

## EVENT INFORMATION

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ to \_\_\_\_\_ Park Name: \_\_\_\_\_

Hours of Use - Arrival Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Will you be decorating?  YES  NO If Yes, How? \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

## CONTACT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## ADDITIONAL DOCUMENTS

If this park is being rented by a tax exempt or non-profit organizations the following documents must be submitted with this application.

501(c)3 Documentation  YES  NO - Tax Exempt Certificate  YES  NO

## PARK RENTAL QUESTIONNAIRE

If event requires any of the below items you may be required to provide additional paperwork, complete a Special Event Permit,

- |  |  |
|--|--|
| Will equipment from the City of Pensacola be needed? <input type="checkbox"/> STAGE <input type="checkbox"/> BARRICADES <input type="checkbox"/> BLEACHERS | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will tents larger than 10' X 10' be erected?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will stages be erected?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will you require the use of water on-site?<br><small>Please be aware that not all parks have access to water.</small>                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will you require the use of electricity on-site?<br><small>Please be aware that not all parks have access to electricity.</small>                          | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will inflatables be used?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will there be amplified sound?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will animals/pets be allowed at event?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will food or non/alcoholic beverages be sold or given away?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will food be prepared on-site at the event?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Will alcoholic beverages be sold or given away?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |

Please provide additional information for all YES answers marked on this agreement.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Park Rental Agreement, all other auxiliary documentation (if applicable), and fees must be submitted to the Parks and Recreation Department located at City Hall 4<sup>th</sup> Floor a minimum of ten business days prior to the event date. .

Fees are non-refundable. Please see the fee schedule located on page 20.

Please Read and Initial Below - Park Rental Rules and Guidelines

Initial

User shall at User's expense, supply and furnish all personnel, workers, equipment, furniture, furnishings, services, and any and all other things and items that User deems necessary to the success of User's scheduled event, including sufficient portable restrooms to accommodate the public during the period of the event. Provided that electrical and public address system outlets are available, some may be utilized by the user upon making arrangements with the Parks and Recreation Department Special Events Office, 850-436-5670.

User may be required to have liability insurance coverage for and during the scheduled event. Contact Risk Management, 850-435-1731 for more information.

User shall assure that proper City Police protection and all governmental regulations pertaining to the holding of the scheduled event have been fully complied with should scheduled event require the blocking of City streets in the rented park area. User shall contact Parks and Recreation at 850-436-5670 for more information.

User shall remove from the rented park property all equipment, furniture, furnishings, and items placed thereon by User for the scheduled event by no later than the scheduled "break-down" time for the event.

Motor vehicles are prohibited to drive into the park at any time.

Staking of tents, inflatables, or other equipment is not allowed within the parks without prior permission. All damage resulting from staking will be the responsibility of the user.

Glass containers will not be allowed in the park and User shall ensure that all vendors adhere to the "NO GLASS" policy or the vendor may be removed from the event at the discretion of the City.

User shall not affix any signs or objects on any roof or any portion of the exterior of any park facility; make changes to exterior lights, paintings, signs, or displays; install any sign or displays on fence, sidewalks, parking lots, or driveways without prior written permission from the Special Events Office. The User shall submit examples (drawings, computers graphics, site map, etc.) of all proposed signage installations. Any approved signage left on the premises after the end of the event/park rental shall be removed and disposed of at the users/event organizers expense.

User understands that storage of equipment before and after an event /park rental is strictly prohibited.

Refunds will not be issued due to rain. The City will endeavor to reschedule park rentals based on availability. Renters must call within three business days of rain-out date to reschedule.

The undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the City of Pensacola, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury, or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this activity.

The undersigned also agrees to protect and hold harmless the City of Pensacola, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this event.

User agrees to provide full cleanup and accomplish reasonable cleanup of the rented park area utilized. This cleanup operation shall be completed by 12:00pm on the day following the event unless another event is scheduled in the park (then cleanup must be completed directly following User's event). If trash receptacles provided by the City are full, User agrees to dispose of refuse/trash. If the User fails to remove all trash/refuse from the event site, the User will be billed for all fees incurred by the City of Pensacola to remove said trash/refuse from the site or lose their deposit.

User shall be liable for any and all damage done to the property covered by this agreement located in and on the rented park area, regardless of who causes such damage or how such damage is caused, during the period of use contained in this agreement. Further, User shall agree to defend, indemnify and hold-harmless the City, its officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.

I hereby attest that the information contained in this contract is true and correct. I agree: (1) if any of the information contained in the contract is found to be false; or (2) should my conduct, or the conduct of any participants or guests not be described in the contract; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, this contract shall automatically become null and void and any activity associated with this reservation will immediately cease. If the event has not taken place, the contract will be cancelled.

*Community Maritime Park Rentals Only:* Per the Multi-Use Facility Non-Exclusive Use Agreement with NFPB, Section 6(b), a Variable Ticket Sales Surcharge will be assessed on all tickets sales for events which take place within the Community Maritime Park. This surcharge will be \$0.50 per ticket sold. Within three business days after the event, the Event Organizer must submit a report detailing the total number of tickets sold on event letterhead, as well as, the total surcharge due. An invoice will be generated and sent to the Event Organization for payment.

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

Agreement Received - Date: \_\_\_\_\_ Fee Paid -  YES  NO  CASH  CHECK  CHARGE Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Additional Documents Received (if applicable)  501(C)3  TAX EXEMPT CERTIFICATE  INSURANCE CERTIFICATE  TENT PERMIT  
 SPECIAL EVENT PERMIT APPLICATION  OFFSITE PARKING PERMIT  SPECIAL VARIANCE  STAGE PERMIT  EQUIPMENT ORDER FORM

Parks and Recreation Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_