



City of Palm Beach Gardens

Community Services Division

(561) 775-8261 * Fax (561) 775-1000

4301 Burns Road, Palm Beach Gardens, Florida 33410

PERMIT APPLICATION

Facility Information: Failure to disclose any information related to your event may result in cancellation of the permit.

Facility Requested: _____ Pavilion/Field/Court #: _____

of Participants: _____ Days Facility Needed: Mon Tue Wed Thu Fri Sat Sun (circle days needed)

Start Date: _____ Start Time: _____ End Time: _____

End Date: _____ Start Time: _____ End Time: _____

Sport/Activity: _____

Describe any modifications needed: _____
 (This may require additional approval and will be discussed with requestor if denied)

Organization Information:

Applicant Name: _____ Resident: Y or N

Primary Contact Person: _____ Title: _____

Phone: H - _____ W - _____ Email _____

Address: _____

Secondary Contact Person: _____ Title: _____

Phone: H - _____ W - _____ Email _____

Check all that apply to your group: Youth Association ___ Certified Non-Profit ___ Social ___ Athletic ___ Adult ___
 Private ___ Other: _____

Function Information:

Purpose: _____ Number of Participants: _____

Check all that apply to your function: Food Served ___ Advertised ___ Open to the Public ___

Admission Charged ___ Fundraising ___ Food Sold ___ Amplified Music ___ Bounce House ___ Tent/Canopy ___

Sporting/Team Event ___

Required Information to be Submitted with Request Form:

- ___ 1. Copy of COI (listing City of Palm Beach Gardens as additional insured)
- ___ 2. Copy of Activity Plan (schedules, written description of event, type of activity)
- ___ 3. List of all Coaches (youth sports only)
- ___ 4. Copy of By-laws, Rules of Play, and Code of Conduct (sports associations only)
- ___ 5. Background Consent Forms (youth organizations only)

The above named group & I, the undersigned, on behalf of the said group, agree to indemnify, defend & save harmless the City of Palm Beach Gardens, its staff & City Council from any & all injuries (including death), property damage & other claims, liabilities, losses & causes of action arising out any negligent act of omission by me or any person associated with said group during the permitted period & use of park facilities. By my signature, said group & I will comply with all park rules & regulations in addition to those listed on the back of this permit. I understand that I, as applicant, am responsible for the actions of those associated with my group & non-compliance in any may result in loss of security deposit and subsequent permits. No animals or alcohol is allowed in a City of Palm Beach Gardens park facility.

Signature of Applicant: _____ Date: _____

Do not write below this line – office only.

FOR OFFICE USE ONLY:

Requirements by City: All fees, deposits and additional requirements must be satisfied prior to permit date(s).

Date Received: _____ Name: _____ Fee: _____ Ck #: _____
Approval Date: _____ By: _____ COI: _____ Special Event Permit: _____
Work Order Completed: _____ Date Sent: _____ Rec Trac Calendar: _____
Permit Fee: _____ Light Fee: _____ Field Prep Fee: _____ Maint Fee: _____
Date permit requestor notified: _____ Means notified: phone email fax

Permit Rules and Regulations

1. No alcohol is allowed in City parks.
2. No pets are allowed in City parks with the exception of the Lilac Dog Park.
3. Vehicles are to remain in parking lot areas unless written authorization from Parks Superintendent or Parks Director to drive on concrete and spectator areas.
4. Users are asked to dispose of all trash and garbage in the proper containers.
5. Start time and end time are listed on the permit.
6. Any damage to City property or excess garbage or trash requiring City staff may result in loss of damage deposit or additional charges.
7. Park hours are 7am to sunset unless otherwise posted.
8. Park use is for its intended purpose only.
9. Playgrounds are not permitted for exclusive use.
10. If you have a permit and the facility is being used please contact the Parks Division at 775-8261.
11. If you have any questions or facility problems please contact the Parks Division at 775-8261.