

**CITY OF BELLE GLADE
FACILITY RENTAL APPLICATION**

This Application may be used to apply for a permit to use a City of Belle Glade Facility for a Non-City Activity or a Non-City Meeting. The completed Application and deposit must be submitted at least thirty (30) business days prior to the proposed date of use. Please send the completed Application to:

City of Belle Glade
Parks & Recreation Dept.
1224 SW Avenue E Place
Belle Glade, FL 33430
Telephone: 561-518-0101

Upon approval of the Application by the Department Director and payment of the Security Deposit, the Facility will be reserved and the Applicant will be informed of any restrictions, special conditions, additional insurance requirements and/or service fees for the Use. Applicant shall submit to the Department at least ten (10) business days prior to the use: (1) payment for any service fees and (2) evidence of insurance coverage, both as required herein.

The City reserves the right to deny a permit to any individual or group and the right to revoke this permit according to the procedures of city-wide policy, as may be amended from time to time.

Date of Application: _____ Name of Applicant: _____

Address of Applicant: _____

(Include physical address, city state and zip; PO Box address is unacceptable)

Contact Information for Applicant: Business Phone _____
Home Phone _____
Cell Phone _____
Email _____

Name of person or entity sponsoring event: Address of organization:
(if different from name above) (if different from name above)

FACILITY REQUESTED:

- Lois D. Lewis/Mary O. Evans Resource Center (\$150 Security Deposit; alcohol not permitted)
- Lake Shore Civic Center (\$150 Security Deposit; alcohol not permitted)
- Lomax Harrelle Pavilion (\$250 Security Deposit; \$50 per hour rental fee)

Date of Event: _____ Time of Event: _____

Estimated Number of Participants/Attendants for Event: _____

- Nature of Use: Public Education and/or Information Meeting Civic Organization Wedding
 Non-Profit Function Party (Graduation, Birthday, Anniversary) Family Reunion Repast
 Business Meeting Campaign Event Other *Describe in full detail below nature and purpose of use*

Will rides be used: Yes No
If yes, number of rides: _____
Describe all rides: _____

Will tents be used: Yes No
If yes, number of tents: _____
Please note: Erection of tents requires issuance of permit from Building Dept. and insurance certificate from vendor.

Please note: Rides, bounce houses, etc. require separate insurance coverage.

Will sound equipment be used: Yes No

Will alcohol be served/sold: Yes No If yes, alcohol license and certificate of insurance are required.

Will food be served: Yes No If yes, what type: _____

If food will be sold or provided by a vendor, include vendor's name, address, phone, license number and certificate of insurance: _____

I UNDERSTAND THAT NO CITY OF BELLE GLADE FACILITY MAY BE RENTED FOR ANY EVENT WHERE TICKETS FOR ADMISSION WILL BE SOLD, DONATIONS REQUIRED FOR ADMISSION, ETC., WHETHER SOLD PRIOR TO THE EVENT OR ON-SITE: _____

Signature of Applicant/Date

The following should be attached to this Application:

- ~ A check made payable to the City of Belle Glade for the deposit, as applicable;
- ~ A copy of all required permits and/or licenses (or provide same at least ten (10) days prior to the first day of the event);
- ~ All required insurance certificates (or provide same at least ten (10) days prior to the first day of the event).

By signing this Application, the Applicant, on behalf of himself or herself, or on behalf of the entity he or she represents, having full authority to enter into an agreement for said entity, hereby agrees to the following:

Pay for Additional City Services: To reimburse the City for any and all additional city services required when the size of the event exceeds that stated in this Application and additional city services are required above and beyond those services the city departments originally determined were reasonably necessary for the event. Said reimbursement shall be paid within thirty (30) days after the last day of the event, by check made payable to the City of Belle Glade. Failure to reimburse the city will result in the planning and building director's denial of all future event Applications or any related event Application of the applicant until the city is reimbursed.

Indemnification: To indemnify and save the city harmless from any and all claims, suits, actions, damages, or causes of action arising as a result of the event itself, and those arising during its preparation and removal before and after the event, for any personal injury or loss of life, or damage to or loss of property, and from and against any orders, judgments, or decrees which may be entered thereon, and from and against any costs and attorneys' fees incurred in and about the defense of any such claims, and the investigation thereof.

Signature of Applicant/Date

Printed Name (and title, if any) of Applicant

Approved Denied

City Representative Signature/Date

Printed Name

NOTES (City Use Only): _____

