



City of Lighthouse Point Parks & Recreation Department



FACILITY RENTAL APPLICATION

Date: _____

Name of Organization/Applicant: _____

Applicant's Address: _____ City: _____ State: ____ Zip: ____

Email: _____ Cell Phone: _____

Event Contact Day Phone: _____ Secondary Contact Phone: _____

Rental Dan Witt Park: ☐ A&B Multi-Purpose Room at JTCC; ☐ A or ☐ B Multi-Purpose Room at JTCC; ☐ **Patio (will you be using the kitchen?)** ☐ **Yes** / ☐ **No** (Note: Please do not leave food near the public walk-through as it is tempting for some people not in your party to help themselves to it.)

Rental Frank McDonough Park: ☐ East-Side Pavilion; ☐ West-Side Pavilion; ☐ Ash Mills Pavilion

Rental of Dixon Ahl Recreation Center: ☐ Condo; ☐ Boy/Girl Scouts; ☐ Civic Group; ☐ Library (Senior/Youth);
☐ Other, please explain _____

Event Type (Check one): ☐ Birthday Party (Child / Adult); ☐ Bridal Shower; ☐ Baby Shower; ☐ Meeting; ☐ Community Event; ☐ Other, please explain _____

Will there be outside vendors, businesses, groups, etc. participating? Yes _____ No _____ If yes, please provide a list of Vendors (with contact names, addresses, email/phone numbers of whomever will be in attendance). You will need to obtain and provide to the City at least two (2) weeks before the event the licenses and certificates of liability insurance naming City of Lighthouse Point as an additional insured.

Date of Event _____ Start Time: _____ End Time: _____

Method of Payment: ☐ CC ☐ Check ☐ Cash **Estimated Attendance:** _____

John Trudel Community Center (Multi-Purpose Rooms):

Community/Non-Profit Groups: The facility closes at 8:00 p.m. **Hours: 9:00 a.m.-8:00 p.m.** (Community/Non-Profit groups may rent Monday-Thursday, for meetings only. We need **evidence of filing with the Florida Division of Corporations-sunbiz.org**)

Private Groups: A 4-hour minimum is required on Fridays, Saturdays, and Sundays; **Hours available for rental:** (Monday-Thursday may rent 3:00 p.m.-7:00 p.m./Friday-Sunday 10:00 a.m.-2:00 p.m. and 3:00 p.m.-7:00 p.m.)

Check One: *Private: ☐ Resident ☐ Non-Resident / **Community Group: ☐ Civic/Condo ☐ Scouts ☐ Other

**If Community/Non-Profit Organization, please write name/dba: _____

(***Private Groups:** Private groups are for-profit organizations, family functions, birthday parties, reunions, wedding receptions, etc. / ****Community Groups:** Community groups are non-profit organizations where general membership is open to the public. Examples include civic/condo associations, scouting organizations, PTA's, HOA's, etc.)

Payments: Credit card payments are automatically assessed an additional 3% user fee. Any refund requests will not include this fee. Cash payments must be exact as we have no access to cash exchange at the Park. A refundable deposit of \$150.00 will be required. If the building is not left in a clean and orderly condition after use by the renting group and cleanup is necessary by City employees, the refundable deposit will be forfeited. If the damage or cleanup amount exceeds the deposit amount the renting party will be billed accordingly. If you are paying by check, **PLEASE WRITE UP A SEPARATE CHECK FOR THE \$150.00 REFUNDABLE CLEAN UP FEE.** The check will be voided and shredded at the end of the event.

NOTE: NO MOTORIZED VEHICLES IN THE PARKS ARE PERMITTED BEYOND THE PARKING LOT.



**City of Lighthouse Point
Parks & Recreation Department**



FACILITY/PAVILION RENTAL AGREEMENT

I have read, and understand, all of the rules as set herein. I agree that the **rental consists of 4 hours**, and I know that this **includes set up and clean up**.

I, the undersigned, do hereby knowingly, freely, and voluntarily assume all risk and liability for any damage or injury that may occur as a result of my and/or my group's use of the park facility/pavilion identified herein during the time period I and/or my group are using same.

Additionally, I do hereby fully indemnify, release, discharge, and forever hold the City of Lighthouse Point, its agents, employees, and officers harmless from any and all claims for injuries, claims, damages, or loss that I or my guests/attendees may have or which may accrue to me or my guests/attendees and arising out of, connected with, or in any way associated with this "Facility/Pavilion Rental Agreement."

Renter:

Signature: _____ Date: _____

Print Name: _____ Date: _____

Witness:

Signature: _____ Date: _____

Print Name: _____ Date: _____



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FACILITY AND PAVILION RENTAL FEES



JTCC Multi-Purpose Room A & B:

Residents-\$475.00, Friday-Sunday (4-hour period); \$300.00, Monday-Thursday/ 3-7 (4-hour period)

Non Residents-\$950.00, Friday-Sunday (4-hour period); \$600.00, Monday-Thursday/ 3-7 (4-hour period)

JTCC Multi-Purpose Room A or B:

Residents-\$237.50, Friday-Sunday (4-hour period); \$150.00, Monday-Thursday/ 3-7 (4-hour period)

Non Residents-\$475.00, Friday-Sunday (4-hour period); \$300.00, Monday-Thursday/ 3-7 (4-hour period)

Community Groups-\$64.20 Monday-Thursday (per hour) for meetings only



JTCC Patio (includes use of kitchen):

LHP Residents-\$100.00 (4-hour period) + \$150.00 refundable clean up fee

Non Residents-\$428.00 (4-hour period) + \$150.00 refundable clean up fee



Outside Pavilions (East & West):

LHP Residents-\$80.00 (4-hour period) + \$150.00 refundable clean up fee

Non Residents-\$428.00 (4-hour period) + \$150.00 refundable clean up fee



Ash Mills Pavilion (Inside the Tennis Center):

LHP Residents-\$215.00 (4-hour period) + \$150.00 refundable clean up fee

Non Residents-\$535.00 (4-hour period) + \$150.00 refundable clean up fee



Dixon Ahl Hall:

City sponsored group-No Charge (4-hour period)

All other groups-\$150.00 (4-hour period) + \$150.00 refundable clean up fee



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FACILITY AND PAVILION RENTAL RULES

All Rentals Will Require:

- **Application and Rental Agreement must be submitted** in order to secure the pavilion or room; emails and verbal requests do not constitute a rental agreement. In order to be a valid and official rental, submission of application and signed rental agreement, residency documents* (if applicable), RecDesk account, and payment all must be received.
- In order to get the LHP resident rate*, proof of Lighthouse Point residency is required: 1) a copy of a valid Driver's License, **and** 2) a copy of your current utility bill, lease/rental agreement, or other current document showing the date, your name, and Lighthouse Point address.
- A **refundable deposit of \$150.00*** will be required along with payment of the rental in order for a reservation to be official. If the building or pavilion is not left in a clean and orderly condition after use by the renting group and cleanup is necessary by City employees the cleanup deposit will be forfeited. If the damage or cleanup amount exceeds the deposit amount the renting party will be billed accordingly. **If you are paying by check, PLEASE WRITE UP A SEPARATE CHECK FOR THE \$150.00 REFUNDABLE CLEAN UP FEE. The check will be voided and shredded at the end of the event.**
- Any group 50+ people **must** hire a Lighthouse Point police officer to be at the park throughout the event and pay such officer **the current off-duty detail officer rate of pay** with a minimum of three hours required. Should more than 50 people attend without the hiring of a Lighthouse Point police officer (Police Department telephone 954/942-8080), the group will forfeit its cleanup deposit and be charged by the City for the actual cleanup costs incurred. **The group shall be prohibited from future rentals until the balance is paid.**

Facility/Pavilion Renters must abide by the following:

- **Alcoholic beverages.** Alcohol is **prohibited** at all City parks and facilities. This will be strictly enforced.
- **Bounce Houses.** The renter must call the Recreation Department (954-784-3439) for approval to use a bounce house. A certificate of liability insurance naming City of Lighthouse Point as an additional insured **must** be submitted prior to the event. This must be received by the City no later than 3:00 p.m. two (2) weeks before the date the facility is being rented for the event. If the City does not receive the Certificate of Insurance by 3:00 p.m. two (2) weeks before your event, no inflatable device may be used during the event. The bounce house company **must** provide a generator and attendants. Water slides, etc. are **not** permitted.
- **Damage to property.** No person shall cause or do the following:
 - Damage to building, equipment, property.
 - Use of tape, tacks, staples, nails on walls or furniture, which is prohibited.
 - Use of confetti or glitter inside or outside, which is prohibited.
 - Use of sparklers inside or outside which is prohibited.



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FACILITY AND PAVILION RENTAL RULES **(continued)**

- **Kitchen Use.** Kitchens are for warming and storing food only, and **not for preparing food.** You must provide your own paper goods and utensils. **During sports seasons, the kitchen use is very limited.** All items you bring in must be removed at the time of departure.

When using the JTCC Patio, please remember that public traffic is allowed to use this area to enter and leave the outside playground area. **For this reason, please do not leave food out where people not in your party can readily access it; keep it inside the kitchen area or on a table away from the public walk through.**

- **Parking.** Spaces are not guaranteed for the duration of any rental, as the building is within the confines of a public park.

No motorized vehicles in the parks are permitted beyond the parking area, ie: unloading cars for parties must be done in parking lot, not adjacent to building or pavilion. (The same applies to bounce house company trucks.)

- **Pets/Animals.** No person shall bring into, permit, have, or keep in any park or City facility any dog, cat, or pet of any kind (or any type of animal).
- **Rental.** The rental period consists of **4 hours, and this includes set up and clean up.**
- **Rental space.** No occupancy of the facility outside of the perimeters of the designated rental room(s), hallway, and restrooms is allowed for Permittee activities unless otherwise noted on the permit. The rental of the facility does **not** include the rental or use of the park in which the facility is located unless specifically included in the rental/event permit. Other events may take place in other areas of the building or in the park without notice to the permittee.
- **Renter.** The renter on the application and signing the rental agreement is responsible for payment. If payment notice comes back from the bank as insufficient funds, renter must reimburse the City using cash to cover the entire rental **plus** the bank's service charge.
- **Smoking.** All municipal buildings **and parks in the City** are smoke-free.



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Facility/Pavilion Renter Agrees:

- To Arrive at the scheduled start time. During the weekends and holidays, a park monitor is used, so expect for the doors of the rooms and kitchen to be opened at the start time of your scheduled 4-hour period.
- To have the permit with him/her at day and time of rental, and to be present for the duration of the rental.
- To keep the noise at levels down to a minimum so as not to disturb anyone within the vicinity of the rented room/pavilion.
- To ensure that Renter's guests do not access any other portion of the facility that has not been included in the rental.
- To ensure that **all trash has been placed in the trash cans provided, the tables have been wiped down, and all decorations and food have been removed from rooms, patio, and kitchen.**
- To be responsible for all payments, cleaning of the facility, and certificate(s) of insurance and licenses (if applicable):
 - **Liability Insurance, naming City of Lighthouse Point as an additional insured:**
 - From a vendor that:
 - provides equipment (or similar items such as a tent, platform or stage, scissor lift, bounce house, etc.) to an event or facility;
 - Utilizes a generator or other potentially dangerous item;
 - Under any other condition the City determines reasonable and necessary;
 - Caterer/food vendor;

Certificate of Insurance must show policy limits and coverage:

- A minimum coverage of \$1,000,000 Comprehensive General Liability Insurance, without deductibles, per occurrence.

Certificate Holder shall be listed as follows:

City of Lighthouse Point
2200 NE 38 Street
Lighthouse Point, Florida 33064

The COI must be submitted a minimum of 2 weeks prior to the event date. If not submitted as required, the City reserves the right to cancel the rental.



City of Lighthouse Point Parks & Recreation Department



City Agrees:

- To provide for designated indoor rental space(s), lights, air conditioning, and restrooms.
- To ensure the room is clean in advance of the permittee occupancy. Permittees should familiarize themselves with the general cleanliness of the facility and can expect the space they rent to be comparable.
- To make tables and chairs available to Renter up to the number it keeps on hand at the facility; however, the City will **not** set up or arrange the tables and chairs. It is the Renter's responsibility to set up and to break down tables and chairs for their event.
- To provide reimbursement of deposits within 4-6 weeks after the event unless the deposit or a portion of the deposit is retained due to violation of contract rules and regulations such as, but not limited to:
 - Damage to building, equipment, property;
 - Use of tape, tacks, staples, nails on walls or furniture;
 - Entering rental rooms prior to time specified on contract application;
 - Failure to vacate facility at time specified on contract application;
 - Smoking inside facility which is strictly prohibited;
 - Misrepresentation of the organization or type of event;
 - Failure to remove all items from building;
 - Exceeding posted maximum room capacities.