

City of Riviera Beach
Park and Recreation Department



City Parks and Facilities Rental Handbook Outdoor

Department of Parks and Recreation Administration Office

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

Phone: 561-845-4070

Fax: 561-842-2731



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

www.riverabch.com

City Park and Facilities Rental Handbook

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



COMMUNITY AND NEIGHBORHOOD PARKS, PAVILIONS, & WATERPARK:

(Pavilions, Parks, Waterpark, Ball fields, etc.)

Municipal Beach Ocean Park and Pavilions, Barracuda Bay Waterpark, 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 Riviera Beach
Parks and Facilities Rental Agreement

Date: _____

(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): _____

Name of Applicant: _____

Chairperson of Event: _____

Contact Person: _____

Address: _____

City: _____ State: _____

Zip: _____

Time: _____: _____ AM/PM

until _____: _____ AM/PM

Email Address: _____ Access prior to event Time: _____ 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

___ 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 F G H I J – (Staff to indicate) - \$80/Grill Rental Fee

GYMNASIUMS/ COMMUNITY CTR/ EVENT HALL

___ Wells Gymnasium (Floor)

___ Dan Calloway Rec./ Tate Gymnasium (Floor)

___ Side Room-Dan Calloway Recreation Complex

___ Lindsey Davis Community Center – Large Room

___ Lindsey Davis Community Center- Small Room

___ Newcomb Hall

___ Richard and Annie Brook Center

Ball Fields

___ Football

___ Softball

___ Tennis Court

___ Basketball Court

___ Grill Areas (Small) / \$80 Grill Rental Fee

Pool/Aquatics

___ Barracuda Bay Water Park

___ Municipal Beach

___ Racquetball Ground

___ Aqua Spray Ground

Other _____

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 ____: ____

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: _____

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: _____



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>Application fee: \$50.00 NON REFUNDABLE Security Deposit: \$200.00- \$500.00</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>Reservation Fee: \$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>*Holiday(s) reservation fee extra. Call City of Riviera Beach Parks & Recreation Department for fee(s).</p> <p>Entrance Fees: Non-Profit: \$3.00 per person 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 1st entry)</p> <p>Up to 100 Patrons: \$5.00 per person 101-200 Patrons: \$7.00 per person 201-300 Patrons: \$9.00 per person 301-400 Patrons: \$11.00 per person</p> <p>Additional Hour: \$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 th Street	\$50.00 Security Deposit *(Refundable) Basketball Courts: \$10/Per Hour - Residents \$20/ Per Hour – Non Residents	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.)	Gymnasium \$200.00 Security Deposit *(Refundable) \$95.00/Per Hour – Residents \$100/Per Hour- Non- Residents * Ball Fields: (With Lights) \$35.00/Per Hour- Resident \$45.00/Per Hour- Non Residents (Without Lights) \$50.00/Per Hour- Resident 60.00/Per Hour- Non Residents * Volleyball/Basketball Courts \$10/Per Hour- Residents \$20/Per Hour- Non Residents * Mult 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)	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 th 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 th Street	\$200.00 Security Deposit *(Refundable) \$95.00/ Per Hour Includes Tables and Chairs Only	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
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: (With Lights) \$35.00/Per Hour- Resident \$45.00/Per Hour- Non Residents (Without 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)	Indoor/Outdoor
Wells Pavilion (North Area)	\$50.00 Security Deposit *(Refundable) \$25.00 Per Pavilion	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. Grilling is only permitted at designated locations. You may not bring your own grill/ barbecue unless pre-approved. No gas grills allowed.
- ___ 14. 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 maybe requested 2 weeks prior to event.
- ___ 15. Facility reservations are not allowed during the Department of Parks and Recreation regular programming scheduled hours or activities schedule.
- ___ 16. If guidelines are violated by applicant or any persons in group, future reservations may be refused.
- ___ 17. Applicant is responsible for all payments and will receive any refunds ONLY in their name.
- ___ 18. 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 4 hours prior to event. If a cancellation notice is received (2) two days prior to the event renter will receive a full refund. The renter will receive 50% if cancellation made less than a 4-hour window of notification to City. You must confirm refund with a staff person. Refunds only payable to the applicant or renter as indicated on receipt.
- ___ 19. To receive a refund, you must request deposit by submitting written request or submitting original receipt to administrative office.
- ___ 20. Sports providers must include a copy practice and/or game schedules 2 weeks prior to event.
- ___ 21. Signing applicant assumes all liability for any and all damages and any fees associated with those damages
- ___ 22. Park hours are from sunrise to sunset
- ___ 23. I understand, I am responsible for providing an electrical source and a water source if not provided for that location.
- ___ 24. City Manager, Director of Parks and Recreation, or Police Department has the authority to cancel or stop event at any City location.
- ___ 25. There is a two-hour group rental for aqua spray feature and water park and a four-hour group reservation for park pavilions.
- ___ 26. I have received, read, and understand the City's Facility Manual.



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 of 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
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 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

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 _____

Social Distancing Policy

In effort to keep those who use our indoor and outdoor parks and facilities safe and healthy in wake of the Covid-19 (Coronavirus) pandemic; The City of Riviera Beach Parks and Recreation department will strictly adhere to and enforce ALL social distancing rules, regulations, and guidelines in accordance with the Center for Disease Control (CDC) until further notice. These guidelines are as follows, but not limited to the following:

- All indoor/outdoor parks and facilities will be limited to reduced capacity I.E. a venue that is set to host 100 occupants will only host 50.
- At least 6 feet of distance must be maintained during the event.
- Restrooms will be limited to no more than 3 occupants at a time.
- Masks must be worn inside indoor facilities throughout the entire event.
- Regularly washing hands is HIGHLY encouraged

The Parks and Recreation Department will maintain the right to stop any event where guidelines are not followed



ASSUMPTION OF RISK AND WAIVER OF LIABILITY RELATED TO COVID-19



City of Riviera Beach c/o Parks and Recreation Department

Name of Event/Activity

Date(s) of Event/Activity

I, THE UNDERSIGNED _____, APPLICANT/ PARENT/GUARDIAN (Applicable If Participant is a Minor, under 18 years old) (By signing as Parent and Guardian, I agree as Parent and Guardian, on behalf of the Participant, to the entire below Warning, Waiver, Assumption of Risk and Release of Liability.)

Print Name

SHALL PARTICIPATE AND EXERCISE MY PRIVILEGES AND DUTIES DURING:

Name of Event/Activity/Program

The novel coronavirus ("COVID-19") has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly through person-to-person contact. As a result, federal, states, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

The City of Riviera Beach has put in place preventive measures to reduce the spread of COVID-19; however, we cannot guarantee that you or your child(ren) or any other participants will not become infected with COVID-19.

I, the undersigned, voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including but not limited to, personal injury, disability, and death), illness damage, loss, claim, liability, or expense of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at any City sponsored programming ("Claims").

On my behalf, and on behalf of my child(ren), I hereby release, covenant not to sue, discharge, and hold harmless the City of Riviera Beach and the Parks and Recreation Department ("P&R"), and all of their current, former, and future agents, representatives, members, and employees and affiliated entities (collectively "City") of and from Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto.

I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the City, its employees, agents, volunteers, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City program, including and specifically the City of Riviera Beach Parks and Recreation Department.

Signature of Applicant, Parent, Guardian or Authorized Representative of Applicant

Signature of Witness

Date

Date

