



# Resource Center Rental Application

## EVENT INFORMATION

Event date: \_\_\_\_\_ Day of Week: (circle one) M Tu W Th F Sa Su

Event type: \_\_\_\_\_

Access to facility entry time: \_\_\_\_\_ Access to facility exit time: \_\_\_\_\_

**(Time needed to access the facility for set-up/break-down/clean-up must be included in the entry and exit times above. We recommend a minimum of 1 hour for cleanup, but you may need more. Failure to exit on time will result in loss of your deposit.)**

Facility and rooms requested: \_\_\_\_\_ Max # of anticipated guests: \_\_\_\_\_

Is this event for a private party or an organization? Private Party  Organization

## PRIVATE EVENT RESPONSIBLE PARTY INFORMATION

If the rental is for a private event, please fill out the Responsible Party's information below. The signing individual must be 18 years of age or older. Any monies returned by the City related to a facility rental shall be issued in the name of the responsible party. When insurance is required, the primary insured as listed on the certificate of insurance shall be in the name of the responsible party.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

POINT OF CONTACT DURING EVENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## ORGANIZATION INFORMATION

If the rental is for an organization, the organization is the responsible party. The signing individual must be 18 years of age or older and have the legal authority to bind the organization under Florida law. Any monies returned by the City related to a facility rental shall be issued in the name of the organization. When insurance is required, the primary insured as listed on the certificate of insurance shall be in the name of the organization. If the responsible party organization is a non-profit and is utilizing the facility rental for purposes of their charitable organization, a 20% discount may be provided upon proof of the specific event and organization as a 501(3)c.

ORGANIZATION/BUSINESS NAME (Responsible Party): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

POINT OF CONTACT DURING EVENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**IF THIS ORGANIZATION IS TAX-EXEMPT, PLEASE PROVIDE THE FLORIDA CERTIFICATE OF EXEMPTION AND IRS DETERMINATION LETTER AS PROOF OF NON-PROFIT STATUS.**

Will any part of this event be held outside?

Yes

No

(If yes, please describe the space needed outside and the start/end time needed for that part of the event. Additional fees apply.)

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Will alcohol be present at this event? (Please see instructions on page 3)

Yes

No

Will this event require utilizing any cooking or heating equipment?

Yes

No

Will this event require use of any audio/visual equipment?

Yes

No

## **I. RESERVATIONS**

It is your responsibility to confirm that the facility you are renting accommodates the number of guests attending your event. Please see Attachment A for capacity limits of each facility.

To reserve a facility, rental fee and deposit must be paid in full, along with a completed application, 30 days prior to the event. If a rental is booked less than 30 days prior to the event, full payment plus the deposit is due at the time the rental agreement is completed and signed. If payment is made less than 30 days prior to the event, payment must be made with a cashier check, cash, credit card (Visa/Mastercard), or money order.

## **II. DEPOSITS, REFUNDS, AND CANCELLATIONS**

If a reservation is cancelled, an administrative fee of \$50 will be assessed. If the cancellation is made less than sixty days before the event, 50% of rental fees may be refunded as determined by Park staff regarding the facility and date reserved. If the cancellation is made less than 30 days before the event, the entire fee is non-refundable. Refunds will only be issued to the Responsible Party. No cash refunds will be given at any time. If the original payment was made by check, no refund can be issued prior to the deposit check being cleared.

Deposits are refunded in the form of a check, via US Mail, approximately 6 to 8 weeks after your rental.

Missing property or damage of or to the facility will be the financial obligation of the "Responsible Party", and the amount will be deducted from the deposit. The City reserves the right to pursue civil action for damages exceeding the deposit amount.

If alcohol is present on the premises in violation of the alcohol policy as stated in this agreement or without securing the appropriate number of officers required, the event will be shut down immediately without refund of deposit or rental fee.

It is the sole responsibility of the "Responsible Party" in this agreement to secure and ensure presence of PPD officers. Inability to secure officers will result in cancellation of this event unless event is revised to be in accordance with all policies stated herein. If the request for officers was made less than 30 days prior to the event, cancellation due to inability to secure officers will result in loss of deposit.

### III. USE OF ALCOHOL, KITCHEN, AND VIDEO/AUDIO EQUIPMENT

Not all facilities have the same amenities. If alcohol will be present, or if you need a catering kitchen or audio/visual equipment, please ensure that the facility you are renting accommodates the needs of your event. For further alcohol requirements, please see section V, page 4.

To see a list of which facilities include the amenities needed for your event, please see Attachment B. It is your responsibility to verify that any amenities needed will be available at the facility at the time of your event.

While some facilities are equipped with audio-visual set-up, it is strongly suggested you make an appointment with facility center staff at a minimum of three days prior to your event to do a test run. Some of our equipment available includes: a projector, CD player, DVD player, microphone, and laptop/phone/iPod connection.

### IV. FACILITY RENTAL RULES AND REGULATIONS

1. All events with minors must be chaperoned. An adult must sign the agreement, be present for the entire event, and be responsible for all circumstances at the event.
2. The following restrictions apply:
  - No fog machines, open flames, helium balloons, loose flower petals, beads, glitter, or confetti.
  - No decorations may be attached or hung to or from the ceiling, floor, or track lighting.
  - No decorations may be attached to walls, windows, or concrete unless using 3M damage-free products. (Outside furnishings may be decorated with the use of zip ties)
  - Tables and chairs used in the ballroom may not be used outside.
  - Furniture moved into the ballroom from outside must have rubber or felt bumpers on the bottom.
  - Hot glue is not allowed on any surface or furniture in the ballroom.
  - Smoking is strictly prohibited inside and within 75 feet of any entrance to the building.
3. The following procedures must occur prior to the event rental end time:
  - All counter space, cabinets, appliances and equipment must be wiped clean.
  - The floors must be swept and all trash/debris removed (this includes the kitchen, rooms, tabletops, etc.).
  - All trash must be placed in the dumpster. If the dumpster is full, place the bags outside the enclosure.

**If alcohol will be present, you are required to hire the following number of police officers with the Pensacola Police Department:**

- Two officers for events up to 150 people, and
- One additional officer per 75 guests thereafter.

The contact information is as follows:

- Bayview Senior Center and East Pensacola Heights events - Sergeant Jamie Briarton, 850-698-0851, [jbriarton@cityofpensacola.com](mailto:jbriarton@cityofpensacola.com)
- Sanders Beach Corinne Jones events – Officer Mary Williams-Green, 850-341-0133, [mwilliams-green@cityofpensacola.com](mailto:mwilliams-green@cityofpensacola.com)

If unable to reach the PPD contacts above, please call 850-435-1901 and ask to speak with the Pensacola Police Department special event coordinating officer.

#### Alcohol policy:

1. If alcohol will be present during the event, you must have secured the appropriate number of Pensacola Police Officers as required above.
2. Alcohol is not permitted unless all licenses and permits have been obtained as required in accordance with local, state, and federal laws.
3. Alcohol is only to be consumed within the walls of the facility and is not permitted to be consumed on the general grounds.

**V. INSURANCE AND LIABILITY**

**Certain conditions may require you to furnish the City’s Risk Management Department with a Certificate of Insurance prior to the event.** Certificates must contain Limits of Liability Coverage with “City of Pensacola” listed as an additional insured.

Indicate on the “Certificate of Insurance” what type of event is taking place (wedding, etc.) and date of event. A minimum of \$300,000 in liability insurance is required. If alcohol will be present or consumed, the minimum limit of liability insurance must be \$1,000,000. Host liquor liability must be endorsed on the liability policy for events where alcohol will be present or consumed.

Certificate Holder should read:

City of Pensacola  
Parks and Recreation  
P.O. Box 12910  
Pensacola, FL 32521-0063

“The Responsible Party” agrees to fully indemnify, defend, and save harmless the City of Pensacola, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description including, but not limited to, any fees and/or costs reasonable incurred by the City of Pensacola’s attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as “Liabilities”), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of the City of Pensacola facility. This shall be a continuing release and shall remain in effect until revoked in writing or willful misconduct of the Responsible Party in connection with its use of the City of Pensacola facility.

In case of reasons beyond the city’s control including, but not limited to, acts of god, extreme inclement weather, fire, declaration of emergency, or any other cause beyond the City’s control, the City reserves the right to cancel the event prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

\_\_\_\_ I hereby affirm that the information contained in this agreement is true and correct, and I agree to all provisions contained herein.

\_\_\_\_ Additionally, I understand and agree, as the listed Responsible Party, that I will:

- Be financially responsible for any costs incurred by the City for damages to City property.
- Be financially responsible to reimburse the City reasonable attorney fees to enforce the provisions of any agreement that is issued for the event described in this agreement.
- Forfeit all fees and deposits as partial compensation to the City for any costs associated with the enforcement of the provisions of this agreement.
- Forfeit all fees and deposits if it is determined that I have provided false information on the agreement.
- Be financially responsible for any City costs that exceed fees and deposits already forfeited to the City for enforcement or provisions related to this agreement.

\_\_\_\_ I understand and agree that if any of the following occur that this agreement shall automatically become null and void and any activity associated with this reservation will immediately cease, and if the event has not yet taken place, the agreement will be cancelled:

- If any of the information contained in the agreement is found to be false.
- If my conduct, or the conduct of any participants or guests is deemed inappropriate or unruly.
- If any applicable City, County, State or Federal rules, regulations, codes or laws are violated.

***The Responsible Party must be 18 years or older and provide a government-issued photo identification with signature.***

**PLEASE PRINT AND SIGN YOUR NAME BELOW TO ACKNOWLEDGE THAT THE INFORMATION IN THE AGREEMENT IS CORRECT AND THAT YOU AGREE TO THE DUTIES AND RESPONSIBILITIES OF THE "RESPONSIBLE PARTY", AND THAT YOU UNDERSTAND THE FACILITY RESERVATION PROCEDURES AND GUIDELINES.**

**PRINTED NAME OF RESPONSIBLE PARTY:** \_\_\_\_\_

**SIGNATURE OF RESPONSIBLE PARTY:** \_\_\_\_\_

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

**TO BE COMPLETED BY PARKS AND RECREATION PERSONNEL ONLY BELOW**

Printed name and signature of Parks and Recreation personnel that witnessed the Responsible Party's signature upon verification of Government Issued Identification:

**PRINTED NAME OF PARKS AND RECREATION PERSONNEL:** \_\_\_\_\_

**SIGNATURE OF PARKS AND RECREATION PERSONNEL:** \_\_\_\_\_

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

**AMOUNT OF DEPOSIT REQUIRED: \$** \_\_\_\_\_ **DATE PAID:** \_\_\_\_\_

**AMOUNT OF RENTAL FEES REQUIRED: \$** \_\_\_\_\_ **DATE PAID:** \_\_\_\_\_

# ATTACHMENT A

Facility deposit, rental fees, and maximum capacity.

## COBB RESOURCE CENTER

*601 East Mallory Street*

*Pensacola, FL 32503*

**Gymnasium** – Max 350 People

\$100 deposit

\$100 per hour + tax (3 hr. min.)

**Multipurpose Room** – Max 110 People

\$75 deposit

\$75 per hour + tax (3 hr. min.)

## VICKREY RESOURCE CENTER

*2130 Summit Boulevard*

*Pensacola, FL 32503*

**Gymnasium** – Max 275 People

\$100 Deposit

\$100 per hour + Tax (3 hr. min.)

**Multipurpose Room** – Max 75 People

\$85 deposit

\$85 per hour + tax (3 hr. min.)

## GULL POINT RESOURCE CENTER

*7000 Spanish Trail Road*

*Pensacola, FL 32504*

Max 70 People

\$100 deposit

\$100 per hour + tax (3 hr. min.)

## FRICKER RESOURCE CENTER

*900 North F Street*

*Pensacola, FL 32501*

**Gymnasium** – Max 350 People

\$100 deposit

\$100 per hour + tax (3 hr. min.)

**Social Hall** – Max 100 People

\$100 deposit

\$100 per hour + tax (3 hr. min.)

## WOODLAND HEIGHTS RESOURCE CENTER

*111 Berkley Drive*

*Pensacola, FL 32503*

**Gymnasium** – Max 500 People

\$100 deposit

\$100 per hour + tax (3 hr. min.)

**Multipurpose Room** – Max 75 People

\$75 deposit

\$75 per hour + tax (3 hr. min.)

## EAST PENSACOLA HEIGHTS CLUBHOUSE

*3208 East Gonzales Street*

*Pensacola, FL 32503*

Max 80 People

\$85 deposit

\$85 per hour + tax (3 hr. min.)

## GULL POINT GAZEBO RENTAL

\$50 deposit

\$75 + Tax per 5-hour time block

8:00am-8:00pm

4 picnic tables and grill included

SANDERS BEACH-CORINNE JONES RESOURCE CENTER

913 South I Street

Pensacola, FL 32502

Ballroom – Max 350 People

\$500 deposit

\$250 per hour + tax (3 hr. min)

\$1,550 + tax for 8-hour package

Large Meeting Room – Max 70 People

\$100 deposit

\$100 per hour (M-Th 3 hr. min., Fri-Sun 5 hr. min.)

Pavilion Rentals

\$75 per 4-hour block

BAYVIEW COMMUNITY RESOURCE CENTER

2000 East Lloyd Street

Pensacola, FL 32503

(850) 436-5560

Event Space – 250

\$500 deposit

\$225 per hour + tax (3 hr. min.)

\$1440 + tax for 8-hour package

BAYVIEW SENIOR CENTER

2001 East Lloyd Street

Pensacola, FL 32503

(850) 436-5190

Auditorium –Max 150 people

\$150 Deposit

\$150 per hour + tax (3 hr. min.)

\$1225 + tax for 8-hour package

Large Meeting Room – Max 50 people

\$75 Deposit

\$75 per hour + tax (3 hr. min.)

Small Meeting Room – Max 30 people

\$75 Deposit

\$35 per hour + tax (3 hr. min.)

# ATTACHMENT B

## Facilities with Audio/Visual Equipment:

- Bayview Community Resource Center
- Bayview Senior Center
- Sanders Beach-Corinne Jones Resource Center
- Woodland Heights Resource Center

## Facilities with Kitchens:

- Fricker Resource Center – Catering kitchen commercial grade appliances-ice machine, refrigerator, freezer, range/oven with hood, prep space and serving window
- Cobb Resource Center – Catering kitchen commercial grade appliances-ice machine, refrigerator, freezer, range/oven with hood), prep space and serving window
- Sanders Beach-Corinne Jones Resource Center – Kitchen with commercial grade appliances-ice machine, refrigerator, freezer, range/oven with hood), prep space and serving window
- Bayview Senior Center – residential grade appliances and ice machine
- Woodland Heights Resource Center – Small kitchen with refrigerator and ice machine only
- Gull Point Resource Center – residential grade appliances and ice machine, 2 prep tables
- East Pensacola Heights Clubhouse – small refrigerator and microwave, no ice machine
- Bayview Community Resource Center – No kitchen, ice machine in boat house

Auditorium rentals provide access to the auditorium or ballroom as well as the kitchen.

The following facilities permit alcohol in accordance with the terms in this agreement as well as all applicable local, state, and federal laws:

- Sanders Beach-Corinne Jones Resource Center
- Bayview Community Resource Center
- Bayview Senior Center
- East Pensacola Heights Clubhouse