

**CITY OF PALMETTO
CITY COMMISSION WORKSHOP MEETING
December 7, 2015
4:30 PM**

*PLEDGE OF PUBLIC CONDUCT
We may disagree, but we will be respectful to one another.
We will direct all comments to issues.
We will avoid personal attacks.*

516 8th Avenue West
Palmetto, Florida 34221

(941) 723-4570
<http://www.palmettofl.org>

Shirley Groover Bryant, Mayor

Commission Members

**Brian Williams, Vice Mayor, Commissioner, Ward 3
Tamara Cornwell, Commissioner-at-Large 2
Jonathan Davis, Commissioner-at-Large 1
Harold Smith, Commissioner, Ward 1
Tambra Varnadore, Commissioner, Ward 2**

1. HISTORICAL PARK FACILITY RENTAL AGREEMENT (J. Freeman)

(TAB 1)

2. DISCUSSION: CITY/CRA JOINT PROJECTS (STAFF)

During the both the CRA and the City Commission agendas tonight there will be several items for approval regarding both the seawall and the multi-modal trail.

If any person desires to appeal any decision of the City Commission, CRA Board, or of any other Board of the City, that person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (FS §286.0105).

The City of Palmetto does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status or handicapped status in employment or in the provision of services. Handicapped individuals may receive special accommodation in services on forty-eight hours notice (FS §286.26). Anyone requiring reasonable accommodation for this meeting as provided for in the American with Disabilities Act should contact the City Clerk by telephone at 941-723-4570, fax 941-723-4576 or e-mail jfreeman@palmettofl.org or afoley@palmettofl.org.

POSTED: December 3, 2015

PALMETTO HISTORICAL PARK
RENTAL PRICE CHANGES
25 Nov 2015

1. Carnegie Library, Basement Floor Only:
 - a. City Commission Changes: Full Day - \$300.00. Half Day - \$150.00
Security Deposit \$150.00
 - b. PHC Recommendation: \$175.00 First 3 Hrs. \$45.00 each additional Hr.
Security Deposit: \$100.00. PHC Retains \$45.00 & \$5.00 for each additional Hr.
City receives: \$130.00 & \$40.00.
2. PHP Grounds & Restrooms Facilities:
 - a. City Commission Changes: None
 - b. PHC Recommendation: \$155.00 First 3 Hrs. \$45.00 Ea. Additional Hr.
Security Deposit: \$100.00. PHC Retains \$15.00 First 3 Hrs. \$5.00
City receives: \$140.00 & \$40.00
3. Carnegie Library Basement Floor & PHP Grounds
 - a. City Commission Changes: Full Day \$350.00. Half Day \$175.00
 - b. PHC Recommendations: \$220.00 First 3 Hrs. \$80.00 ea. Additional Hr.
Security Deposit: \$100.00. PHC retains: \$45.00 & \$10.00 ea. Additional Hr.
City receives: \$175.00 first 3 hrs. & \$70.00 ea. Additional Hr.
4. Chapel
 - a. City Commission Change: \$75.00 Hr.
 - b. PHC Recommendations: \$60.00 Hr. Security Deposit: \$100.00
PHC retains \$10.00. City receives \$50.00.

Palmetto Historical Park
515 10th Ave West
Palmetto, Florida 34221

Phone: (941) 723-4991
Fax: (941) 721-6828
E-Mail: steve.ahern@manateeclerk.com
E-Mail: amanda.polson@manateeclerk.com

PALMETTO HISTORICAL PARK RENTAL AGREEMENT

Please complete this agreement with as much detail as possible. Return completed agreement with ALL appropriate rental fees via mail to the address above, or in person to 515 10th Ave W. Palmetto

Name of Applicant:

Name of Organization

For Profit Not For Profit

Address:

City:

Zip Code:

Phone (daytime):

Phone (evening):

Phone (cell):

E-Mail Address:

Contact 1 (if other than applic

Phone (daytime):

Phone (evening):

Contact 2 (if other than applic

Phone (daytime):

Phone (evening):

Anticipated attendance:

Minimum

Maximum

Date(s) of Use:

Day(s) of week:

Start time (include decorating/setup time):

End time (include cleanup time):

Is this a fundraising event? Yes No

Is an entry fee, ticket or registration fee required? Yes No

Are any other fees associated with this event? Yes No

If yes to any of the above, please explain how funds will be used.

Please check all that apply to this event:

- Baby/Bridal Shower Birthday Party Church Function/Social Family Gathering/Reunion
 Field Use (Games or Practices) Field Use (Recreational) Meeting Picnic Clinic
 Political Function Tournament Wedding or Reception Youth League Meeting
 Electric (if available) Water (if available) Other (describe):

Palmetto Historical Park & Rental Fees

Please check ALL facilities being requested for use and circle the application fees.

Carnegie Library

- Basement Floor Only (Security deposit \$100.00) FEES: \$175.00 First 3 Hours/ \$45.00 each additional hour
 Palmetto Historical Park Grounds & Restroom Facilities FEES: \$155.00 First 3 Hours/ \$45.00 each additional hour
(Security Deposit \$100.00)
 Chapel: Security deposit (\$100.00) FEES: \$60.00 an hour
 Basement Floor & PHP Grounds (S/D \$100.00) FEES: \$220.00 First 3 Hours/ \$80.00 each additional hour

NOTE: PURSUANT TO CHAPTER 19, ARTICLE VI. OF THE CITY CODE OF ORDINANCES, SHOULD YOUR RENTAL AGREEMENT: 1. BE FOR MORE THAN 50 INDIVIDUALS, 2. BE FOR MORE THAN FIVE (5) DAYS IN ANY THIRTY(30) DAY PERIOD, OR 3. BE OPEN TO THE PUBLIC, A SPECIAL FUNCTION PERMIT, CERTIFICATE OF INSURANCE NAMING THE CITY OF PALMETTO AND THE PALMETTO HISTORICAL COMMISSION INC. AS ADDITIONAL INSURED, AND CITY COMMISSION APPROVAL IS REQUIRED. ADDITIONAL FEES FOR LONG TERM RENTAL OF CITY FACILITIES SHALL BE BASED ON THE ADDITIONAL OPERATION AND MAINTENANCE COSTS INCURRED BY THE CITY IN CONNECTION WITH SUCH LONG TERM USE.

Total Fees Enclosed: \$_____ [] Cash or Check #_____ for Rental Fees _____ for Deposit(s) _____

A Drivers License # is required for ALL checks for the person whose name is on the check:
State _____ # _____

Applicant fully understands that submittal of this agreement does not confirm my/our request and that **ALL Rental Fees which include Taxes Must Be Included With This Agreement**. I/We further understand that ALL requests are subject to staff approval and are processed on a first come first served basis. Upon review, a designated staff member will notify me or one of my contacts regarding the status of this request and whether or not there is any additional information required, or if any rental fees and/or deposits still remain to be paid. I/We also acknowledge that I/We have received a copy, read, understand and fully agree to all of the items and terms outlined in the Facility Rental Agreement, including how to proceed in the event of any emergency needing immediate attention during the event. I/We further affirm that the information contained in this application is true and correct to the best of my/our knowledge.

Signature of Applicant: _____ Date: _____

Please make ALL checks payable to the Palmetto Historical Commission

FOR OFFICE USE ONLY

Date Rec'd:	Approved or Denied
Fees Collected:	Receipt #/s:
Palmetto Historical Commission	_____
Palmetto Parks and Recreation Department	_____

**PALMETTO HISTORICAL PARK
AGREEMENT ACKNOWLEDGEMENT**

The Applicant, _____, hereby acknowledges and agrees to the following:

- All rental fees which include taxes must be included with this agreement.
- Submittal of the agreement does not confirm reservation dates.
- Reservation requests are subject to City approval and are processed on a first come, first served basis.
- Applicant has been provided with a copy of the Palmetto Historical Park Facility Rental Rules and Regulations and agrees to abide by same.

Applicant hereby affirms that the information contained in this agreement is true and correct, acknowledges receipt of a copy of the agreement, and agrees to all of the terms and conditions as outlined in the Facility Rental Agreement, including how to proceed in the event of an emergency during the event.

In the case of an emergency contact the Palmetto Police Department at 941-723-4587.

The applicant hereby agrees to indemnify and hold harmless the Palmetto Historical Commission, Inc. and the City of Palmetto (“City”), its agents and employees from any and all liability, defense costs, including other fees, loss or damage the City of Palmetto may suffer as a result of claims, demands, costs, or judgments against it arising from applicant’s activities listed in this City Facility Agreement.

The undersigned applicant certifies that he or she accepts responsibility on behalf of his/her organization / group and its guests for any damage or theft sustained by the City (premises, landscaping, equipment, furniture) because of occupancy of the City Facility by the organization. I have read and agree to comply with the rules and regulations stated in or incorporated into this rental agreement. The cost of any special cleaning or damage to the City Facility, equipment or grounds due to the scheduled activity or event will be deducted from the security deposit provided for herein. In the event that such costs exceed the amount of the security deposit, the undersigned agrees to be personally responsible for the payment to the City of any overages.

By: _____

Print name: _____

Date: _____

Current

City of Palmetto Facilities and Events 516 8 th Ave West Palmetto, Florida 34221	Phone: (941) 723-4570 Fax: (941) 723-4576 E-Mail: gseger@palmettofl.org
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CITY FACILITY RENTAL APPLICATION / AGREEMENT

Please complete this application with as much detail as possible. Return completed application With ALL appropriate rental fees via mail to the address above or in person at 600 17th Street West.

Name of Applicant:	Name of Organization <input type="checkbox"/> For Profit <input type="checkbox"/> Not For Profit
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Address:	City:	Zip Code:
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Phone (daytime):	Phone (evening):	Phone (cell):	E-Mail Address:
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Contact 1 (if other than applicant):	Phone (daytime):	Phone (evening):
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Contact 2 (if other than applicant):	Phone (daytime):	Phone (evening):
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Anticipated attendance:	Minimum	Maximum
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Date(s) of Use:	Day(s) of week:
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Start time (include decorating/setup time):	End time (include cleanup time):
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Is this a fundraising event? Yes No
 Is an entry fee, ticket or registration fee required? Yes No
 Are any other fees associated with this event? Yes No
 If yes to any of the above, please explain how funds will be used.

Please check all that apply to this event:
 Baby/Bridal Shower Birthday Party Church Function/Social Family Gathering/Reunion
 Field Use (Games or Practices) Field Use (Recreational) Meeting Picnic Clinic
 Political Function Tournament Wedding or Reception Youth League Meeting Tents 10 x 10 or Smaller
 Electric (if available) Water (if available) Other (describe): Inflatable equipment. (Must Include Insurance)

Building/Facilities & Rental Fees

Please check ALL facilities being requested for use and circle the application fees.
Rental Hours are Dawn to Dusk, Unless otherwise noted.

ALL FEES, DEPOSITS AND TAXES ARE DUE BEFORE YOUR RESERVATION IS ADDED TO THE RSRVATION CALENDAR

Sutton Park- 1025 6th Street West

Bandstand Full Day : \$75.00 Half Day: \$40.00
 Bandstand & Grounds \$200.00 Per Day
 (Restrooms, electric and water are available)
 (Does not include the use of the Auto or Video equipment)
 Call for fees and labor costs for the use of equipment

Celebration Center- 950 6th Street West (Total Capacity, 48 people)

Celebration Center \$90.00 First 3 Hours /\$20.00 each additional Hour of use
 Celebration Center \$225.00 Full Day
 (Refrigerator, water, electric, restrooms, tables & chairs)
 Rental hours: 8:00 a.m. – 9:00 p.m.

Lamb Park Grounds \$75.00 Per Day \$40.00 Half Day
 (Picnic tables, water, electric)

17th Street Park- 910 16th Street West

(Pavilion, picnic tables, water and electric)

\$75.00 Full Day / \$40.00 Half Day

Hydrant Park – 14th Avenue & 12th Street

(Pavilion, picnic table and playground)

Full Day \$40.00 / Half Day \$20.00

Hidden Lake Park – 12th Street & 17th Avenue

(Pavilions, picnic tables and restrooms)

Full Day \$40.00 / Half Day \$20.00

Estuary Park- 101 US 301

(Pavilions, picnic tables and restrooms)

Full Day \$40.00 / Half Day \$20.00

Taylor Park – 8th Street & 3rd Avenue

(Pavilion, picnic tables and playground)

Full Day \$40.00 / Half Day \$20.00

Soccer Field 14th Ave & 9th Street

Soccer Field

Full Day \$40.00 / Half Day \$20.00

Riverside Park West - Riverside Drive West and 8th Avenue West (Tournaments, Events and Festivals)

Pavilion, Restrooms & Grounds

\$200.00 Full Day \$100.00 Half Day Number of Days _____

Green Bridge Fishing Pier

\$200.00 Full Day \$100.00 Half Day Number of Days _____

Boat Ramp

\$10,000. Full Day \$5,000. Half Day Number of Days _____

(Water, electric and benches)

Palmetto Historical Park- 515 10th Avenue West

Basement Floor Only

Full Day \$300.00 Half Day \$150.00

Basement Floor & Grounds

Full Day \$350.00 Half Day \$175.00

(Full Kitchen, tables & chairs and Restrooms)

Security Deposit \$150.00

Chapel

Total Capacity, 30 people

\$75.00 an Hour

Security Deposit: Chapel - \$50.00

NOTE: A SPECIAL FUNCTION PERMIT AND ADDITIONAL SECURITY DEPOSIT ALSO MAY BE REQUIRED PURSUANT TO CHAPTER 19, ARTICLE VI. OF THE CITY CODE OF ORDINANCES. RENTAL OF CITY FACILITIES FOR MORE THAN FIVE (5) DAYS IN ANY THIRTY (30) DAY PERIOD SHALL REQUIRE CITY COMMISSION APPROVAL. FEES FOR LONG TERM RENTAL OF CITY FACILITIES SHALL BE BASED ON THE ADDITIONAL OPERATION AND MAINTENANCE COSTS INCURRED BY THE CITY IN CONNECTION WITH SUCH LONG TERM USE.

Security Deposit: \$50.00 per facility unless a different amount is specified above. This amount is payable at time of Reservation and is refundable upon the Completion of a favorable inspection. Up to 100% of the security deposit may be Retained for damage and/or clean up if deemed necessary by management. In addition, the applicant shall be Responsible for payment of cleaning/damage charges in excess of the security deposit.

Total Fees Enclosed: \$ _____ [] Cash or Check # _____ for Rental Fees _____ for Deposit(s) _____
 A Drivers License # is required for ALL checks for the person whose name is on the check:
 State ____ # _____

FOR OFFICE USE ONLY

Date Rec'd:	Approved or Denied
Fees Collected:	Receipt #/s:
Palmetto Historical Commission	_____
Palmetto Parks and Recreation Department	_____

**CITY OF PALMETTO
 FACILITY RENTAL APPLICATION**

APPLICANT ACKNOWLEDGEMENT

The Applicant, _____, hereby
 Acknowledges and agrees to the following:

- All rental fees and taxes must be included with this application
- Submittal of the application does not confirm reservation dates
- Reservation requests are subject to City approval and are processed on a first come, first served basis
- Applicant has been provided with a copy of the City Facility Rental Rules and Regulations and agrees to abide by same

Applicant hereby affirms that the information contained in this application is true and correct, acknowledges receipt of a copy of the application, and agrees to all of the terms and conditions as outlined in the Facility Rental Agreement, including how to proceed in the event of an emergency during the event.

In the case of an emergency contact the Palmetto Police Department at 941-723-4587.

The applicant hereby agrees to indemnify and hold harmless the City of Palmetto (“City”), its agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly or indirectly arising from or related to the use of the City Facility permitted under this rental agreement. The undersigned applicant certifies that he or she accepts responsibility on behalf of his/her organization / group and it’s

guests for any damage or theft sustained by the City (premises, landscaping, equipment, furniture) because of occupancy of the City Facility by the organization. I have read and agree to comply with the rules and regulations stated in or incorporated into this rental agreement. The cost of any special cleaning or damage to the City Facility, equipment of grounds due to the scheduled activity or event will be deducted from the security deposit provided for herein. In the event that such costs exceed the amount of the security deposit, the undersigned agrees to be personally responsible for the payment to the City of any overages.

By: _____

Print name: _____

Date: _____