

City of Riviera Beach  
Park and Recreation Department



# City Parks and Facilities Rental Handbook Indoor

Department of Parks and Recreation Administration Office

1621 West Blue Heron Blvd., Riviera Beach, FL 33404

Phone: 561-845-4070

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RIVIERA BEACH, FLORIDA.... "The Best Waterfront City in Which to Live, Work, and Play"

[www.riverabch.com](http://www.riverabch.com)

**City Park and Facilities Rental Handbook**

**THE FOLLOWING SECTION PERTAINS TO INDOOR RENTALS  
ONLY**



**City INDOOR FACILITIES:**

**Wells Recreation & Community Center, Dan Calloway Recreational Complex,  
Lindsey Davis Sr. Community Center  
(Multipurpose Room and Conference)**

### **Introduction:**

Thank you for considering the City of Riviera Beach, the Best Waterfront City in Which to Live, Work, and Play," Indoor Facilities as a location for your event. These centers provide a variety of room types and sizes that are available as rentals, parties, meeting and other gathering. The following rules and regulations have been put in place to ensure the safety and enjoyment of all participants, as well as maintaining condition of the facility for future generations.

### **Procedure:**

Any person, organization or entity desiring to use city facility shall complete the Rental Agreement and submit same for review and approval. All requests must be submitted in writing to the Parks and Recreation Department Administrative Office. All related fees and completed applications are to be submit a Rental Application and Agreement for approval at least 3 weeks to 6 months' prior of the requested event date. The security deposit must be paid three weeks prior to the event or requested date. The Department may require additional information of the Applicant prior to final approval of a Rental Application. Concurrent with notice of approval of a Permit Application, the Department shall notify the Applicant of any restrictions, conditions of approval and/or fees made on the requested activity or event. A permit is issued once all rental requirements are met. Reservations are accepted 6 months in prior to the requested event date.

### **Reservations/Permits:**

- An applicant is requested to submit in writing details of the event including, but not limited to, nature of the event, agenda, the number of guests expected and any special needs or requirements. **The City reserves the right to deem an activity inappropriate for any Recreation facilities or venues.**
- This handbook does not pertain or include special events requests. Please contact the Community Development Department at 561-845-4060.
  - ◆ What is a special event? A special event is an event that are held on public and private property which require one or more city services, and/or will have an impact on traffic in the City requires special event permit.
- No rental shall disrupt or interfere with the normal operations of the Parks and Recreation facilities. Interruptions may only be approved by the Parks and Recreation Director.
- If you would like to schedule a tour of the available facilities, it is recommended that you call in advance of your visit to be sure the facilities are available for viewing.
- All activities must be completed within the hours rented. Failure to vacate the premises at the agreed time will result in loss of deposit and/or being barred from future use of facility space. You will not be allowed into the facility earlier than your scheduled set-up time.
- Applications will be accepted up to six months in advance. This does not mean that all permits will be approved.

### **Fees:**

The City of Riviera Beach assesses usage fees and the City Council approved fee schedule:

- Additional fees may also be assessed for services and/or equipment requested by the group or deemed necessary by the Parks and Recreation Director or designee.

- If a renter ends event early, no partial refunds will be given.

#### **Damage and Deposits:**

- A \$200 refundable security deposit is required for all room reservations. The deposit will be refunded full after the event unless there are damages, policy violations, or misconduct. In the event that damage to the facility or its equipment should exceed the deposit, the deposit will be retained and the Recreation Department, if necessary will assess additional charged. Damage fees are based on replacement or repair costs incurred by the City, and may exceed the deposit amount.
  - All deposits need to be secured through payment in advance to use facility. No personal CHECKS allowed. Acceptable forms of payment: Cash, Cashier's Check, Money Orders, Debit, or Credit cards.
  - The renter will be notified of any violations or damages either during the walk-through or by telephone, email or mail.

#### **Damage Fees:**

Damage fees are assessed in the following situations or as deemed necessary by City's Parks and Recreation Department personnel:

1. Stains on walls;
  2. Broken furniture and/or equipment;
  3. Defacement of any part of interior or exterior of the building;
  4. Damage created by improper use of equipment or non-compliance with facility rules;
  5. Equipment found to be missing as a result of a group using the building;
  6. Police called for emergency/disturbance;
  7. Unauthorized use of rooms other than intended purposes;
  8. Unauthorized extension of hours-this may include overtime fees as well as additional rental fees;
  9. Limited number of people listed on your permit. You must provide us with the final count as least two weeks prior to event. If you have more people at your event than are listed on your permit; it could result in the loss of your deposit, rental fees, and/or cancellation of your event;
  10. Equipment left for storage – this includes outside equipment rentals; and
  11. Any other circumstances which justify a damage fee.
- The P &R staff will visually inspect the building immediately following the function. If deductions are necessary, the individual listed on the permit application will be contacted within three (3) working days of the event to discuss any damage(s) noted during the walkthrough or additional damage found afterwards and what course of action will be taken. (REFER TO ATTACHMENT)

***\*The renter is responsible for ensuring that guests are not allowed to enter landscaped areas or damage City property. Forfeiture of deposit or additional fees may be imposed for any of these violations.***

**Security/City Extra Off Duty Officer:**

The Parks and Recreation has the authority to require security personnel as a condition of the rental based on the number of patrons/attendees. The renter **MUST** secure the services of a Riviera Beach off-duty police officer(s). Please refer to the “Off Duty Detail Request Form” attached. The Parks and Recreation Director/ Police Chief will determine the number of officers required. Police administrative fees, police vehicle fees, etc., must be paid at time of registration. The off duty officers are to be paid directly at the start of the event. Applicant or renter will be responsible for all additional costs related to security. The cost of an extra duty detail officers is \$35 per hour, plus a \$10 per-hour administrative fee, and \$10 per-hour vehicle fee. There is a 2-hour minimum for hiring off-duty police officers.

*The number of officers required is determined based in the number of attendees/participants, as listed in the below table. Failure to adhere to these security provisions could result in your event being canceled.*

Attendees or Participants	Minimum # of officers Required	# of Supervisors Required	# of Police Vehicles Required
0-75	1 Police Officer	None	1 Police Vehicles
76-250	2 Police Officer	None	2 Police Vehicles
251-500	3 Police Officer	None	3 Police Vehicles
Over 500	4 Police Officer	1 Supervisor	4 Police Vehicles

Note: Special circumstances may require additional police officers as determined by the City.

**Rental days and times:**

- Normal Parks and Recreation Indoor Facilities business hours are Monday through Thursday hours 2:00pm-10:00pm, Friday facility available upon availability); Saturday hours: 9:00am-5:00pm. Please call ahead for Friday or Sunday hours. Rental that take place after normal business hours, including set-up and clean-up time, are assessed an additional staffing fee of \$20 per hour per staff member. After hours functions of at Halls/Event venue, Recreation or Community Centers will be automatically charged for a minimum of 1 staff member, more may be required at the discretion of the Parks and Recreation.
- It will be at the discretion of the Parks and Recreation Director or designee to determine the number of staff needed to supervise an after hour’s event.
- The City facility will be closed on City observed holidays, and will not be available for rental unless pre-approved by the P&R Director. Venues or facilities will be closed for approved City-wide furlough days. NO exceptions!

**Facility Rules and Regulations:**

- The City of Riviera Beach is not responsible for accidents, injury, illness or loss of group or individual property.
- The City of Riviera Beach require a certificate of insurance coverage, at a City approved amount, when the activity is deemed potentially hazardous for personal injury or facility damages. This includes services, rental companies and other outside contractors. Rental groups may use only those rooms and/or equipment specifically designated on the rental

agreement. Agreements are non-transferable. Please refer to Facility Rental Insurance requirements (Tenant User Liability Insurance Program)  
(Website: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip))(ATTACHMENT)

#### **INSURANCE REQUIREMENTS FOR ALL RENTALS**

**Renters are required to provide evidence of the following insurance to the City:**

**Coverage Type Limit of Liability Required**

**Commercial General Liability Each Occurrence \$1,000,000 Aggregate \$2,000,000**

**Liquor Liability (required if liquor is served) Each Occurrence \$1,000,000 Aggregate \$2,000,000**

**All insurance policies evidence to the City shall name the City of Riviera Beach as an additional insured on a primary and non-contributory basis. All insurance policies evidenced to the City shall contain a waiver of subrogation Endorsement in favor of the City of Riviera Beach.**

**All insurance companies providing coverage must have an A.M. Best rating of at least (A-/VI) or an Equivalent rating given by recognized rating agency.**

- The renter/ applicant shall report any personal injury requiring medical attention to the City Staff immediately.
- The City of Riviera Beach does not provide linens, tableware, silverware, place settings, center pieces, decorations or equipment other than what is listed on this document for rentals.
- The City of Riviera Beach shall furnish light, heat, air-conditioning, general room set-up and janitorial services incidental to ordinary building usage. The rental group shall be responsible for all decorating and other special preparations necessary for the event (as approved). It is the responsibility of the rental group to inform the City of all equipment, caterers, or other special needs or uses prior event (i.e. deliveries, room set-up etc.). Such requests must be made fourteen (14) days prior to the event in order to allow time for consideration and approval. Storage facilities are not available for renter's use.
- Youths must be supervised by an adult 21 and over at all times while in City facilities. **NO TEEN EVENTS unless event is pre-approved in writing by City Parks and Recreation Director.**
- The City facilities are non-smoking, drug and tobacco free facilities. The use of these items is NOT permitted anywhere inside City facilities. Patrons who wish to use tobacco products may do so outside of the facilities in designated areas only.
- Gambling is prohibited except as permitted by Florida State Law and/or City of Riviera Beach Ordinance.
- Animals (except service animals) are not permitted in the facility unless part of an authorized program.
- Recreation staff shall have the right to enter all rooms, at any time, during scheduled events.
- Amplified sound may be regulated by staff. If staff request renter or other representative to turn down music and they do not comply, the group will be asked to leave and there will be a loss of the security deposit.

- The sale of goods, services, food, or beverage or charging an admission fee is not permitted unless approved by the Parks & Recreation prior to the event.
- Any group or person violating the established City of Riviera Beach rules and regulations, or constituting a nuisance, may be requested to leave the facility. The misuse of the facility will be sufficient reason for terminating the agreement with no refund.
- A City employee will be on duty at all times (before and after) and is responsible for general conduct in the facility. The City employee has authority over enforcement of the rules governing the facility.
- Courtesy and safety are mandatory. Equipment abuse, profanity and fighting are unacceptable behavior and will result in expulsion from the facility.

**Disqualifying Factors for Facility Rentals:**

- Use is considered contrary to the City's best interest or misrepresentation of rental information previously caused or allowed damage to City property.
- History of hostile or violent behavior
- Past conduct which has resulted in Police or Fire Department response
- Rental that disrupts the normal operations of the facility

**Kitchen Rules:**

- Kitchen rentals will include the use of all preparation areas, sink, ice machine, microwaves, warming ovens, refrigerator and freezer. When utilizing personal owned equipment: i.e., warming ovens, the renter must receive approval to use on City facility prior to the event. Usage of the washer and dryer is not permitted.
- The kitchen and its contents must be cleaned and left in the same condition in which they were found. All trash bags must be placed in the onsite dumpster located outside of the facility and renter must adhere to other posted kitchen rules.
- The renter will be responsible for the replacement or repairs to any part of the kitchen or equipment therein, which has become broken, defaced or damaged as a result of the rental.
- If utilizing a professional caterer, all members using the kitchen facility and handling any and/or all food items must follow procedures as required by the Department of Health and Environmental Services.
- All food items must be removed at the end of the function. No food item may be stored for pick up at a later date. Any leftover food items will be discarded.
- The City assumes no responsibility for the preparation and service of any food items.
- City employees have the authority and will enforce all rules and regulations governing the use of the kitchen and its equipment.
- It is the responsibility of the rental group to provide serving and eating dishes, paper products, utensils, and all other items.

### **Set-up/Decorations and Seating:**

- The Lindsey Davis Sr. Community Center & Richard & Annie Brooks Center rental fees includes set-up of up to accommodate seventy-five (75) guests. The City will provide 9 round tables and up to 6 rectangular tables. Maximum occupant load is up to 75 persons. Set up is after 10:00am-12:00am.
- Wells Recreation & Community Center or Dan Calloway "Tate" Recreation Center rental fees do not include table and chairs. Both recreation facilities can accommodate up to 400 patrons. Set up is after 10:00am to 12:00am.

### **Set-up/Decorations – All Indoor Facilities:**

- Renter is required to provide P & R Administration Office a detailed layout of the room set up and decorating plans at least two (2) weeks prior to the event. If no written layout is received by this time, the renter will be subject to the standard layout design of the City staff. Set-ups can be changed the day of the event at an additional fee to renter/applicant.
- Any decorating, covering, or changes to the facilities should be discussed at the time of the rental application and out in writing as part of the permit.
- Decorations must be pre-approved by the P&R Department or designee. Decorations must be free standing or tabletop. Tape (except painter's tape), nails, screws, tacks, staples, or other surface adhesives or objects that may damage the walls or other City property are not permitted. The renter will be charged for any repairs. Only electrical tape will be allowed for use on floors. Glitter is not permitted.
- Placement, relocation or rearrangement of equipment other than tables, chairs and podium is not permitted (plants in lobby, lobby seating, etc.). However, in the reserved areas, you can with prior approval from City staff.
- No candles, open flames or use of fog machines are permitted in the facility or centers.
- All hallways and exits must be kept clean and unobstructed.

### **Clean-up/Event Breakdown:**

- Clean-up must be completed within the rental hours noted on the approved permit. The renter is responsible for making sure that the rental room and any other areas affected by the rental (restrooms, kitchen, and outside grounds of the facility, etc.) are clear of debris, food and beverage spills, personal belongings, rental equipment and decorations by the end of the clean-up period.
- Garbage must be collected and placed in the trash containers located inside the facility.
- The renter will be responsible for the replacement or repairs of any part of the building or its contents therein which becomes broken, defaced, or damaged as a result if the rental.
- The City of Riviera Beach will not be responsible for any property that is left on the premises by an individual or group using the facilities.
- The facility and its contents must be left in the same condition in which the group found them. Mops and/or brooms will be provided for the renter to use in order for the facility to be left in a clean fashion.



- A walk-through will be conducted prior and after your event has ended.

#### **Outside Vendors and Caterers:**

- Outside vendors or entertainers such as D. J's, bands, performers, rental companies, etc., must complete and sign the Outside Vendor Information Sheet (attached) prior to the event, if applicable and provide a certificate of insurance naming the City of Riviera Beach as additionally insured and meet any City insurance requirements.
- Caterers must complete and sign the Caterer Information Sheet (attached) prior to the event and, if applicable, provide a certificate of insurance naming the City of Riviera Beach as additionally insured and meet any City insurance requirements.
- Outside vendors and caterers must abide by all facility rules and regulations.
- The applicant/renter is the contact for any outside vendors or caterers; not the City of Riviera Beach Parks and Recreation Department.
- All insurance forms must be given to the City Parks and Recreation Office Admin. Or designee within fourteen (14) business days of event approval, or else reservation will be removed from the calendar.

#### **Parking:**

- Parking is permitted in designed parking space only. If additional parking is requested, the applicant/renter is to inform the Parks and Recreation Administrative Office. Parking is limited to parking spaces designated to the facility.

#### **Advertising Materials:**

- Under no circumstances will advertising materials regarding the rental, including flyers, be distributed from City of Riviera Beach facilities. Any flyers or other advertising materials left inside or outside the facilities without approval from P&R Director will be removed.

#### **Recurring Meetings:**

- No one organization will be granted the use of the facilities for more than two consecutive days without the approval of the P&R Director. Organizations who wish to meet on a recurring basis also need the approval of the P&R Director.
- Storage space is not available for meeting groups at facilities or centers.
- Organizations/Individuals who do not give at least a 3-day notice of cancellation of activities may not use of space in the future and will forfeit their deposit. (This does not pertain to inclement weather).

#### **Public Events:**

- For events, the renter will be required to provide a certificate of insurance naming the City of Riviera Beach as additionally insured and meet any other City insurance requirements. The City of Riviera Beach reserves the right to require additional types of insurance coverage or high limits of liability of any event. The determination will be made by the Risk Manager.

- All rules and polices in this agreement apple to private and public events.
- Please refer to attached TULIP (tenant User Liability Insurance Program) Form.  
(Website: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip))

**Rental Categories:**

**\*Sponsored Organizations:**

If organization's event is deemed to be beneficial to the City, the City may choose to partner with said organization, and fees will be discussed at time of approval.

**\*Resident private/ Business:**

Citizens and/or businesses residing within the City of Riviera Beach city limits may rent the facility for private functions including meetings, birthday parties, anniversary celebrations, receptions, employee training, etc. **An individual/business will not be permitted to use the City facilities as a way to gain monetary benefit, either directly or indirectly.** This includes "FREE" seminars to the public where the speaker will directly or indirectly gain monetary benefit from the seminar by generating clients. Businesses must have a current City of Riviera Beach Occupational License. **Proof of residency is required** when submitting the permit application. Additional charges may apply for equipment rental, set-up/tear-down, security deposits and overtime fees.

- All fees are subject to the Florida Department of Revenue Sales Tax.
- Proof residency; a valid's license or a utility bill (light bill and water bill)
- Copy/Proof of the 501 (C) (3) certificates

**\*NON-RESIDENT PRIVATE/BUSINESS:**

This category includes any citizen or business located outside of the Riviera Beach city limits. Additional charges may apply for equipment rental, set-up/tear-down, security deposits and overtime fees.

- All fees are subject to the Florida Department of Revenue 6.0% Sales Tax.
- Capacities vary depending on room arrangement and clear ergess and exit discharges.
- Lobby and hallways are considered common area and not rental space.
- Equipment may be reserved depending upon availability. Please contact the Parks and Recreation office for more information.

*City of Rivera Beach*  
*Parks and Facilities Rental Agreement*

Date: 4/13/2023

(Fee Schedule Attached)

Date Agreement Submitted: 4/13/2023

FACILITY REQUEST DATE 6/3/2023

NAME OF FACILITY RENTED: Tates Gym

Number of Guests: 150 (Insurance coverage for some events may apply)

Type of Event: NonProfit

Phone(H): \_\_\_\_\_

Phone(Alt): \_\_\_\_\_

Name of Applicant: Danielle O'Sullivan

Chairperson of Event: \_\_\_\_\_

Contact Person: Danielle O'Sullivan

Address: 734 W Kalmia Dr City: Lake Park State: FL

Zip: 33403

Time: 1 : 00 AM/PM

until 6 : 00 AM/PM

Email Address: JonathanWhiteFoundation@gmail.com Access prior to event Time: 8 AM/PM

***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.***

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

**Park/Beach/Pavilions**

<input type="checkbox"/> Ben Flint Park	<input type="checkbox"/> Farrington Park (Dan Calloway "Tate")
<input type="checkbox"/> Cunningham Park	PAVILLIONS REQUESTED:
<input type="checkbox"/> George Street Park	A B C D E F G H I J – (Staff to indicate) - \$80/Grill Rental Fee
<input type="checkbox"/> Lone Pine Estates Park	
<input type="checkbox"/> Monroe Heights Park	
<input type="checkbox"/> Congress Lakes Park	
<input type="checkbox"/> Shultz Park	
<input type="checkbox"/> Wells Park	
<input type="checkbox"/> Timber Pine Park	
<input type="checkbox"/> Dan Calloway Amphitheater	
<input type="checkbox"/> Municipal Beach Park	

**GYMNASIUMS/ COMMUNITY CTR/ EVENT HALL**

<input type="checkbox"/> Wells Gymnasium (Floor)	<input checked="" type="checkbox"/> Dan Calloway Rec./ Tate Gymnasium (Floor)
<input type="checkbox"/> Side Room-Dan Calloway Recreation Complex	
<input type="checkbox"/> Lindsey Davis Community Center – Large Room	
<input type="checkbox"/> Lindsey Davis Community Center- Small Room	
<input type="checkbox"/> Newcomb Hall	
<input type="checkbox"/> Richard and Annie Brook Center	

**Ball Fields**

<input type="checkbox"/> Football	<input type="checkbox"/> Barracuda Bay Water Park
<input type="checkbox"/> Softball	<input type="checkbox"/> Municipal Beach
<input type="checkbox"/> Tennis Court	<input type="checkbox"/> Racquetball Ground
<input type="checkbox"/> Basketball Court	<input type="checkbox"/> Aqua Spray Ground
<input type="checkbox"/> Grill Areas (Small) / \$80 Grill Rental Fee	Other _____

**Pool/Aquatics**

*City of Rivera 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 \_\_\_\_\_  
Stage: \_\_\_\_\_ Provided by CITY OR APPLICANT \_\_\_\_\_  
# of Tables: \_\_\_\_\_ Provided by CITY OR APPLICANT \_\_\_\_\_  
Sound System: \_\_\_\_\_ Provided by CITY OR APPLICANT \_\_\_\_\_  
Other: \_\_\_\_\_ Provided by CITY OR APPLICANT \_\_\_\_\_

Kitchen Use/ Access: Yes  or No  Approved \_\_\_\_\_ (City staff initial and date)

Access prior to Event: Yes  or No  Time 8:00 am

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

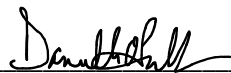
EMS Confirmed: Yes  or No  Note: \_\_\_\_\_ Other: \_\_\_\_\_

**Payment Section:**

Deposit: \_\_\_\_\_ Receipt No # \_\_\_\_\_  
Facility Rental Fee: \_\_\_\_\_ Receipt No # \_\_\_\_\_  
Plus 6% tax: \_\_\_\_\_ Payment Due Date: \_\_\_/\_\_\_/\_\_\_

TOTAL PAID: \$ \_\_\_\_\_ Vendor Fee to be paid:  YES  NO \$ \_\_\_\_\_

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

APPLICANT SIGNATURE:  DATE: 4/13/2023

**Administrative Staff Use Only:**

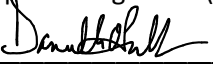
\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  Approved /  Not Approved

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: \_\_\_\_\_

## Letter of Intent

The purpose of this event is to bring our community together to raise awareness for Gun Violence Awareness Day, to educate our community on gun safety, and to remind/encourage our community that we need more love and respect for our lives.

Danielle O'Sullivan  
Applicant Signature(Print)  
  
Signature

4/13/2023  
Date  
6/3/2023  
Date of event



## City Parks and Facilities Indoor & Outdoor Fee's

\*(Fees are subject to change)

NAME	RENTAL RATES	OUTDOOR/INDOOR
<p>Barracuda Bay 1621 West Blue Heron Blvd</p>	<p><b>Application fee: \$50.00</b> <b>NON REFUNDABLE</b> <b>Security Deposit: \$200.00-\$500.00</b></p> <p>Upon completion of your event and the exit review walk through, if there is no damage to the facility, the security deposit will be refunded. If damage has occurred, then money will be deducted from the security deposit and balance refunded to the renter within a 4-week period.</p> <p><b>Reservation Fee:</b> \$300.00 Resident \$400.00 Non- Resident</p> <p>Fee includes the facility for 4 hours. One hour is given before or after selected time for set-up/clean-up.</p> <p><b>*Holiday(s) reservation fee extra. Call City of Riviera Beach Parks &amp; Recreation Department for fee(s).</b></p> <p><b>Entrance Fees:</b> <b>Non-Profit: \$3.00 per person</b> <b>For-Profit: Applicant fees are based on number of guest entrance into the Water Park. (ex: If you have 150ppl fee will be \$7 per person from 1<sup>st</sup> entry)</b></p> <p><b>Up to 100 Patrons: \$5.00 per person</b> <b>101-200 Patrons: \$7.00 per person</b> <b>201-300 Patrons: \$9.00 per person</b> <b>301-400 Patrons: \$11.00 per person</b></p> <p><b>Additional Hour:</b> \$75.00 (Resident) \$100.00 (Non-Resident)</p>	<p>Outdoor</p>



## City Parks and Facilities Indoor & Outdoor Fee's

\*(Fees are subject to change)

NAME	RENTAL RATES	OUTDOOR/INDOOR
Ben Flint Park 701 West 28 <sup>th</sup> Street	\$50.00 Security Deposit *(Refundable) <b>Basketball Courts:</b> \$10/Per Hour - <b>Residents</b> \$20/ Per Hour – <b>Non Residents</b>	Outdoor
Congress Lakes Park 1661 Essex Lane	\$50.00 Security Deposit *(Refundable) \$85.00 Pavilion	Outdoor
Cunningham Park 2925 Avenue "S"	\$50.00 Security Deposit *(Refundable) Large Pavilions \$150.00 Smaller Pavilions \$85.00	Indoor/Outdoor
Dan Calloway Recreational & Complex (gymnasium, fields, aqua spray ground, etc.) 1420 West 10 <sup>th</sup> Street	Gymnasium \$200.00 Security Deposit *(Refundable) \$95.00/Per Hour – <b>Residents</b> \$100/Per Hour- <b>Non- Residents</b> <b>*Ball Fields:</b> <b>(With Lights)</b> \$35.00/Per Hour- <b>Resident</b> \$45.00/Per Hour- <b>Non Residents</b> <b>(Without Lights)</b> \$50.00/Per Hour- Resident 60.00/Per Hour- Non Residents <b>*Volleyball/Basketball Courts</b> \$10/Per Hour- <b>Residents</b> \$20/Per Hour- <b>Non Residents</b> *Mult Rink: \$50/Per Hour- <b>Residents</b> \$60/Per Hour- <b>Non Residents</b> <b>*Aqua Spray Ground:</b> \$25/Per Hour- <b>Residents</b> \$35/ Per Hour- <b>Non Residents</b> *(2 hr. Minimum rental)	Indoor/Outdoor



## City Parks and Facilities Indoor & Outdoor Fee's

\*(Fees are subject to change)

NAME	RENTAL RATES	OUTDOOR/INDOOR
Farrington Park (Dan Calloway Park) 1420 W 10 <sup>th</sup> Street	\$50.00 Security Deposit *(Refundable) \$25.00 Pavilion	Outdoor
Sadie McCray Park	\$50.00 Security Deposit *(Refundable) \$85.00 Pavilion	Outdoor
Goodmark Park 3551 Avenue P	\$50.00 Security Deposit *(Refundable) \$85.00 Pavilion	Outdoor
Lindsey Davis, Sr. Community Center 1550 R.J. Henley Avenue & Richard & Annie Brooks Community Center 594 W 4 <sup>th</sup> Street	\$200.00 Security Deposit *(Refundable) \$95.00/ Per Hour <b>Includes Tables and Chairs Only</b>	Indoor
Lone Pine Park 250 Canterbury Drive	\$50.00 Security Deposit *(Refundable) \$85.00 Pavilion	Outdoor
Monroe Heights Park 2500 Avenue M	\$50.00 Security Deposit *(Refundable) \$25.00 Pavilion	Outdoor





## City Parks and Facilities Indoor & Outdoor Fee's

\*(Fees are subject to change)

NAME	RENTAL RATES	OUTDOOR/INDOOR
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	Outdoor
Old City Hall 2214 Avenue E		Outdoor
Shultz Park 351 West 33 <sup>rd</sup> Street		Outdoor
Timber Pine Park 2708 West 28 <sup>th</sup> Street		Outdoor
Wells Recreation & Community Center Gymnasium (gymnasium, park, fields, etc.) 2409 Avenue H West	Gymnasium \$200.00 Security Deposit *(Refundable) \$95.00/Per Hour – <b>Residents</b> \$100/Per Hour- <b>Non- Residents</b> <b>*Ball Fields:</b> <b>(With Lights)</b> \$35.00/Per Hour- <b>Resident</b> \$45.00/Per Hour- <b>Non Residents</b> <b>(Without Lights)</b> \$50.00/Per Hour- Resident 60.00/Per Hour- Non Residents <b>*Volleyball/Basketball Courts</b> \$10/Per Hour- <b>Residents</b> \$20/Per Hour- <b>Non Residents</b> (2 hr. Minimum rental)	Indoor/Outdoor
Wells Pavilion (North Area)	\$50.00 Security Deposit *(Refundable) \$25.00 Per Pavilion	Outdoor
Sugar Hill Cemetery 1200 30 <sup>th</sup> Street		Outdoor

## Indoor Facility Rental Policies

Please read carefully and initial on each line indicating that you have read and understand

1. Request for use of City of Rivera Beach Indoor facilities must be received **at least three weeks prior to the requestd event date – the required security deposit paid.** A rental application must be completed, submitted and approved (in writing) to use requested facility. **All fees must be paid and other rental requirements must be met two weeks prior ro event date.**
2. Rental charges commerce when you request the facility opening (excluding a complimentary one hour for set up). There is a 3-Hour minimal for P&R facilities.
3. **Cancelation 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 Administrative Office at least 4 hours prior to event.
4. Renters must secure the services of the City of Riviera Beach Police or Off Duty Officer two weeks prior to event. (Form provided by department).
5. Applications may be printed from the City's website; [www.rivierabch.com](http://www.rivierabch.com) picked up at any Parks and Recreation Administration Office, mailed, emailed or faxed upon request. All requests must be submitted in person by renter and must accompany the refundable security deposit.
6. Turning in the Application is only a request to use the facility and request are not confirmed until you have received a written confirmation from the Parks and Recreation Department.
7. Applicants must be at least 21 years of age to make any reservations. Valid proof/identification will be required.
8. Approval for use is on a first come, first paid basis and depends upon space availability and size and/or nature of the event.
9. The City of Riviera Beach reserves the right to cancel any event with a full refund to the applicant.
10. Access by applicant is granted for reserved time frame only. Decorating and clean up time **MUST** be included within the reserved time frame. If event exceeds the rented time frame additional charges will be charged and/or the security deposit will not be refunded. This includes entering reserved area earlier than indicated on Permit Application, and/or staying past the rental end time.
11. Cash or cashier's business checks, money orders, credit cards are the only form of payment for permit fees. Personal checks will not be accepted.
12. Fees are based on resident or non-resident status. The City will make a determination of the applicable rate schedule based on the Rental Application submitted. Applicants requesting the resident rate provide proof of residency within the incorporated City limits. For applicants', who have out of state residency driver's licenses, non-resident rate will apply (exception Woodbine Community, etc.).

- ~~13~~ 13. The City of Rivera Beach **Must** inspect equipment and approve entertainment for the event (including, but not limited to, DJ's, special games, banquet set-ups, catering, etc.).
- ~~14~~ 14. All outside vendors must complete the appropriate forms located in the City of Riviera Beach Parks and Facilities Rental Handbook (Section pertaining to Indoor facilities) and be fully licensed (if required) and able to add the "City of Rivera Beach" as additional insured (if required).
- ~~15~~ 15. All rentals will end no later than 12:00am
- ~~16~~ 16. The P&R Director has the right to limit the amount of facility rentals per month or year.
- ~~17~~ 17. Serving or consumption of alcohol on the indoor facilities is **ONLY** permitted if approved by the City Manager (Code 1957, § 4-8; Ord. No. 2933, § 1, 11-20-02). Approval must in writing from City Manager. This also includes the parking lots.
- ~~18~~ 18. The City Manager reserves the right to waive rental fees when deemed appropriate.
- ~~19~~ 19. Fees for rental requests from Palm Beach County Public Schools will be assessed based an Interlocal agreement between the School Board and the City.
- ~~20~~ 20. Commercial sales are prohibited.
- ~~21~~ 21. There is a two-hour minimum for rentals when the facility is not normally open. There is a three-hour minimum to receive 1 hour complimentary.
- ~~22~~ 22. Neither the renter/applicant nor anyone in the applicant's party is permitted in any area not designated in the agreement.
- ~~23~~ 23. Rented space must be left in the same condition as when it was found. All trash or debris must be cleared before departing the facility.
- ~~24~~ 24. The renter/applicant is responsible for the actions of guests or any subcontractors hired by Applicant or renter. All participants are expected to behave in an appropriate fashion at all times.
- ~~25~~ 25. This handbook does NOT pertain to special events request as previously defined. For more information, please contacts 561-845-4060.
- ~~26~~ 26. Renter or applicant will receive written approval to utilize facilities from Parks and Recreation Administrative Office.
- ~~27~~ 27. Rules and regulations subject to change or revisions by City Parks and Recreation Department.

**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 Danielle O'Sullivan 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 Rivera Beach  
Park and Recreation Department  
CATERER INFORMATION SHEET**

Event Date \_\_\_\_\_ Name of Renter \_\_\_\_\_  
Name of Venue \_\_\_\_\_  
Catering Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Email address \_\_\_\_\_

Recreation Center Catering Terms & Conditions:

1. The catering company may not enter the venue or facility until the time designated on the renter's agreement. **The client will be charged \$25 for every 15 minutes the carter is in the building before or after the time allotted in the agreement.**
2. If applicable, the catering company must show proof of proper insurance and will be required to list the City of Riviera Beach as additionally insured for the date of the function.
3. If the kitchen is used for food preparation, it must be cleaned (including the floor swept) and left in the condition it was found before the renter signs their Walk Thru Form.
4. The renter is the contact person for the event, not Riviera Beach Parks Recreation Department.
5. In the event this agreement is signed by someone other than the owner of the business or renter/lessee, the person signing expressly warrants the authority to execute the agreement on behalf of the owner for this engagement under the terms and conditions established and agreed upon herein, and acknowledges that the City of Riviera Beach reasonably relied on such apparent authority. Should it occur that the person signing this agreement did not in fact have such authority to bind said entity, and then such person becomes personally liable, without limiting the City's ability to bind this agreement.

**Riviera Beach Parks and Department is not responsible for any policy violations by the carterer or renter. I understand the above policies and I am aware that if any of these polices are violated, the renter will be charged accordingly.**

\_\_\_\_\_  
**Signature of Renter                      Date                      Signature of Vendor                      Date**

I will not be using the services of an outside caterer. \_\_\_\_\_ (please initial)

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

**City of Rivera 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.)

Rental Time \_\_\_\_\_ to \_\_\_\_\_ Delivery date/time

Pick-up date/time \_\_\_\_\_

Has the rental company/entertainer been contacted and informed of pertinent Recreation policies?

No \_\_\_\_\_ Yes \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
**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 Rivera Beach  
Park and Recreation Department  
Outside Vendor Information Sheet**

Facility Rental Addendum  
**EMERGENCY OPERATION CENTER**

The Lindsey Davis Sr. Community Center, Wells Recreation & Community Center and Dan Calloway "Tate" Center has been designated as an essential facility during Emergency Operation Activation for the City of Rivera 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 addition 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**

**I will not be using the services of an outside vendor. \_\_\_\_\_ (please initial)**  
***Submit this form with rental agreement.***

**\*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  
POLICE DEPT. HOURS: 9:00AM-11:00AM AND 1:00PM-3:00PM

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)

Present this form to the Police Department Detail Coordinator located at:  
600 West Blue Heron Blvd.  
Riviera Beach, FL 33404  
(561) 845-4182

ADMIN FEES PAID  YES  NO AMOUNT: \_\_\_\_\_ RECEIPT#: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*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).

FOR POLICE USE ONLY:

Waiver of Administration Fees: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_