

City of Palmetto Facilities and Events 516 8 <sup>th</sup> Ave West Palmetto, Florida 34221	Phone: (941) 723-4570 Fax: (941) 723-4576 E-Mail: wbeauchamp@palmettofl.org Wesley Beauchamp, Event Coordinator
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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 516 8th Ave 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.

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Please check all that apply to this event:

Baby/Bridal Shower  Birthday Party  Church Function/Social  Family Gathering/Reunion  
 Field Use (Games/Practices/Recreational/Tournament)  Meeting  Picnic  Clinic  Political Function  
 Catering/Food Provided  Wedding or Reception  Youth League Meeting  Tents 10 x 10 or Smaller  
 Inflatable equipment(Must Have Insurance)  Other(describe): \_\_\_\_\_

**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 RESERVATION CALENDAR

**Sutton Park- 1025 6<sup>th</sup> Street West (Restrooms)**      \*Full Day= >4 hours      Half Day= <4 hours where applicable

Bandstand       Full Day : \$75.00     Half Day: \$40.00

Bandstand & Grounds (with a Special Function Permit)       \$600.00 Per Day     Half Day: \$300.00

Bandstand & Grounds (without a Special Function Permit)       \$200.00 Per Day

Electric \$25.00 PER DAY      Water \$25.00 PER DAY

Park hours: 8:00 a.m. until 10:00 p.m.

**Deposit for Sutton Park:**

**With Special Function Permit: \$250.00 for events with less than 1000 attendees**

**With Special Function Permit: \$500.00 deposit for events with 1000 or more attendees**

**With NO Special Function Permit: \$50.00**

\*Full Day= >4 hours      Half Day= <4 hours where applicable

**Lamb Park**

(Picnic tables, water, electric)

**Park hours: 8:00 a.m. – 11:00 p.m.**

\$75.00 Per Day      \$40.00 Half Day  
Electric \$25.00 per day      Water \$25.00 per day

**17<sup>th</sup> Street Park- 910 16<sup>th</sup> Street West**

(Pavilion, picnic tables and electric)

**Park hours: Dusk to Dawn**

\$75.00 Per Day       \$40.00 Half Day  
Electric \$25.00 per day

**Park Hours are Dawn to Dusk, Unless otherwise noted.**

**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)

Full Day \$40.00 /     Half Day \$20.00

**Soccer Field - 14th Ave & 9th Street**

Full Day \$40.00 /     Half Day \$20.00

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

**Park Hours: 24 Hours**

**Rental Hours: 8:00 a.m. to 10:00 p.m.**

Pavilion, Restrooms & Grounds

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

Green Bridge Fishing Pier Boat Ramp

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

(Water, electric and benches)

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

Electric \$25.00 per day

Water \$25.00 per day

Deposit for Riverside Park West:

With Special Function Permit: \$250.00 for events with less than 1000 attendees

With Special Function Permit: \$500.00 deposit for events with 1000 or more attendees

With NO Special Function Permit: \$50.00

**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 the City of Palmetto. In addition, the applicant shall be responsible for payment of cleaning/damage charges in excess of the security deposit.

**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.**

**Total Fees Enclosed: \$\_\_\_\_\_ [ ] Cash or Check #\_\_\_\_\_ for Rental Fees \_\_\_\_\_ for Deposit(s) \_\_\_\_\_** A Driver's 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 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, without a special function permit 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:** \_\_\_\_\_