are subject to the Florida Department of Revenue 6.0% Sales Tax.
- Capacities vary depending on room arrangement and clear egress and exit.
- Lobby and hallways are considered common area and not rental space.
- Equipment may be reserved depending upon availability. Please contact the Parks and Recreation office for more information.



City of Riviera Beach Parks and Facilities Rental Agreement

(Fee Schedule Attached)

Date Agreement Submitted: _____

Facility Request Date: ___/___/___

Name of Facility Rented: _____ Number of Guests: _____

(Insurance coverage for some events may apply)

Type of Event: _____ Phone(H): _____

Phone (Alt): _____

Event Start Time: ___: ___ AM/PM End Time ___: ___ AM/PM

Access prior to event Time: _____ AM/PM

Name of Applicant: _____

Chairperson of Event: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

The Department of Parks and Recreation reserves the right to attach an additional fee for any and all rental events that charge admission or donations. I have reviewed and read the City Parks and Facilities Handbook. _____ (please initial)

TO REQUEST A REFUND: APPLICANT/RENTER MUST SUBMIT ORIGINAL RECEIPT OR WRITTEN REQUEST TO 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. _____ (please initial)

Please select which facility. Refer to price listing. A permit or written approval is required to utilize facilities.

Park/Beach/Pavilions

- ___ Ben Flint Park
- ___ Cunningham Park
- ___ George Street Park
- ___ Lone Pine Estates Park
- ___ Monroe Heights Park
- ___ Congress Lakes Park
- ___ Shultz Park
- ___ Wells Park
- ___ Timber Pine Park
- ___ Dan Calloway Amphitheater
- ___ Municipal Beach Park

___ Farrington Park (Dan Calloway "Tate")

PAVILLIONS REQUESTED:

A B C D E

GYMNASIUMS/ COMMUNITY CTR

- ___ Wells Gymnasium (Floor)
- ___ Dan Calloway Rec./ Tate Gymnasium (Floor)
- ___ Richard and Annie Brook Center

Ball Fields/Courts

- ___ Football
- ___ Softball
- ___ Tennis Court
- ___ Racquetball Ground
- ___ Basketball Court
- Other _____

Pool/Aquatics

- ___ Municipal Beach
- ___ Aqua Spray Ground



City of Riviera Beach

Parks and Facilities Rental Agreement

**** 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.

of Chairs: _____ Provided by CITY OR APPLICANT (Select One)
 Stage: _____ Provided by CITY OR APPLICANT (Select One)
 # of Tables: _____ Provided by CITY OR APPLICANT (Select One)
 Sound System: _____ Provided by CITY OR APPLICANT (Select One)
 Other: _____ Provided by CITY OR APPLICANT (Select One)

Kitchen Use/ Access: Yes or No Approved _____ (City staff initial and date)

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

Set-up: For special set-up and layout please attach drawing. Submitted Yes or No _____

Fee Waiver: Approved by City Manager: Yes or No

Serving Alcohol: Approved by CM: Yes or No

Police / Security Confirmed: Yes or No Police Receipt # _____

Floor Covering: Yes or No

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

Payment Section:

Deposit: _____ Receipt No # _____
 Facility Rental Fee: _____ Receipt No # _____
 Plus 6% tax: _____ Payment Due Date: ____/____/____

TOTAL PAID: \$ _____ Vendor Fee: \$ _____ Fee Paid: YES NO

Please Review and Sign —Waiver of Liability and Hold Harmless Agreement

APPLICANT SIGNATURE: _____ DATE: _____

Administrative Staff Use Only:

_____ Date ____/____/____ Approved / Not Approved

Authorized Signature of Parks and Recreation Staff

Attach/ Submit any correspondence regarding this event to this application and submit to the Parks and Recreation Administrative Office (Yes / No) Notes: _____

City Parks and Facilities Indoor & Outdoor Fee's

*(Fees are subject to change)

NAME	RENTAL RATES	OUTDOOR/INDOOR
<p style="text-align: center;">Ben Flint Park 701 West 28th Street</p>	<p style="text-align: center;">\$50.00 Security Deposit *(Refundable) Basketball Courts: \$10/Per Hour - Residents \$20/ Per Hour – Non-Residents *Staffing fee \$25-\$35 per hour</p>	Outdoor
<p style="text-align: center;">Congress Lakes Park 1661 Essex Lane</p>	<p style="text-align: center;">\$50.00 Security Deposit *(Refundable) \$85.00 Pavilion *Staffing fee \$25-\$35 per hour</p>	Outdoor
<p style="text-align: center;">Cunningham Park 2925 Avenue "S"</p>	<p style="text-align: center;">\$50.00 Security Deposit *(Refundable) Large Pavilions \$150.00 Smaller Pavilions \$85.00 *Staffing fee \$25-\$35 per hour</p>	Indoor/Outdoor
<p style="text-align: center;">Dan Calloway Recreational & Complex (gymnasium, fields, aqua spray ground, etc.)</p>	<p style="text-align: center;">*Ball Fields: (Without Lights) \$35.00/Per Hour- Resident \$45.00/Per Hour- Non-Residents (With Lights) \$50.00/Per Hour- Resident 60.00/Per Hour- Non-Residents *Volleyball/Basketball Courts \$10/Per Hour- Residents \$20/Per Hour- Non-Residents *Multi Rink: \$50/Per Hour- Residents \$60/Per Hour- Non-Residents *Aqua Spray Ground: \$25/Per Hour- Residents \$35/ Per Hour- Non-Residents *(2 hr. Minimum rental) Amphitheater \$450.00 a day *Staffing fee \$25-\$35 per hour</p>	Indoor/Outdoor
<p style="text-align: center;">Farrington Park (Dan Calloway Park) 1420 W 10th Street</p>	<p style="text-align: center;">\$50.00 Security Deposit *(Refundable) \$25.00 Pavilion *Staffing fee \$25-\$35 per hour</p>	Outdoor
<p style="text-align: center;">Sadie McCray Park</p>	<p style="text-align: center;">\$50.00 Security Deposit *(Refundable) \$85.00 Pavilion</p>	Outdoor

	*Staffing fee \$25-\$35 per hour	
Goodmark Park 3551 Avenue P	\$50.00 Security Deposit *(Refundable) \$85.00 Pavilion *Staffing fee \$25-\$35 per hour	Outdoor
Monroe Heights Park 2500 Avenue M	\$50.00 Security Deposit *(Refundable) \$25.00 Pavilion *Staffing fee \$25-\$35 per hour	Outdoor
Municipal Beach Ocean Pavilion/Park 2500 N Ocean Ave	\$50.00 Security Deposit *(Refundable) Small Pavilions (A, B, & C) \$85.00 Large Pavilions (D & E) \$150.00 Beach Sand Area \$350.00 a day *Staffing fee \$25-\$35 per hour	Outdoor
Wells Recreation & Community Center Gymnasium (gymnasium, park, fields, etc.) 2409 Avenue H West	Gymnasium \$200.00 Security Deposit *(Refundable) \$95.00/Per Hour – Residents \$100/Per Hour- Non- Residents *Ball Fields: (Without Lights) \$35.00/Per Hour- Resident \$45.00/Per Hour- Non- Residents (With Lights) \$50.00/Per Hour- Resident 60.00/Per Hour- Non-Residents *Volleyball/Basketball Courts \$10/Per Hour- Residents \$20/Per Hour- Non-Residents (2 hr. Minimum rental) *Staffing fee \$25-\$35 per hour	Indoor/Outdoor
Wells Pavilion (North Area)	\$50.00 Security Deposit *(Refundable) \$25.00 Per Pavilion *Staffing fee \$25-\$35 per hour	Outdoor

Indoor Facility Rental Policies

Please read carefully and initial on each line indicating that you have read and understand.

____ 1. Request for use of City of Riviera Beach Indoor facilities must be received **at least four (4) weeks prior to the requested event date – the required security deposit paid.** A rental application must be completed, submitted and approved (in writing) to use requested facility. **All fees must be paid and other rental requirements must be met two weeks prior to event date.**

____ 2. Rental charges commence when you request the facility opening (excluding a complimentary one hour for set up). There is a 3-Hour minimal for P&R facilities.

____ 3. Refundable Security deposits for indoor facilities can range from \$200.00 to \$600.00.

____ 4. Staffing fee may apply, and fees can range from \$25.00 per hour to \$35.00 per hour.

____ 5. **Cancellation Policy:** To receive a full refund minus a 15% or more administrative fee, cancellations must be submitted in writing and contact the Park and Recreation Office Administrative Office at least 48 hours prior to event.

____ 6. Renters must secure the services of the City of Riviera Beach Police or Off Duty Officer three (3) weeks prior to event. (Form provided by department).

____ 7. Applications can be picked up at the Parks and Recreation Administration Office, mailed, emailed or faxed upon request. All requests must be submitted in person by renter and must accompany the refundable security deposit.

____ 8. The Application is only a request to use the facility and request are not confirmed until you have received a written confirmation from the Parks and Recreation Department.

____ 9. Applicants must be at least 21 years of age to make any reservations. Valid proof/identification will be required.

____ 10. Approval for use is on a first come, first paid basis and depends upon space availability and size and/or nature of the event.

____ 11. The City of Riviera Beach reserves the right to cancel any event with a full refund to the applicant.

____ 12. Access by applicant is granted for reserved time frame only. Decorating and clean up time **MUST** be included within the reserved time frame. If event exceeds the rented time frame additional charges will be charged and/or the security deposit will not be refunded. This includes entering reserved area earlier than indicated on Permit Application, and/or staying past the rental end time.

____ 13. Cash or cashier's and/or business checks, money orders, credit cards are the only form of payment for permit fees. Personal checks are not be accepted.

____ 14. Fees are based on resident or non-resident status. The City will decide the applicable rate schedule based on the Rental Application submitted. Applicants requesting the resident rate must provide proof of residency within the incorporated City limits. For applicants', who have out of state residency driver's licenses, non-resident rate will apply (exception Woodbine Community, etc.).

Indoor Facility Rental Policies

- ___15. The City of Riviera Beach **Must** inspect equipment and approve entertainment for events (including, but not limited to, DJ's, special games, banquet set-ups, catering, etc.).
- ___16. All outside vendors must complete the appropriate forms located in the City of Riviera Beach Parks and Facilities Rental Handbook (Section pertaining to Indoor facilities) and be fully licensed (if required) and able to add the "City of Riviera Beach" as additional insured (if required).
- ___17. All rentals will end no later than 12:00 a.m.
- ___18. The P&R Director has the right to limit the amount of facility rentals per month or year.
- ___19. Serving or consumption of alcohol on the indoor facilities is **ONLY** permitted if approved by the City Manager (Code 1957, § 4-8; Ord. No. 2933, § 1, 11-20-02) via the Special Events Department. This also includes the parking lots.
- ___20. The City Manager reserves the right to waive rental fees when deemed appropriate.
- ___21. Fees for rental requests from Palm Beach County Public Schools will be assessed based on the Interlocal agreement between the School Board and the City.
- ___22. Commercial sales are prohibited.
- ___23. There is a three (3) hour minimum for rentals when the facility is not normally open. There is a three (3) hour minimum to receive 1 hour complimentary.
- ___24. Neither the renter/applicant nor anyone in the applicant's party is permitted in any area not designated in the agreement.
- ___25. Rented space must be left in the same condition as when it was found. All trash or debris must be cleared before departing the facility.
- ___26. The renter/applicant is responsible for the actions of guests or any subcontractors hired by Applicant or renter. All participants are expected to behave in an appropriate fashion at all times.
- ___27. This handbook does NOT pertain to special events request as previously defined. For more information, please contact 561-845-3411 or 561-723-122.
- ___28. Renter/applicant will receive written approval to utilize facilities from Parks and Recreation Administrative Office.
- ___29. Rules and regulations subject to change or revisions by City Parks and Recreation Department.
- ___30. I have received, read, and understand the City's Facility Manual.

***Rules may be amended as per the Parks and Recreations Director, or City Manager.**



RELEASE AND WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

IN CONSIDERATION for being permitted to rent or use the City's premises, the undersigned named Applicant _____ hereby agrees to RELEASE, WAIVE, DISCHARGE, INDEMNIFY, AND HOLD HARMLESS the City of Riviera Beach, Florida, a municipal corporation, its officers, servants, agents, or employees (hereinafter collectively referred to as "RELEASEES") from any and all liability, claims, demands, actions and causes of action whatsoever (including attorney fees) for any loss, damage, or injury, including death, arising from any negligent acts, omissions, or wrongful conduct of – Applicant, Applicant's guests, invitees, attendees, agents or employees that may be sustained or suffered by Applicant, Applicant's guests, invitees, attendees, or employees, or by any city employee due to my rental and/or use of City Parks and Facilities.

Nothing contained herein shall be construed as a waiver of the City's sovereign immunity beyond the limits set forth in Section 768.28, Florida Statutes.

It is my express intent that this Release and Waiver if Liability and Hold Harmless Agreement shall bind the members of my family, spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, and INDEMNIFICATION AND HOLD HARMLESS of the above-named RELEASEES.

I understand that any damage to City Park and Facilities that is caused or permitted to be caused by my guest, invitees, attendees, agents or employees may result in the loss of my security deposit, the preclusion to use City Parks and Facilities in the future, and/or monetary damages resulting from the loss, repair, and/or replacement, etc. of City Park and Facilities equipment and property.

I understand that no animals or alcoholic beverages are allowed at any City Park and Facilities property without prior written approval.

IN SIGNING THIS RELEASE AND WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read and understand the foregoing provisions; that I sign this AGREEMENT voluntarily as my own free act and deed; no oral representations, statement, or inducement, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Applicant's Signature

Date



City of Riviera Beach
Park and Recreation Department
Caterer Information Sheet

Event Date _____ Name of Renter _____
Name of Venue _____
Catering Company _____
Address _____
City _____ State _____ Zip _____
Phone Cell _____ Email address _____

Recreation Center Catering Terms & Conditions:

- 1. The catering company may not enter the venue or facility until the time designated on the renter's agreement. The client will be charged the hourly rate if the cater is in the building before or after the time allotted in the agreement.
2. If applicable, the catering company must show proof of proper insurance and will be required to list the City of Riviera Beach as additionally insured for the date of the function.
3. If the kitchen is used for food preparation, it must be cleaned (including the floor swept) and left in the condition it was found before the renter signs their Walk Thru Form.
4. The renter is the contact person for the event, not Riviera Beach Parks Recreation Department.
5. In the event this agreement is signed by someone other than the owner of the business or renter/applicant, the person signing expressly warrants the authority to execute the agreement on behalf of the owner for this engagement under the terms and conditions established and agreed upon herein, and acknowledges that the City of Riviera Beach reasonably relied on such apparent authority. Should it occur that the person signing this agreement did not in fact have such authority to bind said entity, and then such person becomes personally liable, without limiting the City's ability to bind this agreement.

Riviera Beach Parks and Department is not responsible for any policy violations by the caterer or renter. I understand the above policies and I am aware that if any of these polices are violated, the renter will be charged accordingly.

Signature of Renter Date Signature of Vendor Date

I will not be using the services of an outside vendor. _____(please initial)
Submit this form with rental agreement.

*Submit original form. The signature on rental agreement and this form must match



**City of Riviera Beach
Park and Recreation Department
Outside Vendor Information Sheet**

Rental Date _____ Name of Renter _____
Name of Vendor _____
Contact Name _____
Address of Vendor _____
City _____ State _____ Zip _____
Phone _____ Email _____

Description of rented item(s) or service:

Client rental time and delivery/pick-up time of rented item or service
(Please indicate a.m. or p.m.)

Signature of Renter

Date

Signature of Vendor

Date

**I will not be using the services of an outside vendor. _____ (please initial)
*Submit this form with rental agreement.***

***Submit original form. The signature on rental agreement and this form must match.**



**City of Riviera Beach
Park and Recreation Department
Outside Vendor Information Sheet**

**Facility Rental Addendum
EMERGENCY OPERATION CENTER**

The Lindsey Davis Sr. Community Center, Wells Recreation & Community Center and Dan Calloway "Tate" Center has been designated as an essential facility during Emergency Operation Activation for the City of Riviera Beach.

In case of a disaster or major emergency, the Emergency Operation Center may be activated. This will restrict operations of any kind, other than that of the Emergency Operation Team, from meetings or holding any form of activities in the Community Center regardless of reservation time or type of function. An emergency may be identified, but not limited to: a natural disaster (hurricane, tornado, flood, etc.) or other as designated by the City. Any scheduled rentals would be notified as soon as possible but no time frame for notification can be guaranteed.

In addition to my signature on the rental agreement, I further recognize, understand and agree to this addendum describing possible cancellation of my event(s) as it relates to the activities of the City's Emergency Operation Activation.

A full refund will be issued.

Signature of Renter*

Date

I will not be using the services of an outside vendor. _____ (please initial)
Submit this form with rental agreement.

***Signature on rental agreement and this form must match**



EXTRA DUTY OFFICERS ARE REQUIRED BY THE PARK AND RECREATION DEPARTMENT REQUEST FOR EXTRA-DUTY RIVIERA BEACH POLICE OFFICERS PARK AND RECREATION FACILITIES AND PARKS

Location: _____

Type of Event: _____

Customer: _____

Contact No: _____

Ages: (check one) YOUTH ADULT BOTH

Event Date: _____

Event Time: _____

Officer On-site Time: _____

Number of People: _____

Alcohol Present: _____

Municipal Beach: _____ N/A (Less than 100 people OR not Special Event)
(Only if more than 100 people or Special Event)

Parks and Recreation Representative: _____
(Signature)

Fees Paid: AMOUNT: _____ RECEIPT#: _____ DATE: _____

****NOTE TO ALL APPLICANTS: PLEASE BE ADVISED THAT ALL EXTRA DUTY OFFICER RELATED FEES (DOES NOT INCLUDE ADMIN FEES) MUST BE PAID DAY OF & BEFORE EVEN STARTS TO THE ASSIGNED EXTRA DUTY POLICE OFFICER(S). IF FEES ARE NOT PAID EVENT WILL BE CANCELLED.

*PLEASE NOTE: Applicants are required to return within 48 hours with the receipt showing payment for extra duty officer(s).