**FACILITY RENTAL APPLICATION**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Organization/Applicant: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(The refundable deposit will be made payable and mailed to the name and address of the applicant listed. If paid by credit card, it will be refunded back to the credit card used.)

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**

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 at the time the reservation is made. 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.