

City of Riviera Beach
Park and Recreation Department



**Parks and Facilities
Rental Handbook Outdoor**

Parks and Recreation Administration Office
2499 Avenue H West, Riviera Beach, FL 33404
Phone: 561-845-4070
Email: Parks@rivierabeach.org

“see what’s beneath the surface”

www.rivierabch.com

**THE FOLLOWING SECTION PERTAINS TO OUTDOOR RENTALS
ONLY!**

COMMUNITY AND NEIGHBORHOOD PARKS, PAVILIONS:

(Pavilions, Parks, Ball fields, etc.)

**Municipal Beach Park and Pavilions, Ben Flint, Congress Lakes,
Cunningham, Farrington, Dan Calloway Recreation Complex, Aqua
Spray Area, George Street, Goodmark, Lone Pine, Monroe Heights,
Shultz, Timber Pine, Amphitheater located at Dan Calloway Complex,
and Wells Pavilion.**



City of Rivera Beach Parks and Facilities Rental Agreement

(Fee Schedule Attached)

Date Agreement Submitted: _____

Facility Request Date: ____/____/____

Name of Facility Rented: _____ Number of Guests: _____

(Insurance coverage for some events may apply)

Type of Event: _____

Phone(H): _____

Phone (Alt): _____

Start Time: ____: ____ AM/PM End Time ____: ____ AM/PM

Access prior to event Time: ____AM/PM

Name of Applicant: _____

Chairperson of Event: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

The Department of Parks and Recreation reserves the right to attach an additional fee for any and all rental events that charge admission or donations. I have reviewed and read the City Parks and Facilities Handbook. _____ (please initial)

TO REQUEST A REFUND: APPLICANT/RENTER MUST SUBMIT ORIGINAL RECEIPT OR WRITTEN REQUEST TO ADMIN OFFICE. REFUNDS WILL BE PROCESSED WITHIN 4 WEEKS. Please write your name, mailing address and phone number on the back of the original receipt. _____ (please initial)

Please select which facility. Refer to price listing. A permit or written approval is required to utilize facilities.

Park/Beach/Pavilions

____ Ben Flint Park

____ Cunningham Park

____ George Street Park

____ Lone Pine Estates Park

____ Monroe Heights Park

____ Congress Lakes Park

____ Shultz Park

____ Wells Park

____ Timber Pine Park

____ Dan Calloway Amphitheater

____ Municipal Beach Park

____ Farrington Park (Dan Calloway "Tate")

PAVILLIONS REQUESTED:

A B C D E

GYMNASIUMS/ COMMUNITY CTR

____ Wells Gymnasium (Floor)

____ Dan Calloway Rec./ Tate Gymnasium (Floor)

____ Richard and Annie Brook Center

Ball Fields/Courts

____ Football

____ Softball

____ Tennis Court

____ Racquetball Ground

____ Basketball Court

Other _____

Pool/Aquatics

____ Municipal Beach

____ Aqua Spray Ground

City of Riviera Beach Parks and Facilities Rental Agreement

**** Special accommodations: MUST BE APPROVED AND INITIALED BY P&R STAFF****

Please indicate if you are requesting any special accommodations. Any and all request for special accommodations must be approved by the Parks and Recreation Administrative Office.

of Chairs: _____

Provided by CITY OR APPLICANT (Select One)

Stage: _____

Provided by CITY OR APPLICANT (Select One)

of Tables: _____

Provided by CITY OR APPLICANT (Select One)

Sound System: _____

Provided by CITY OR APPLICANT (Select One)

Other: _____

Provided by CITY OR APPLICANT (Select One)

Kitchen Use/ Access: Yes ☐ or No ☐

Approved _____ (City staff initial and date)

Access prior to Event: Yes ☐ or No ☐

Time ____: ____

Set-up: For special set-up and layout please attach drawing. Submitted Yes ☐ or No ☐ _____

Fee Waiver: Approved by City Manager: Yes ☐ or No ☐

Serving Alcohol: Approved by CM: Yes ☐ or No ☐

Police / Security Confirmed: Yes ☐ or No ☐ Police Receipt # _____

Floor Covering: Yes ☐ or No ☐

EMS Confirmed: Yes ☐ or No ☐ Note: _____ Other: _____

Payment Section:

Deposit: _____

Receipt No # _____

Facility Rental Fee: _____

Receipt No # _____

Plus 6% tax: _____

Payment Due Date: ____/____/____

TOTAL PAID: \$ _____ Vendor Fee: \$ _____ Fee Paid: ☐ YES ☐ NO

Please Review and Sign --Waiver of Liability and Hold Harmless Agreement

APPLICANT SIGNATURE: _____ DATE: _____

Administrative Staff Use Only:

_____ Date ____/____/____ ☐ Approved / ☐ Not Approved

Authorized Signature of Parks and Recreation Staff

Attach/ Submit any correspondence regarding event that has been submitted to the Parks and Recreation Administrative Office (Yes ☐ / No ☐) Notes: _____

Date of event

City Parks and Facilities Indoor & Outdoor Fee's

*(Fees are subject to change)

NAME	RENTAL RATES	OUTDOOR/INDOOR
Ben Flint Park 701 West 28 th Street	\$50.00 Security Deposit *(Refundable) Basketball Courts: \$10/Per Hour - Residents \$20/ Per Hour – Non-Residents *Staffing fee \$25-\$35 per hour	Outdoor
Congress Lakes Park 1661 Essex Lane	\$50.00 Security Deposit *(Refundable) \$85.00 Pavilion *Staffing fee \$25-\$35 per hour	Outdoor
Cunningham Park 2925 Avenue "S"	\$50.00 Security Deposit *(Refundable) Large Pavilions \$150.00 Smaller Pavilions \$85.00 *Staffing fee \$25-\$35 per hour	Indoor/Outdoor
Dan Calloway Recreational & Complex (gymnasium, fields, aqua spray ground, etc.)	*Ball Fields: (Without Lights) \$35.00/Per Hour- Resident \$45.00/Per Hour- Non-Residents (With Lights) \$50.00/Per Hour- Resident 60.00/Per Hour- Non-Residents *Volleyball/Basketball Courts \$10/Per Hour- Residents \$20/Per Hour- Non-Residents *Multi Rink: \$50/Per Hour- Residents \$60/Per Hour- Non-Residents *Aqua Spray Ground: \$25/Per Hour- Residents \$35/ Per Hour- Non-Residents *(2 hr. Minimum rental) Amphitheater \$450.00 a day *Staffing fee \$25-\$35 per hour	Indoor/Outdoor
Farrington Park (Dan Calloway Park) 1420 W 10 th Street	\$50.00 Security Deposit *(Refundable) \$25.00 Pavilion *Staffing fee \$25-\$35 per hour	Outdoor

Sadie McCray Park	\$50.00 Security Deposit *(Refundable) \$85.00 Pavilion *Staffing fee \$25-\$35 per hour	Outdoor
Goodmark Park 3551 Avenue P	\$50.00 Security Deposit *(Refundable) \$85.00 Pavilion *Staffing fee \$25-\$35 per hour	Outdoor
Monroe Heights Park 2500 Avenue M	\$50.00 Security Deposit *(Refundable) \$25.00 Pavilion *Staffing fee \$25-\$35 per hour	Outdoor
Municipal Beach Ocean Pavilion/Park 2500 N Ocean Ave	\$50.00 Security Deposit *(Refundable) Small Pavilions (A, B, & C) \$85.00 Large Pavilions (D & E) \$150.00 Beach Sand Area \$350.00 a day *Staffing fee \$25-\$35 per hour	Outdoor
Wells Recreation & Community Center Gymnasium (gymnasium, park, fields, etc.) 2409 Avenue H West	Gymnasium \$200.00 Security Deposit *(Refundable) \$95.00/Per Hour – Residents \$100/Per Hour- Non- Residents *Ball Fields: (Without Lights) \$35.00/Per Hour- Resident \$45.00/Per Hour- Non-Residents (With Lights) \$50.00/Per Hour- Resident 60.00/Per Hour- Non-Residents *Volleyball/Basketball Courts \$10/Per Hour- Residents \$20/Per Hour- Non-Residents (2 hr. Minimum rental) *Staffing fee \$25-\$35 per hour	Indoor/Outdoor
Wells Pavilion (North Area)	\$50.00 Security Deposit *(Refundable) \$25.00 Per Pavilion *Staffing fee \$25-\$35 per hour	Outdoor

Outdoor Facilities Permit Rules and Regulations

- ___1. I understand this is only a request; no event is confirmed until confirmation from a City representative is given in writing.
- ___2. Alcohol is not allowed in any City park.
- ___3. No animals, except service animals are allowed in City parks.
- ___4. Vehicles are to remain in parking lot areas unless prior authorization is given.
- ___5. Trash and event debris must be placed in proper containers. If trash cans are full please use dumpster.
- ___6. Applicant must adhere to start and end times indicated in this permit (set-up & clean-up included).
- ___7. Any damage to City property or excess garbage requiring City support staff may result in loss of deposit and/or additional charges to applicant.
- ___8. Permit is only valid for the purpose and date indicated on permit application.
- ___9. Playgrounds, green space, and walkways are not permitted for exclusive use & can't be blocked.
- ___10. Applicant must present at all times during reservation.
- ___11. All pavilion payments must be made 3 weeks to 6 months prior to event date.
- ___12. Refundable Security deposits for outdoor facilities can range from \$200.00 to \$600.00.
- ___13. Staffing fee may apply, and fees can range from \$25.00 per hour to \$35.00 per hour.
- ___14. Grilling is only permitted at designated locations. You may not bring your own grill/ barbecue unless pre- approved. No gas grills allowed.
- ___15. All DJ's, bands or other forms of entertainment (bounce house vendors, etc.) must be preapproved and provide Cert. of Insurance (COI) naming the City as an additional insurer must be submitted 2 weeks prior to event.
- ___16. Facility/Field reservations are not allowed during the Department of Parks and Recreation regular programming scheduled hours or activities schedule.
- ___17. If guidelines are violated by applicant or any persons in group, future reservations may be refused.
- ___18. Applicant is responsible for all payments and will receive any refunds ONLY in their name.
- ___19. Full refunds are given in the case where there is inclement weather at the reserved City location (down pour). You must however cancel your event at least four hours prior to event time. **Cancellation Policy:** To receive a full refund minus a 15% or more administrative fee, cancellations must be submitted in writing or contact the Park and Recreation Office and at least 48 hours prior to event. If a cancellation notice is received (1) week prior to the event renter will receive a full refund. The renter will receive 50% if cancellation made less than (3) three days prior to the event. Refunds only payable to the applicant or renter as indicated on receipt.
- ___20. To receive a refund, you must request deposit by submitting written request or submitting original receipt to administrative office.
- ___21. Sports providers must include a copy practice and/or game schedules 2 weeks prior to event.
- ___22. Signing applicant assumes all liability for any and all damages and any fees associated with those damages

Outdoor Facilities Permit Rules and Regulations

- ___ 23. Park hours are from sunrise to sunset
- ___ 24. I understand, I am responsible for providing an electrical source and a water source if not provided for that location.
- ___ 25. City Manager, Director of Parks and Recreation, or Police Department has the authority to cancel or stop event at any City location.
- ___ 26. There is a two-hour group rental for aqua spray feature and water park and a four-hour group reservation for park pavilions.
- ___ 27. I have received, read, and understand the City's Facility Manual.

***Rules may be amended as per the Parks and Recreations Director, or City Manager.**

RELEASE AND WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

IN CONSIDERATION for being permitted to rent or use the City's premises, the undersigned named Applicant _____ hereby agrees to RELEASE, WAIVE, DISCHARGE, INDEMNIFY, AND HOLD HARMLESS the City of Riviera Beach, Florida, a municipal corporation, its officers, servants, agents, or employees (hereinafter collectively referred to as "RELEASEES") from any and all liability, claims, demands, actions and causes of action whatsoever (including attorney fees) for any loss, damage, or injury, including death, arising from any negligent acts, omissions, or wrongful conduct of – Applicant, Applicant's guests, invitees, attendees, agents or employees that may be sustained or suffered by Applicant, Applicant's guests, invitees, attendees, or employees, or by any city employee due to my rental and/or use of City Parks and Facilities.

Nothing contained herein shall be construed as a waiver of the City's sovereign immunity beyond the limits set forth in Section 768.28, Florida Statutes.

It is my express intent that this Release and Waiver if Liability and Hold Harmless Agreement shall bind the members of my family, spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, and INDEMNIFICATION AND HOLD HARMLESS of the above-named RELEASEES.

I understand that any damage to City Park and Facilities that is caused or permitted to be caused by my guest, invitees, attendees, agents or employees may result in the loss of my security deposit, the preclusion to use City Parks and Facilities in the future, and/or monetary damages resulting from the loss, repair, and/or replacement, etc. of City Park and Facilities equipment and property.

I understand that no animals or alcoholic beverages are allowed at any City Park and Facilities property without prior written approval.

IN SIGNING THIS RELEASE AND WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read and understand the foregoing provisions; that I sign this AGREEMENT voluntarily as my own free act and deed; no oral representations, statement, or inducement, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Applicant's Signature



**City of Riviera Beach
Park and Recreation Department
Outside Vendor Information Sheet**

Rental Date _____ Name of Renter _____
Name of Vendor _____
Contact Name _____
Address of Vendor _____
City _____ State _____ Zip _____
Phone _____ Email _____

Description of rented item(s) or service:

Client rental time and delivery/pick-up time of rented item or
service (Please indicate a.m. or p.m.)

Signature of Renter

Date

Signature of Vendor

Date

I will not be using the services of an outside vendor. _____(please initial)

Submit this form with rental agreement.

***Submit original form. The signature on rental agreement and this form must match**

**City of Riviera Beach
Park and Recreation Department
Outside Vendor Information Sheet**

**Facility Rental Addendum
EMERGENCY OPERATION CENTER**

The Wells Recreation & Community Center and Dan Calloway “Tate” Center has been designated as an essential facility during Emergency Operation Activation for the City of Riviera Beach.

In case of a disaster or major emergency, the Emergency Operation Center may be activated. This will restrict operations of any kind, other than that of the Emergency Operation Team, from meetings or holding any form of activities in the Community Center regardless of reservation time or type of function. An emergency may be identified, but not limited to: a natural disaster (hurricane, tornado, flood, etc.) or other as designated by the City. Any scheduled rentals would be notified as soon as possible but no time frame for notification can be guaranteed.

In additional to my signature on the rental agreement, I further recognize, understand and agree to this addendum describing possible cancellation of my event(s) as it relates to the activities of the City’s Emergency Operation Activation.

A full refund will be issued.

Signature of Renter*

Date

***Signature on rental agreement and this form must match**



EXTRA DUTY OFFICERS ARE REQUIRED BY THE PARK AND RECREATION DEPARTMENT
REQUEST FOR EXTRA-DUTY RIVIERA BEACH POLICE OFFICERS
PARK AND RECREATION FACILITIES AND PARKS

Location: _____

Type of Event: _____

Customer: _____

Contact No: _____

Ages: (check one) YOUTH ☐ ADULT ☐ BOTH ☐

Event Date: _____

Event Time: _____

Officer On-site Time: _____

Number of People: _____

Alcohol Present: _____

Municipal Beach: _____ N/A (Less than 100 people OR not
Special Event)

(Only if more than 100 people or Special Event)

Parks and Recreation Representative: _____

(Signature)

****NOTE TO ALL APPLICANTS: PLEASE BE ADVISED THAT ALL EXTRA DUTY OFFICER RELATED FEES (DOES NOT INCLUDE ADMIN FEES) MUST BE PAID DAY OF & BEFORE EVEN STARTS TO THE ASSIGNED EXTRA DUTY POLICE OFFICER(S). IF FEES ARE NOT PAID EVENT WILL BE CANCELLED.

*PLEASE NOTE: Applicants are required to return within 48 hours with the receipt showing payment for extra duty officer(s).