



City of Sanibel

Rental Agreement

800 Dunlop Road, Sanibel, FL 33957

(239) 472-3700 ❖ FAX (239) 472-3065

Website: www.mysanibel.com

Prior to filling out this form and submitting with payment, contact the City Manager's Office at (239) 472-3700, ext. 351 to ensure the facility is available and to determine if event activities require a Special Event Permit. **Events with more than 25 participants/ attendees require a Special Event Permit.**

Applicant Name: _____ Date: _____

Address: _____ City/ State/ Zip: _____

Home Phone: _____ Work: _____ Cell: _____

Email address: _____

Event Name or Activity: _____

Event Date: _____ Number of Participants Expected: _____

Facility Requested:

Community Park(CP) Pavilion Shuffle Board Court(CP) Volleyball Court(CP)

RESIDENT RATE: \$25

\$10 per hour

\$10 per hour

NON-RESIDENT RATE: \$50

\$20 per hour

\$20 per hour

Bowman's Beach Pavilion

City Hall Gazebo

MacKenzie Hall

RESIDENT RATE: \$25

\$25

\$25 per 2-hour block

NON-RESIDENT RATE: \$50

\$50

\$50 per 2-hour block

A \$50 refundable damage/clean-up deposit shall be collected in addition to the rental fees for each reservation.

By signature below, it is understood by the applicant that this application is subject to review and approval by City staff and may be revoked at any time for non-compliance with rules, local ordinances, state statutes or if the event endangers the health, safety, or welfare of the public. The City reserves the right to cancel the event should any conflicts arise with scheduling, and will give reasonable notice to the applicant for the purpose of rescheduling. Applicant agrees to abide by all conditions in the Pavilion & Gazebo Rental Policy and any additional requirements of the City of Sanibel. Applicant understands that the use of fireworks, explosives and upward lighting are prohibited at all times.

Applicant Signature: _____ Print Name: _____

Applicant Driver License/ID # _____ Exp. Date: _____

--For City Use Only--

Amount Paid: _____ Date Received: _____ Receipt No.: _____

City Manager Authorization: _____ Date: _____

Pavilion & Gazebo Rental Policy

1. Pavilion and Gazebo rentals are on a first come, first serve basis. Reservations are not confirmed until payment is received.
2. **Reservations** made be made by mail or in person; no telephone reservations will be accepted. Mail or drop off pavilion rental agreement to Sanibel City Hall, City Manager's Office, 800 Dunlop Road, Sanibel, FL 33957. Checks should be made payable to the City of Sanibel.
3. Reservation fees are non-refundable. In the event of extreme weather conditions such as a tropical storm or hurricane, every effort will be made to reschedule your event on dates that the pavilion or gazebo are not already reserved.
4. The City shall collect a refundable damage/clean-up **deposit** in addition to the rental fee.
5. You must be eighteen (**18**) **years of age** or older to reserve a pavilion.
6. Once your pavilion or gazebo rental has been confirmed by the City, the pavilion is yours to use on your rental date during regular park hours and the City will post a reserved sign on the pavilion. You should bring a copy of your rental agreement with you on the day of the event. If another party is using the pavilion when you arrive, please show them your reservation form. In the event you need assistance, please contact the Sanibel Police Department at (239) 472-3111.
7. Applicant and attendees must abide by **park rules** (posted at park entrances and at parking meter areas).
8. **Feeding of wildlife is prohibited** by Ordinance. Do not leave food or trash unattended.
9. Dispose of all **litter** in the trash receptacles provided at the pavilion or parks.
10. Pavilions and Gazebo are available for rent from 8 a.m. to sunset, 365 days a year.
11. The consumption and possession of **alcoholic beverages** are prohibited at all City properties.
12. **Smoking** is prohibited at Community Park.
13. **Parking** at most City parks require an hourly parking fee or parking permit. To obtain a permit, contact the Sanibel Police Department at (239) 472-3111. Parking fees will not be waived for events. Applicant is responsible for ensuring that event attendees pay to park.
14. Right-of-way parking is prohibited at all City parks.
15. **Dogs** must be kept on leashes at all times and must be under the owner's direct control by Sanibel Ordinance.
16. All **decorations**, and any materials used to secure decorations such as tape, thumb tacks or string, must be completely removed from pavilions, gazebo and picnic tables following event.
17. Nails, hooks and fasteners are prohibited from use on pavilions, gazebo or picnic tables.
18. **Balloons, balloon decorations and banners are prohibited by Sanibel Ordinance.**
19. Upon conclusion of event, applicant is responsible for ensuring the pavilion and picnic tables are free of food, food debris, and trash prior to leaving.
20. **Fireworks, explosives and upward lighting are prohibited at all times.**
21. City Park personnel will clean and inspect the rental on the day of the event prior to the event start time. The morning after the event, park staff will re-inspect the rental for any trash, debris, decorations or damage. In the event trash, debris, decorations or damage is present, the deposit will be forfeited and applicant will be responsible for payment of fees which exceed the deposit amount.
22. **Deposits will be refunded** in a check form, no later than 30 days following the event date to the applicant at the address listed on the rental form.
23. For questions or concerns, please contact the City of Sanibel, City Manager's Office at (239) 472-3700, 8 a.m. to 5 p.m., Monday through Friday. Any problems or issues with a confirmed rental on Saturday or Sunday, please contact the Sanibel Police at (239) 472-3111.
24. **In the event of an emergency, please call 9-1-1.**

Applicant Signature

Date: