



Parks & Recreation
Department

Rental Information Packet

Administrative Office

**Jim Beech Recreation Center
Family Aquatic Center**

1820 A.D. Mims Rd.

Ocoee, FL 34761

Ph: (407) 905-3180

Fax: (407) 654-4734

www.ocoee.org



City of Ocoee, Florida
Park and Facility Use Permit
 Ocoee Parks & Recreation Department
 1820 A.D. Mims Rd., Ocoee, FL 34761
 407-905-3180



APPLICANT NAME: _____

Street Address: _____ City/State _____ Zip _____

Phone: _____ Cell: _____ Fax: _____

E-mail Address: _____

NAME OF EVENT: _____

Date/s of Event: _____

Park Requested: _____ Pavilion Requested: _____

Facility/Gazebo Requested: _____

Field Requested: _____

Hours of Event: From: _____ a.m. / p.m. To: _____ a.m. / p.m.

Set up Time of Event: _____ Break down Time: _____

Purpose of Event: _____

Estimated Attendance: _____

ORGANIZATION NAME: _____

Street Address: _____ City/State _____ Zip _____

Phone: _____ Cell: _____ Fax: _____

E-mail Address: _____

Contact Name: _____

Street Address: _____ City/State _____ Zip _____

Phone: _____ Cell: _____ Fax: _____

E-mail Address: _____

TYPE OF EVENT:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Picnic / Party | <input type="checkbox"/> Wedding / Reception | <input type="checkbox"/> Meeting / Seminar | <input type="checkbox"/> Tournament / Competition |
| <input type="checkbox"/> Exhibit / Show | <input type="checkbox"/> Carnival / Fair / Festival | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Other: _____ |

INFORMATION ABOUT YOUR EVENT

Please mark "yes" or "no" for each statement. (If "yes" is checked you may be required to obtain a special event permit through the Building Division.)

- | | | |
|---|------------------------------|-----------------------------|
| The event will extend beyond normal park hours (7:00 am. to 11:00 pm.). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The event will require exclusive use of the park. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The event will be open to the general public. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Admission to the event will be charged. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Temporary stage/s or structure/s will be used. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| The event is a "sale" or display of products (rummage sale, tent sale, etc.). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

(Continued on back)

INFORMATION ABOUT YOUR EVENT - Continued

Please mark "yes" or "no" for each statement. (If "yes" is checked you may be required to obtain a special event permit through the Building Division.)

- | | | |
|---|------------------------------|-----------------------------|
| Event will be advertized. (Newspaper, Posters, Radio, TV, Etc.) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Sound amplification will be used. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Live performance (musical, theatre, circus group) will be part of the event. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Tents, canopies, or EZ-Ups will be used. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Pyrotechnics (fireworks) will be used. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Propane gas (e.g. BBQ's) will be used for cooking/heating. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Compressed gas cylinders (helium) will be used. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Open flames (e.g. candles, sterno cans, fire pits, grills) will be used. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Bonfire or ceremonial type fire to be used. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Electric power or generators will be required. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Additional tables, chairs, trash containers will be used. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Signs, banners, decorations, or special lighting will be used. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Vehicles will be parked on unpaved areas. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Activity booths will be set up (bounce house, dunk tanks, rock climbing, etc.). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A circus, carnival, or amusement rides are part of the event. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Animals will be part of the event (petting zoo, pony rides, etc.). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Food will be cooked or prepared at the event (BBQ, chili-cook-off, etc.). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Food or beverages will be served or sold to the general public. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Alcohol will be served and/or sold at the event. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Helicopter or hot air balloon be part of the event. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

HOLD HARMLESS AGREEMENT

I certify that I have read this application and that all information contained in this application is true and correct. By filing this application, I, and the organization on whose behalf I make this application, contract and agree that we will jointly and severally indemnify and hold the City of Ocoee, its officials, officers, and employees harmless against liability, including court costs and attorney's fees for trial and on appeal, for any and all claims for damage to property or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the activity or any of its participants.

_____	_____	_____
Printed Name of Representative	Signature of Representative	Date

Departmental Use Only	
Deposit Payment Date: _____ / _____ / _____	Rental Payment Date: _____ / _____ / _____
Amount Received: \$ _____	Amount Received: \$ _____
Staff Initial: _____	Staff Initial: _____
Check # _____	Check # _____
M/O # _____	M/O # _____

General Rules & Regulations

1. Applicant will pay a separate security deposit of \$250.00 for each event if required. The security deposit is to be returned to applicant after the event, provided the facility is left in the same condition in which it was found i.e., paper items, cans, bottles, all decorations and floors damp mopped, chairs and tables wiped down, folded and returned to proper location; kitchen areas cleaned; equipment or personal belongings of applicant removed immediately following event. Premises will be inspected by City Employee immediately thereafter.
2. Applicant is solely responsible for damages for any and all accidents or injuries to persons or property resulting from applicant's use of the building. Applicant shall pay all costs resulting from said accidents or injuries. Applicant shall indemnify and hold harmless the City of Ocoee, it's employees, agents, officials and contractors, harmless from and against any and all claims, actions, causes of action, loss damage, injury, liability cost or expense, including without limitation, attorneys fees arising from the applicant's use of the facility.
3. Groups composed of minors will be approved only when adult requests such use and accepts the responsibility for supervising the minors throughout the period covered in the facility use application. There shall be one adult chaperone for each 15 minors. Chaperones shall remain on the premises until all minors have left the property. Renter and the chaperones shall bear the legal responsibility of the minors attending the event. At least two days prior to the use of the facilities, applicant shall provide the City a list of the chaperones by name, address, and telephone number. Failure to provide the list two days in advance shall constitute a breach of the rental application, and the application shall be revoked. Any and all fees paid by the applicant shall be forfeited by the applicant if this application has been breached by applicant or revoked for cause by the City of Ocoee.
4. Control of the lights, thermostats, and other equipment will be administered by an employee of the City of Ocoee.
5. At no time will applicant remove chairs, tables, or any other equipment from the facility.
6. The facility hours are from 8:00 a.m. until 12:00 a.m. **All functions and clean-up must be complete within your scheduled rental time.**
7. All applicants holding any outside activities must inquire at the building department as to whether a 'Special Event Permit' and/or 'Tent Permit' is required.
8. **No Alcoholic Beverages are allowed on City Property.**
9. Cancellation Fee for Facility Rental \$25.00.
10. Cancellation Fee for Gazebo, Park Pavilion, Pool Party Pavilion and Field Rental \$5.00.

We understand that repairs for damages may be taken from the deposit and any additional amounts will be invoiced to us by the City. My Organization/Group agrees to comply with the conditions set forth in the General Rules and Regulations Policy. A copy of said Policy has been given to me, and I have reviewed it.

These guidelines will serve to highlight the responsibilities on the part of both the City of Ocoee Parks & Recreation Department staff and the renter.

Staff

The City of Ocoee does provide staffing for all events. the primary function of the staff is to open and secure the facility, and provide the tables and chairs needed for the event (staff is not responsible for any set-up or take down). A staff member will remain on the premises for the duration of the event. The staff member will provide the renter with guidance for the use and cleaning of the center. they will also provide any clean-up materials, such as brooms, mops, soap and trash bags needed to clean the center

Renter

The renter bears the responsibility of leaving the center in the same condition as it was found and complying with the criteria noted on the front of this form. The renter is responsible for vacating the premises by the time indicated on the recreation facility use application. failure to comply with the rules and regulations for the use of the center may lead to the forfeiture of part or all of the renter's security deposit.

Signature of Representative

Date

In order to ensure a full reimbursement of the security deposit, the renter must meet the following criteria:

- Clean & fold all used tables
- Return all tables & chairs to their original place
- All trash bagged, removed and placed in the designated dumpster
- Remove all decorations, tape or adhesives
- Remove all signs and/or advertisements put up by your organization
- All items must be removed by the end of your contracted rental time
- Floors are swept and mopped (if necessary), and restored to the same condition at the start of the event
- Kitchen area clean & cleared of any food or debris

The undersigned has read and will observe rules stated above. I understand that any loss or damage to the center, or excessive cleaning as a result of this function will be deducted from my deposit, and that I will be billed for loss which exceeds my deposit.

I further understand that the serving or consumption of alcoholic beverages at this event is prohibited and may result in a deduction from or forfeiture of my deposit.

Signature of Representative

Date

.....
Official Use Only

Special Event Permit Required Yes _____ No _____

Department Approved: _____

.....
Security Deposit Refund Information:

Facility Inspected by: _____

Estimated Attendance: _____

Rental Details: _____

Refund Authorized: _____ Date: _____ Amount of Refund: \$ _____

Director's Approval