



City of Lighthouse Point Parks & Recreation Department



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-\$214.00 (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-\$160.50 (4-hour period) + \$150.00 refundable clean up fee



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FACILITY AND PAVILION RENTAL RULES

All Rentals Will Require:

- **Applications for rental must be submitted** with the rental fee and deposit to secure the pavilion or room; emails and verbal requests do not constitute a rental agreement and dates cannot be secured without all required payments and agreements.
- 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 your name, date, and Lighthouse Point address.
- A **refundable deposit of \$150.00*** will be required at the time the reservation is made (except Community Center Multi-Purpose rooms). 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. Any group over 50 people **must** hire a Lighthouse Point police officer to be at the park throughout the event and pay such officer \$58.00 per hour for non-holidays or \$85.00 per hour for holidays with a minimum of three hours required. Should more than 50 people attend without the hiring of a Lighthouse Point police officers, 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 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.
- **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.
- **Grilling.** If Facility Renter expects to utilize any exterior areas for cooking (i.e. grilling), he/she must advise City of this in advance and same must be indicated on the approved permit. Park visitors are responsible for ensuring that their grill is properly monitored and extinguished at the end of their outing. No disposing of the charcoal in the park.



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- **Kitchen Use.** Kitchens are for warming and storing food only, and not for preparing food. You must provide your own paper goods and utensils. All items you bring in must be removed at the time of departure.
- **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 park beyond parking area.
- **Pets/Animals.** No person shall bring into, permit, have, or keep in any park or City facility any dog, cat, pet of any kind (or any type of animal).
- **Rental.** 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.
- **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.
- **Smoking.** All municipal buildings in the City are smoke-free.

Facility/Pavilion Renter Agrees:

- To Arrive at the scheduled start time (***We allow early set up only if we preapprove you in writing**).
- 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 Permittee'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:**
 - 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 using the kitchen;



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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 Agrees:

- To provide for designated 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 Permittee 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 Permittee'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;
 - Failure to vacate facility at time specified on contract;
 - 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;
 - Use of rooms that are not specified on contract.