

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



# **City Parks and Facilities Rental Handbook**

**(Indoor and Outdoor)**

**Department of Parks and Recreation Administrative Office  
1621 West Blue Heron Blvd., Riviera Beach, FL 33404**

Phone: 561.845-4070

Fax: 561.842-2731



**RIVIERA BEACH, FLORIDA...."The Best Waterfront City in Which To Live, Work, and Play"**

[www.rivierabch.com](http://www.rivierabch.com)



# City Parks and Indoor & Outdoor Facilities Address Listing

NAME	ADDRESS	OUTDOOR/INDOOR
Barracuda Bay	1621 West Blue Heron Blvd.	Outdoor
Ben Flint Park	701 West 28 <sup>th</sup> Street	Outdoor
Congress Lakes Park	1661 Essex Lane	Outdoor
Cunningham Park	2925 Avenue "S"	Outdoor
Dan Calloway Recreational Center & Complex (gymnasiums, fields, aqua spray ground, etc.)	1420 West 10 <sup>th</sup> Street	Indoor/Outdoor
Farrington Park (Pavilion Area) (@ Dan Calloway Recreation Complex)	1420 West 10 <sup>th</sup> Street	Outdoor
Sadie McCray Park	700 West 4 <sup>th</sup> Street	Outdoor
Good Mark Park	3551 Avenue "P"	Outdoor
Lindsey Davis Comm. Ctr.	1550 R. J. Henley Avenue	Indoor
Lone Pine Park	250 Canterbury Drive	Outdoor
Monroe Heights Park	2500 Avenue "M"	Outdoor
Municipal Beach Ocean Pavilion/Park	2511 Ocean Drive	Outdoor
Old City Hall	2214 Avenue "E"	Outdoor
Shultz Park	351 West 33 <sup>rd</sup> Street	Outdoor
Timber Pine Park	2708 West 28 <sup>th</sup> Street	Outdoor
Wells Recreation & Community Center & Complex (gymnasium, park, fields, etc.)	2409 Avenue "H" West	Indoor/Outdoor
Wells Pavilion (North Area)	2409 Avenue "H" West	Outdoor
Sugar Hill Cemetery	1200 30 <sup>th</sup> Street	Outdoor

# City Parks and Facilities Rental Handbook



## **THE FOLLOWING SECTION PERTAINS TO FACILITIES OR INDOOR RENTALS ONLY**

### **CITY INDOOR FACILITIES:**

**Wells Recreation & Community Center, Dan Calloway  
(Tate) Recreation Center, Lindsey Davis Sr. Community  
Center  
(Multipurpose Room and Conference)**

**Introduction:**

Thank you for considering the City of Riviera Beach, *the Best Waterfront City in Which To Live, Work, and Play,* Indoor Facilities as a location for your event. These centers provide a variety of room types and sizes that are available as rentals, parties, meetings, and other gatherings. 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 a 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 submitted to Parks & Recreation Administrative Office for approval at least three (3) weeks to six (6) months prior of the requested event date. The security deposit must be paid three (3) weeks prior to the event or requested date. The Department may require additional information of the Applicant prior to final approval of a Rental Application. Concurrent with notice of approval of a Permit Application, the Department shall notify the Applicant of any restrictions, conditions of approval and/or fees made on the requested activity or event. A permit is issued once all rental requirements are met. Reservations are accepted 6 months prior to the requested event date. Incomplete applications will not be accepted.

**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 event requests*. Please contact the Community Development Department at 561-845-4060.

◆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, and/or will have an impact on traffic in the City 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 & 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 be sure the facilities are available for viewing.

◆All activities must be completed within the hours reserved. 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 (6) months in advance. This does not mean that all permits will be approved.

**Fees:**

The City of Riviera Beach assesses usage fees according to the City Council approved fee schedule:

◆ Additional fees may also be assessed for services and/or equipment requested by the applicant 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 and must be accompanied with rental application. The deposit will be refunded in full (must be submitted in writing after event and submitted to Parks & Recreation Admin office) after the event unless there are damages, policy violations, or



misconduct. In the event that there is 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. Damage fees are based on replacement or repair costs incurred by the City, and may exceed the deposit amount.

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

1. Stains on walls;
2. Broken furniture and/or equipment;
3. Defacement of any part of the interior or exterior of the building;
4. Damage created by improper use of equipment or non-compliance with facility rules;
5. Equipment found to be missing from the premises;
6. Police called for emergency/disturbance;
7. Unauthorized use of rooms other than intended purposes;
8. Unauthorized extension of hours – this may include overtime fees as well as additional rental fees;
9. Limited number of people listed on your permit. You must provide the Parks & Recreation Administrative office with the final count at least three (3) weeks prior to your event. If you have more people at your event than listed on your permit; it could result in the loss of your deposit, rental fees, and/or cancellation of your event;
10. Equipment left for storage – this includes outside equipment rentals; Parks & Recreation Administrative Office is not responsible for equipment left behind or stolen;
11. Any other circumstances which justify a damage fee.

◆ The Parks & Recreation 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 walk through or additional damage found after event and what the next course of action will be take. **(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 Department 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). Please refer to the **"Off Duty Detail Request Form"** attached. 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 to the City of Riviera Beach Police Department. Renter must submit receipt from Police Department confirming Off-Duty Police detail for event. The off duty police officers are to be paid directly at the start of your event. Applicant or renter will be responsible for all additional costs related to security. The cost of an extra duty detail officers is \$30 per hour, plus a \$5 per-hour Administrative fee, and a \$5 per-hour vehicle fee. There is a 2-hour minimum for hiring off-duty police officers. The number of officers required is determined based on 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 Vehicle
76-250	2 Police Officers	None	1 Police Vehicle
251-500	3 Police Officers	None	2 Police Vehicles
Over 500	4 Police Officers	1 Supervisor	3 Police Vehicles
<i>Note: Special circumstances may require additional police officers as determined by the City.</i>			

**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. Rentals that take place after normal business hours, including set-up and clean-up time, are assessed an additional staffing fee of **\$20 per hour per staff member**. After hours functions at Halls/Event venue, Recreation or Community Centers will be automatically charged for a minimum of 1 staff member, more may be required at the discretion of the Parks and Recreation Department.
- ◆ Number of staff needed to supervise any after hour's event will be determined at the discretion of the Parks and Recreation Director or designee.
- ◆ City facilities will be closed on City observed holidays, and will not be available for rental unless pre-approved by the Parks & Recreation 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 room(s) 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) (Website: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)) (**ATTACHMENT**)

**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 evidenced 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 in 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 applicant to inform the City of all equipment, caterers, or other special needs or uses prior to the 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 are ALLOWED unless event is pre-approved in writing by 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 unless part of an authorized program.

◆ 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 requests 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 and no refund/credit [- will be issued.

◆ 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 constituting 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 designated 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 items 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 rental applicant/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 rental fees includes set-up of up to accommodate seventy-five (75) guests. The City will provide 9 round tables and up to 6 rectangular tables. Maximum occupant load is up to 75 persons. Set up is after 10:00am to 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 10:00am to 12:00am.

### **Set-up/Decorations – All Indoor Facilities:**

◆Renter is required to provide Parks & Recreation Administrative Office a detailed layout of the room set up and decorating plans at least three (3) 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 put in writing as part of the permit.

◆Decorations must be pre-approved by the Parks & Recreation 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 (i.e. plants in lobby, lobby seating, etc.) other than tables, chairs and podium is not permitted, unless in 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 room 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 containers located inside 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 the group found them. 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 has ended.

### **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 Administrative Office or designee within fourteen (14) business days of event approval, or else reservation will be removed from the calendar.

**Parking:**

- ◆Parking is permitted in designated parking spaces only. If additional parking is requested, the applicant/renter is to inform the Parks & Recreation Administrative Office. 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 the Parks & Recreation 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 Parks & Recreation Director. Organizations who wish to meet on a recurring basis also need the approval of the Parks & Recreation 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 for cancellation of activities may not be allowed 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. This determination will be made by the Risk Manager.
- ◆All rules and policies in this agreement apply to private and public events.
- ◆Please refer to attached TULIP (tenant User Liability Insurance Program) Form. (Website: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip))

**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 driver's license and/or utility bill (light bill and 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 discharges.
- ◆Lobby and hallways are considered common area and not rental space.
- ◆Equipment may be reserved depending upon availability. Please contact the Parks and Recreation Administrative office for more information.

**City of Riviera Beach  
Parks 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 \$25 for every 15 minutes the caterer 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 at the end of the event.
- 4. The renter is the contact person for the event, not Riviera Beach Parks and Recreation Department.
- 5. In the event this agreement is signed by someone other than the owner of the business or renter/lessee, 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 policies are violated, the renter will be charged accordingly.**

\_\_\_\_\_  
Signature of Renter\*                      Date                      Signature of Caterer Date

I will not be using the services of an outside caterer. \_\_\_\_\_ (please initial)

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



## Indoor Facility Rental Policies

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

- \_\_\_ 1. Requests for use of City of Riviera Beach Indoor facilities must be received **at least three weeks prior to the requested event date – with the required security deposit paid.** The rental application must be completed, submitted and approved (in writing) to use the requested facility. **All fees must be paid and other rental requirements must be met three weeks prior to event date.**
- \_\_\_ 2. Rental charges commence when you request the facility opening (excluding a complimentary one hour for set up with a 3-Hour minimal at any Parks & Recreation facilities).
- \_\_\_ 3. **Cancellation:** A 15% or more administrative fee will be charge for cancellations. Cancellations must be submitted in writing (via email, fax or in person) to the Park and Recreation Administrative Office at least 4 hours prior to event. If a cancellation notice is received (2) two days prior to the event renter will receive a full refund. The renter will receive 50% if cancellation made less than a 4-hour window of notification to City. You must confirm refund with a staff person. Refunds only payable to the applicant or renter as indicated on receipt.
- \_\_\_ 4. Renter must secure the services of the City of Riviera Beach Police "Off Duty Officer Detail" three weeks prior to event. (Form provided by department).
- \_\_\_ 5. Applications may be printed from the City's website; [www.rivierabch.com](http://www.rivierabch.com), picked up at any Parks and Recreation Administrative Office, mailed, emailed or faxed upon request. All requests must be submitted in person by renter and must accompany the refundable security deposit.
- \_\_\_ 6. Turning in 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.
- \_\_\_ 7. Applicants must be at least 21 years of age to make any reservations. Valid proof/Identification will be required.
- \_\_\_ 8. Approval for use is on a first come, first paid basis and depends upon space availability and size and/or nature of the event.
- \_\_\_ 9. The City of Riviera Beach reserves the right to cancel any event with a full refund to the applicant.
- \_\_\_ 10. 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.
- \_\_\_ 11. Cash or cashiers business checks, money orders, credit cards are the only form of payment for permit fees. Personal checks will not be accepted.
- \_\_\_ 12. Fees are based on resident or non-resident status. The City will make a determination of 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.).
- \_\_\_ 13. The City of Riviera Beach **MUST** inspect equipment and approve entertainment for the event (including, but not limited to, DJ's, special games, banquet set-ups, catering, etc.).



- \_\_\_\_14. 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).
- \_\_\_\_15. All rentals will end no later than 12:00am
- \_\_\_\_16. The Parks & Recreation Director has the right to limit the amount of facility rentals per month or year.
- \_\_\_\_17. 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). Approval must be in writing from the City Manager. This also includes the parking lots.
- \_\_\_\_18. The City Manager reserves the right to waive rental fees when deemed appropriate.
- \_\_\_\_19. Fees for rental requests from Palm Beach County Public Schools will be assessed based on an Inter-local agreement between the School Board and the City.
- \_\_\_\_20. Commercial sales are prohibited.
- \_\_\_\_21. There is a two-hour minimum for rentals when the facility is not normally open. There is a three hour minimum to receive 1 hour complimentary.
- \_\_\_\_22. Neither the renter/applicant nor anyone in the applicant's party is permitted in any area not designated in the agreement.
- \_\_\_\_23. Rented space must be left in the same condition the area were prior to event. All trash or debris must be cleared before departing the facility.
- \_\_\_\_24. The renter/applicant is responsible for the actions of guests or any subcontractors hired by the Applicant or renter. All participants are expected to behave in an appropriate fashion at all times.
- \_\_\_\_25. To receive a refund, you must request deposit by submitting written request or submitting original receipt to Administrative office.
- \_\_\_\_26. This handbook does NOT pertain to special events request as previously defined. For more information please contacts 561-845-4060.
- \_\_\_\_27. Renter or applicant will receive written approval to utilize facilities from Parks and Recreation Administrative Office.
- \_\_\_\_28. Rules, regulations and fees are subject to change or revisions by City Parks and Recreation Department.

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

City Parks and Facilities Rental Handbook  
**THE FOLLOWING SECTION PERTAINS TO  
OUTDOOR RENTALS ONLY**



**COMMUNITY AND NEIGHBORHOOD PARKS, PAVILIONS & WATERPARK:**

**(Pavilions, Parks Water-park, Ball fields, etc.).**

**Municipal Beach Ocean Park and Pavilions, Barracuda Bay Waterpark, Ben Flint, Congress Lakes, Cunningham, Farrington, Dan Calloway Recreation Complex, Aqua Spray Area, George Street, Goodmark, Lone Pine, Monroe Heights, Shultz, Timber Pine, Amphitheater located at Dan Calloway Complex, and Wells Pavilion.**

# City of Riviera Beach Parks and Facilities

## Rental Agreement (Fee Schedule Attached)

Date Agreement Submitted: \_\_\_\_\_

NAME OF FACILITY RENTED: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Chairperson of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Access prior to event: Time: \_\_\_\_\_ AM/PM

FACILITY REQUEST DATE: \_\_\_/\_\_\_/\_\_\_

Number of Guests: \_\_\_\_\_

(Insurance coverage for some events may apply)

Phone(H): \_\_\_\_\_

Phone (Alt): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Time: \_\_\_\_\_:\_\_\_\_\_ AM/PM

until \_\_\_\_\_:\_\_\_\_\_ AM/PM

*The Departments 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 & Facilities Handbook*

**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 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
- Good mark Park
- Lone Pine Estates Park
- Monroe Heights
- Congress Lakes Park
- Shultz Park
- Wells Park
- Timber Pine Park
- Dan Calloway Amphitheater
- Municipal Beach Park
- Farrington Park (Dan Calloway "Tate")

### GYMNASIUMS/COMMUNITYCTR/ EVENT HALL

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

### BALL FIELDS POOL

- Football
- Softball
- Tennis Court
- Basketball Courts
- Grill Areas (Small)
- \$80/Grill Rental Fee

### AQUATICS:

- Barracuda Bay Water Park
- Municipal Beach
- Racquetball Courts
- Aqua Spray Ground
- Other \_\_\_\_\_

PAVILIONS REQUESTED: A B C D E F G H I J - (Staff to indicate)

# *City of Riviera Beach Parks and Facilities*

## *Rental Agreement (Page 2)*

**\*\*Special accommodations: MUST BE APPROVED Parks & Recreation INITIALED BY Parks & Recreation STAFF\*\***

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

# of Chairs: \_\_\_\_\_ Provided by CITY OR APPLICANT \_\_\_\_\_

Stage: \_\_\_\_\_ Provided by CITY OR APPLICANT \_\_\_\_\_

# of Tables: \_\_\_\_\_ Provided by CITY OR APPLICANT \_\_\_\_\_

Sound System: \_\_\_\_\_ Provided by CITY OR APPLICANT \_\_\_\_\_

Other: \_\_\_\_\_ Provided by CITY OR APPLICANT \_\_\_\_\_

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 a 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 to be 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 event that has been submitted to the Parks and Recreation Administrative Office (Yes  / No  ) Notes: \_\_\_\_\_





## CITY OF RIVIERA BEACH – PARKS & RECREATION DEPARTMENT RENTAL FEES

### RENTAL RATES:

LINDSEY DAVIS COMMUNITY CENTER	\$95.00/PER HOUR - LARGE ROOM
*DAN CALLOWAY "TATE" SMALL ROOM	\$50.00/hr/R & \$60.00/hr/NR –
*(Tables & Chairs not included)	<i>(LDCC Includes Tables and Chairs Only)</i>
GYM RENTAL:*	\$95.00/PER HOUR – RESIDENT
*WELLS or DAN CALLOWAY RECREATION CENTER(S) NON RESIDENT	\$100.00/PER HOUR –
BALL FIELD:	\$35.00/PER HOUR – RESIDENT \$45.00/PER HOUR – NON RESIDENT <i>(Without Lights)</i> \$50.00/PER HOUR – RESIDENT \$60.00/PER HOUR – NON RESIDENT <i>(With Lights)</i>
VOLLEYBALL COURTS/ BASKETBALL COURTS	\$10/PER HOUR – RESIDENTS \$20/PER HOUR – NON RESIDENT <i>(2 hr Minimum rental)</i>
PARK/MUNICIPAL BEACH PAVILION PERMIT PARK PERMIT TO RESERVE PARK) (4 HR RENTAL)	\$25.00 up to \$150 (MUST OBTAIN A <u>\$50.00 - \$200.00</u> SEC. DEPOSIT REFUNDABLE (4 HR RENTAL)
POOL FACILITY RENTAL FEES VARY	(PLEASE CONTACT THE ADMINISTRATIVE OFFICE FOR PRICING)
STAFFING	\$20.00 - \$35.00/PER HOUR
AMPHITHEATER (500 or more seating): ADMINISTRATIVE OFFICE	RATES VARIES - CONTACT P&R
MULTI RINK (GROUP HOURLY RATE):	\$50.00/R & \$60.00/NR
AQUA SPRAY GROUND (GROUP HOURLY RATE): Minimum 2 hours	\$25.00/R or 35.00/NR
BBQ Grill:	\$80.00

(Fees are subject to change)

## Barracuda Bay Rental Fees

### RENTAL RATES:

**Application Fee:** \$50.00 **NON REFUNDABLE**

**Security Deposit:** \$200.00 - \$500.00

Upon completion of your event and the exit review walk through, if there is no damage to the facility, the security deposit will be refunded. If damage has occurred, then money will be deducted from the security deposit and balance refunded to the renter within a 4 week period.

**Reservation Fee:** \$200.00 \*

Fee includes the facility for 4 hours and Lifeguard staff. One hour is given before or after selected time for set-up/clean-up. **\*NO Holiday(s) reservation.**

### **Entrance Fees:**

**Non-Profit:** \$3.00 per person

**For-Profit: Up To 100 Patrons:** \$5.00 per person    **101-200 Patrons:** \$7.00 per person

**201-300 Patrons:** \$9.00 per person    **301-400 Patrons:** \$11.00 per person

**Additional Hour:** \$50.00/hr

**BBQ Grill:** \$80.00

(Fees are subject to change)



## Outdoor Facilities Permit Rules and Regulations

- \_\_\_ 1. I understand this is only a request; no event is confirmed until confirmation from a City representative is given in writing.
- \_\_\_ 2. Alcohol is not allowed in any City park.
- \_\_\_ 3. No animals, except service animals are allowed in City parks.
- \_\_\_ 4. Vehicles are to remain in parking lot areas unless prior authorization is given.
- \_\_\_ 5. Trash and event debris must be placed in proper containers. If trash cans are full please use dumpster.
- \_\_\_ 6. Applicant must adhere to start and end times indicated on this permit (set-up & clean-up included).
- \_\_\_ 7. Any damage to City property or excess garbage requiring City support staff may result in loss of deposit and/or additional charges to applicant.
- \_\_\_ 8. Permit is only valid for the purpose and date indicated on permit application.
- \_\_\_ 9. Playgrounds, green space, and walkways are not permitted for exclusive use & can't be blocked.
- \_\_\_ 10. Applicant must be present at all times during reservation.
- \_\_\_ 11. All pavilion payments must be made 3 weeks to 6 months prior to event date.
- \_\_\_ 12. Refundable Security deposits for outdoor facilities can range from \$200.00 to \$600.00.
- \_\_\_ 13. Grilling is only permitted at designated locations. You may NOT bring your own grill/barbecue unless pre-approved. No gas grills allowed.
- \_\_\_ 14. All DJ's, bands or other forms of entertainment (bounce house vendors, etc.) must be preapproved and provide Cert. of Insurance (COI) naming the City as an additional insurer maybe requested three (3) weeks prior to event .
- \_\_\_ 15. Facility reservations are not allowed during the Department of Parks and Recreation regular programming scheduled hours or activities schedule.
- \_\_\_ 16. If guidelines are violated by applicant or any persons in group, future reservations may be refused.
- \_\_\_ 17. Applicant is responsible for all payments and will receive any refunds ONLY in their name.
- \_\_\_ 18. Full refunds are given in the case where there is inclement weather at the reserved City location (down pour). You must however cancel your event at least four hours prior to event time.  
**Cancellation Policy:** To receive a full refund minus a 15% or administrative fee, cancellations must be submitted in writing (via email, fax or in person) to the Park and Recreation Office and at least 4 hours prior to event. If a cancellation notice is received (3) three days prior to the event renter will receive a full refund. The renter will receive 50% if cancellation made less than a 4-hour window of notification to City. You must confirm refund with a staff person. Refunds only payable to the applicant or renter as indicated on receipt.
- \_\_\_ 19. To receive a refund, you must request deposit by submitting written request or submitting original receipt to Administrative office.
- \_\_\_ 20. Sports providers must include a copy of practice and/or game schedules 2 weeks prior to event.
- \_\_\_ 21. Signing applicant assumes all liability for any and all damages and any fees associated with those damages.
- \_\_\_ 22. Park hours are from sunrise to sunset.
- \_\_\_ 23. I understand, I am responsible for providing an electrical source and a water source if not provided for that location.
- \_\_\_ 24. City Manager, Director of Parks and Recreation, or Police Department has the authority to cancel or stop an event at any City location.
- \_\_\_ 25. There is a two-hour group rental for aqua spray feature and water park and a four hour group reservation for park pavilions.
- \_\_\_ 26. I have received, read, and understand the City's Facility Manual.



**City of Riviera Beach  
Parks 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.)

Rental Time \_\_\_\_\_ to \_\_\_\_\_ Delivery date/time \_\_\_\_\_

Pick-up date/time \_\_\_\_\_

**Has the rental company/entertainer been contacted and informed of pertinent Recreation policies?**

No \_\_\_\_\_ Yes \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
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  
Parks 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 meeting or holding any form of activities in any of the City's facilities 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 additional 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.



## 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 of 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 guests, 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, statements, 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: \_\_\_\_\_



**EXTRA DUTY OFFICERS ARE REQUIRED BY THE PARKS AND RECREATION DEPARTMENT**  
**REQUEST FOR EXTRA-DUTY**  
**RIVIERA BEACH POLICE OFFICERS**  
**PARKS AND RECREATION FACILITIES AND PARKS**  
**POLICE DEPT. HOURS: 9:00A.M-11:00AM and 1:00P.M.-3:00P.M.**

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)

Present this form to the Police Department Detail Coordinator located at:  
 600 West Blue Heron Blvd.  
 Riviera Beach, FL 33404  
 (561) 845-4182

ADMIN FEES PAID  YES  NO      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 EVENT 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 receipt showing payment for extra duty officer(s).**

**FOR POLICE USE ONLY:**

Waiver of Administration Fees:      Yes \_\_\_\_\_      No \_\_\_\_\_      \_\_\_\_\_  
 Signature