



Town of Lantana Facility Rental Application and Agreement

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| <input type="checkbox"/> Lantana Recreation Center
418 S. Dixie Highway
Lantana, Florida 33462 | <input type="checkbox"/> Bicentennial Park Pavilion
321 E. Ocean Avenue
Lantana, Florida 33462 | <input type="checkbox"/> Lantana Oceanfront Pavilion
<input type="checkbox"/> Lantana Beach Picnic Pavilion
100 N. Ocean Boulevard
Lantana, Florida 33462 |
|---|---|--|

Applicant Information

Renter's Name	Renter's Address
Renter's Phone Number	
Organization: _____	Type: ___ resident ___ non-resident ___ non-profit
Date of Event _____	Type of Event _____
Hours of Event: _____ to _____	Number of people attending _____

TO BE COMPLETED BY TOWN STAFF

OUTDOOR PAVILIONS

Rental fees and cash deposits must be paid in advance once application is completed and approved.

Bicentennial and Beach Picnic pavilions are available on a daily basis from sunrise to sundown.

Beach Picnic Pavilion - \$50.00 rental fee + \$3.00 sales tax and \$50.00 cash security deposit	\$103.00
Bicentennial Pavilion - \$50.00 rental fee + \$3.00 sales tax and \$50.00 cash security deposit	\$103.00
Oceanfront Pavilion - \$175.00 rental fee + \$10.50 sales tax and \$125.00 cash security deposit	\$310.50

Oceanfront pavilion rental hours are from 9:00 a.m. to 5:00 p.m. and include optional prepaid reserved parking spaces (10 max). *Prepaid parking:* _____ spaces at \$12.00 each _____

Additional staff charges for rentals after operating hours @ \$36.00 per hour (to secure pavilion) _____

RECREATION CENTER

The recreation center is available for rent from 9:00 a.m. until midnight. A certificate of insurance in the amount of \$1,000,000 naming the Town as an additional insured is required for use of the Recreation Center. Alcohol may be served at event (*Recreation Center only*) by purchasing a Special Event Permit at the time of application; there is a \$50.00 non-refundable charge for this permit. If alcohol will be served, the certificate of insurance must include liquor liability. Use of the kitchen/food prep area is an additional \$25.00 per event.

Rates: \$50.00/hour for residents or non-profit organization
\$75.00/hour for all others
\$150.00 cash security deposit secures the date of event.

_____ hours x \$ _____ /hr = _____	
<i>Food prep area</i>	\$ 25.00
Subtotal	_____
Sales Tax (6%)	_____
BALANCE DUE	_____
<i>Special Event Permit (alcohol)</i>	\$ 50.00

TOWN OF LANTANA FACILITY RENTAL POLICIES

Cash security deposits are required at the time of reservation for rental of all Town facilities. Deposits will be refunded 7 to 14 days after the event upon approval of facility condition.

- Bicentennial Pavilion - \$50.00
- Beach Picnic Pavilion - \$50.00
- Oceanfront Pavilion - \$125.00
- Recreation Center - \$150.00

Cancellation Policy: Refunds of rental fees and security deposit are subject to a 10% administrative fee and are available for cancellations made a minimum of 30 days in advance of event. All cancellations must be made in person or in writing.

It is the renter's responsibility to return the facility in same manner as found, which includes sweeping, wiping tables and placing trash in bags and leaving in a container outside the building. Tables and chairs are available, but the renter is responsible for set-up, break-down, and storage of tables and chairs at the end of event. Please report if conditions are unsuitable upon arrival.

The Town of Lantana is not responsible for articles, food or materials left at the conclusion of the event. These items will be disposed of at the discretion of the Town.

Alcoholic beverages are prohibited at Town facilities (except by permit at the Recreation Center).

Decorations must be free-standing. No tape, nails, or balloon strings are allowed on walls or pavilion.

Air conditioning thermostat at the Recreation Center must be set to 78 degrees at end of event.

All doors at Recreation Center must remain closed for the duration of event.

Neither the Lessee nor anyone in the Lessee's party is permitted in any area not designated in the agreement.

The Lessee is responsible for the actions of guests or any subcontractors hired by the Lessee. All participants are expected to behave in an appropriate fashion at all times.

Pets, animals or livestock of any kind are not allowed in the building. Exceptions to this rule will include seeing-eye dogs or other animals specifically used to aid the blind or disabled.

RELEASE WAIVER

I have read and understand the rules and regulations of the Town of Lantana that have been made available to me. All requirements and guidelines have been reviewed with me by _____.
Town Employee

I understand that if any of these rules are violated it will result in forfeiture of my security deposit.

Applicant's signature _____

Date _____

Approved _____

Date _____

**THE TOWN OF LANTANA
HOLD HARMLESS AGREEMENT**

This AGREEMENT made this ____ day of _____, 20____, by and between _____ (herein referred to as "APPLICANT") and the Town of Lantana, Florida, (herein referred to as "TOWN".)

WHEREAS, APPLICANT affirms that all facts set forth in the application are true and correct and understands that the TOWN may impose reasonable conditions upon the permit in order to reduce adverse impacts and to protect the health, safety and welfare of all:

WHEREAS, APPLICANT further agrees to comply with the TOWN'S rules, regulations and policies for the reasons set forth above; and the TOWN intends to approve APPLICANT'S request;

NOW THEREFORE, in consideration of the above, APPLICANT agrees to release, indemnify and hold harmless the TOWN from any and all claims, including costs and attorney's fees incurred by the TOWN in defense of such claims, that may arise as a direct result of activities held by APPLICANT and APPLICANT'S participants during the duration of the event for which this permit is issued.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT, including any addendum's attached hereto, on the date and year first written herein.

Applicant signature

Witness

Print Name

Organization

Witness

RENTAL INSPECTION AND REFUND OF DEPOSIT

Rental Inspected by _____ Date _____ Time _____

Deposit refundable? YES _____ NO _____

If no, reason _____

Deposit Refunded: Amount _____ Date _____

Applicant's signature