

City of Palm Beach Gardens
Recreation Division

Indoor Facility Rental Policies



Burns Road Recreation Center
Lakeside Center
Mirasol Center

Phone: 561.630.1100

Fax: 561.630.1140

www.pbgfl.com

City of Palm Beach Gardens Recreation Division

Revised October 2016

Indoor Facility Rental Policies

Introduction:

Thank you for considering the Burns Road Recreation Center, Mirasol Center or Lakeside Center as a location for your next event. These centers provide a variety of room types and sizes that are available as rentals, parties, meetings, and other gatherings. The following rules and regulations have been put in place to ensure the safety and enjoyment of all participants, as well as maintaining the condition of the facility for future generations.

Reservations/Permits:

- ◆ If deemed necessary by the City, an applicant may be 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.
- ◆ No rental shall disrupt or interfere with the normal operations of the Recreation facilities. Disruptions may only be approved by the Recreation Director and if 90 days advanced notice is given.
- ◆ 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 rooms 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 Palm Beach Gardens assesses usage fees according to the annual City Council approved fee schedule:

- ◆ Additional fees may also be assessed for services and/or equipment required by the group or deemed necessary by the Group Events Coordinator or designee.
- ◆ If a renter ends an event early, no partial refunds will be given.

Damage and Deposits

- ◆ A \$200 - \$500 refundable security deposit is required for all room reservations. The deposit will be refunded in 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 Division, if necessary, will assess additional charges. Damage fees are based on replacement or repair costs incurred by the City, and may exceed deposit amount.
- ◆ The renter will be notified of any violations or damages either during the walk-through or by telephone, email or mail.

- ◆ 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.
- ◆ Damage fees are assessed in the following situations or as deemed necessary by the Group Events Coordinator or designee:
 1. Stains on walls
 2. Broken furniture and/or equipment
 3. Defacement of any part of the interior or exterior of the building
 4. Damage created by improper use of equipment or non-compliance of 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 other rooms
 8. Unauthorized extension of hours
 9. Please provide us with the final count at least two weeks prior to your 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
 11. Any other circumstances which justify a damage fee
- ◆ The Recreation Center 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.

Rental days and times

- ◆ Normal Recreation Division business hours are Monday thru Thursday - 8:00am-8:00pm, Friday - 8:00am-8:00pm, Saturday – 8:00am-5:00pm, Sunday – 12:00pm-5:00pm. Rentals that take place after normal business hours, including set-up and clean-up time, are assessed an additional staffing fee of \$30 per hour per staff member. Afterhours functions at Burns Road Recreation Center will be automatically charged for a minimum of 1 staff member, more may be required at the discretion of the Recreation Director. All reservations made at our Mirasol Recreation Center and/or our Lakeside Center will automatically be charged for 1 staff member.
- ◆ It will be at the discretion of the Group Events Coordinator and/or the Recreation Director to determine the number of staff needed to supervise an afterhours event.
- ◆ The Recreation Centers will be closed on City observed holidays and will not be available for rental unless pre-approved by the Recreation Director.

Facility Rules and Regulations

- ◆ The City of Palm Beach Gardens is not responsible for accidents, injury, illness or loss of group or individual property.
- ◆ The City of Palm Beach Gardens requires a certificate of insurance coverage, listing the City as additionally insured for all outside vendors.
- ◆ Rental groups may use only those rooms and/or equipment specifically designated on the rental agreement. Agreements are non-transferable.

_____ (please initial)

- ◆ The Lessee shall report any personal injury requiring medical attention to the Recreation Staff immediately. A written incident report describing the circumstances must be completed by staff before the event is over.
- ◆ The City of Palm Beach Gardens does not provide linens, tableware, silverware, place settings, center pieces, decorations or equipment other than what is listed in this document for rentals.
- ◆ The City of Palm Beach Gardens 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 to the event (i.e. deliveries, room set-up, etc). Storage facilities are not available for renter's use.
- ◆ Youth must be supervised by an adult at all times while in the facilities.
- ◆ The Recreation Centers are non-smoking, drug and tobacco free facilities. The use of these items is NOT permitted anywhere inside the Recreation Centers. 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 Palm Beach Gardens 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.
- ◆ The sale of goods, services, food or beverage or charging an admission fee is not permitted unless approved by the Recreation Director prior to the event.
- ◆ Any group or person violating the established Palm Beach Gardens Recreation Division 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 Recreation Division employee will be on duty at all times during a rental and is responsible for general conduct in the facility. He/She 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
- ◆ Misrepresentation of rental information
- ◆ Previously caused or allowed damage to City property
- ◆ History of hostile or violent behavior
- ◆ Past conduct has resulted in Police or Fire Department response
- ◆ Rental disrupts the normal operations of the Recreation Center

_____ (please initial)

Kitchen Rules

- ◆ Kitchen rentals will include the use of all preparation areas, sink, ice machine, microwaves, warming ovens, refrigerator and freezer. If utilizing warming ovens, the renter must be instructed on usage 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. Please place all trash in or next to the trash containers and follow 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 items 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 their own preparation, serving and eating dishes, paper products, utensils, and all other items.

Set-up/Decorations

- ◆ Rental fee includes set-up of up to thirty (30) chairs and three (3) tables. Any set-ups that require more than 30 chairs and/or more than 3 tables will be charged a set-up fee ranging from \$50 - \$200 depending on the number of tables ,chairs and additional requirements over the basic set-up.
- ◆ Renter is required to provide the Group Events Coordinator a detailed layout of the room set up and decorating plans at least seven (7) working days prior to the event. If no written layout is received by this time, the renter will be subject to the layout design of the Group Events Coordinator. Set-ups cannot be changed the day of the event.
- ◆ Any decorating, covering, or changes to the facilities should be discussed at the time of the rental application and put in writing as part of the permit.
- ◆ Decorations must be pre-approved by the Group Events Coordinator 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. Confetti and/or glitter are not permitted.
- ◆ Placement, relocation or rearrangement of equipment other than tables, chairs and podium is not permitted (plants in lobby, lobby seating, etc.).
- ◆ No candles, open flames or use of fog machines are permitted in the Recreation Centers.
- ◆ All hallways and exits must be kept clean and unobstructed.

Clean-up

- ◆ 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 or next to 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 of the rental.
- ◆ The City of Palm Beach Gardens will not be responsible for any property that is left on the premises by an individual or group using the Centers.
- ◆ 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.

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, as well as provide a certificate of insurance naming the City of Palm Beach Gardens as additionally insured and meet any City insurance requirements.
- ◆ Caterers must complete and sign the Caterer Information Sheet (attached) prior to the event, as well as provide a certificate of insurance naming the City of Palm Beach Gardens as additionally insured and meet any City insurance requirements.
- ◆ Outside vendors and caterers must abide by all facility rules and regulations.
- ◆ The renter is the contact for any outside vendors or caterers; not the Palm Beach Gardens Recreation Division.
- ◆ All insurance forms must be given to the Group Events Coordinator, or designee within seven (7) business days of event approval, or else reservation will be removed from the calendar.

Parking

- ◆ Parking is permitted in designated parking spaces only. Additional parking is located across Burns Road at Gardens Park.

Advertising Materials

- ◆ Under no circumstances will advertising materials regarding the rental, including flyers, be distributed from City of Palm Beach Gardens facilities. Any flyers or other advertising materials left inside or outside the facilities will be removed.

_____ (please initial)

Recurring Meetings

- ◆ No one organization will be granted the use of the facilities for more than two consecutive days without the approval of the Recreation Director. Organizations who wish to meet on a recurring basis also need the approval of the Recreation Director.
- ◆ Storage space is not available for meeting groups in the Recreation Centers.
- ◆ Organizations who do not give at least a 3-day notice for cancellation of activities may not be allowed use of space in the future and will forfeit their deposit.

Public Events

- ◆ For events where the public is invited, the renter will be required to provide a certificate of insurance naming the City of Palm Beach Gardens as additionally insured and meet any City insurance requirements.
- ◆ All rules and policies in this agreement apply to public events.

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 Palm Beach Gardens city limits may rent the facility for private functions including meetings, birthday parties, anniversary celebrations, receptions, employee training, etc. A business will not be permitted to use the Recreation Center 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 Palm Beach Gardens 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.

NON-RESIDENT PRIVATE/BUSINESS

This category includes any citizen or business located outside of the Palm Beach Gardens 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 egress and exit discharges.
- ◆ Lobby and hallways are considered common area and not rental space.
- ◆ Equipment may be reserved depending upon availability. Please contact the Recreation Division for more information.

_____ (please initial)



City of Palm Beach Gardens
Recreation Division

CATERER INFORMATION SHEET

Event Date _____ Name of Renter _____

Catering Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

Email address _____

Recreation Center Catering Terms & Conditions:

1. The catering company may not enter the Recreation Center until the time designated on the client's agreement. The client will be charged \$25 for every 15 minutes the caterer is in the building before or after the time allotted in the agreement.
2. The catering company must show proof of proper insurance and will be required to list the City of Palm Beach Gardens 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 Rental Exit Form.
4. The renter is the contact person for the event, not Palm Beach Gardens Recreation Division.
5. In the event this agreement is signed by someone other than the owner of the business, 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 Palm Beach Gardens 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, then such person becomes personally liable, without limiting the City's ability to bind this agreement.

Palm Beach Gardens Recreation Division is not responsible for any policy violations by the caterer or renter. I understand the above policies and I am aware that if any of these policies are violated, the renter will be charged accordingly.

Signature of Renter*

Date

Signature of Caterer

Date

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

Palm Beach Gardens Fax # 561-630-1144

*Signature on rental agreement and this form must match.



City of Palm Beach Gardens
Recreation Division

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 Division 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)

Palm Beach Gardens Fax # 561-630-1144

*Signature on rental agreement and this form must match.



Burns Road Recreation Center

Facility Rental Addendum

EMERGENCY OPERATION CENTER

The Burns Road Recreation Center has been designated as an essential facility during Emergency Operation Activation for the City of Palm Beach Gardens. 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 Recreation 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 for the Burns Road Recreation Center, 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

Palm Beach Gardens Fax # 561-630-1144

*Signature on rental agreement and this form must match.

<u>Room</u>	<u>Maximum Capacity (with tables and chairs)</u>	<u>Resident Rate</u>	<u>Non-Resident Rate</u>
Mirasol Center	65	\$100.00/hour	\$300.00/hour
Lakeside Card Room	24	\$50.00/hour	\$150.00/hour
Lakeside Main Room	65	\$100.00/hour	\$300.00/hour
BRRC Small Dance Room	15	\$50.00/hour	\$150.00/hour
BRRC Large Dance Room	50	\$75.00/hour	\$225.00/hour
BRRC Auditorium	150	\$100.00/hour	\$300.00/hour
BRRC Art Room	65	\$75.00/hour	\$225.00/hour
BRRC North Gymnasium	300	\$125.00/hour	\$375.00/hour
BRRC South Gymnasium	300	\$125.00/hour	\$375.00/hour
Kitchen	N/A	\$50.00 flat fee	\$50.00 flat fee
Police Security (per officer)	N/A	\$47.00/ hour	\$47.00/ hour
Support Staff (per staff member)	N/A	\$30.00/ hour	\$30.00/ hour
Basic Set-up/Tear down Mirasol (5 4' tables & 30 chairs)	N/A	Included	Included
Basic Set-up/Tear down BRRC & Lakeside (3 8' tables & 30 chairs)	N/A	Included	Included
Set-up/Tear down over the basic set-up	N/A	\$50.00-\$200.00(extra # of tables and chairs)	\$50.00-\$200.00(extra # of tables and chairs)
Event Permit Application	N/A	\$100 flat fee	\$200 flat fee
Use of the TV/DVD/VCR/ Projector/or Sound Equipment	N/A	\$25.00 flat fee	\$25.00 flat fee

All indoor rentals held after normal operating hours will be charged for support staff. Depending on the size and/or nature of the event, the Recreation Director or designee will determine the number of staff required. The Recreation Department also reserves the right to contact the Police Department to determine if an off-duty officer is required for the event.

Rental Fee..... hrs @ \$_____ per hr..... \$_____

Set-up/Tear Down.....\$_____

Kitchen.....\$_____ flat fee\$_____

Staffing..... staff members @ _____ hr(s) @ \$30.00 per hr..... \$_____

Misc.....\$_____

Deposit.....\$200.00-\$500.00

Total, not including tax: \$_____*

* Total balance may increase or decrease, depending on final agreement.

Indoor Facility Rental Policies

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

Requests for use of the Palm Beach Gardens Recreation Division facilities must be received at least 14 days prior to the event by completing a Permit Application. Applications may be submitted electronically from the City's website, www.pbgfl.com, or picked up at any Service Desk. _____

Turning in the Permit Application is only a request and events are not confirmed until you have received a written confirmation from the Recreation Division. _____

All indoor reservations require a \$200.00 refundable security deposit. _____

Applicants must be at least 21 years of age to make any reservations. _____

Approval for use is on a first come, first paid basis and depends upon space availability and size and/or nature of the event. _____

Due to any unforeseen circumstances, the City of Palm Beach Gardens reserves the right to cancel any event with a full refund to the permit applicant. _____

Access by permit 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. _____

Credit card, cash or business checks are the only form of payment for permits fees. Personal checks will not be accepted. _____

All fees are on an hourly basis with a 2-hour minimum. _____

Fees are based on resident or non-resident status. The City will make a determination of the applicable rate schedule based on the Permit Application submitted. Applicants requesting the resident rate must provide proof of residency within the incorporated City limits. Some applicants' driver's licenses which state Palm Beach Gardens as the city may actually be unincorporated Palm Beach Gardens. If this is the case, the non-resident rate will apply. _____

The City of Palm Beach Gardens **MUST** approve all equipment and entertainment for the event (including, but not limited to, DJ's, special games, banquet set-ups, catering, etc). All outside vendors must complete the appropriate forms located in the Facility Manual and be fully licensed and able to add the "City of Palm Beach Gardens, 4404 Burns Road, Palm Beach Gardens, FL 33410" as additional insured. _____

All cancellations must be made in writing to recinfo@pbgfl.com. To receive a full refund, a cancellation notice must be received a minimum of eight (8) days prior to the event. A 50% refund will be given if a cancellation notice is received 7-4 days prior to the event. No refunds will be made with less than a 4-day notice. _____

All rentals will end no later than 11pm. _____

Serving or consumption of alcohol on the premises is not permitted. This includes the parking lots. _____