



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 |
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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 @ \$42.00 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: Town Resident or Non-Profit

\$25.00/hour (weekday)

\$75.00/hour (weekend/holiday)

Non-Resident

\$50.00/hour (weekday)

\$100.00/hour (weekend/holiday)

\$150.00 cash security deposit secures the date of event.

_____ hours x \$ _____ /hr = _____

Food prep area \$25.00

Subtotal _____

Sales Tax (6%) _____

BALANCE DUE _____

TOWN OF LANTANA FACILITY RENTAL POLICIES

Cash security deposits are required at the time of application for rental of all Town facilities. Security deposits will be refunded by check and mailed within 30 days after receipt of a Facility Inspection Report approving the condition of the facility.

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

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

Cancellation Policy: Refunds of rental fees and security deposit are subject to a 15% 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.

Responsibility: The renter is responsible for all parties/vendors attending. All participants are expected to conduct themselves appropriately at all times. Disrespect for other facility users or employees, damage to property, failure to clean-up, non-compliance, or failure to vacate in a timely manner will result in the renter being asked to leave the facility, forfeiture of security deposit, and/or loss of future rental privileges.

The renter is responsible for returning the facility in same manner as found, which includes sweeping/mopping floors, wiping tables and placing trash in bags and leaving in a container outside the building. Please report if conditions are unsuitable upon arrival.

Tables and chairs are available to use, but the renter is responsible for set-up, break-down, and replacing tables and chairs in original position at the end of event.

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

All doors at Recreation Center must remain closed for the duration of event. Music or loud noises cannot affect other patrons/residents.

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

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.

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

The renter is responsible for replacement of damaged grass or landscape.

RELEASE WAIVER

I have read, understand and hereby agree to the Town of Lantana Facility Rental Policies that have been made available to me and that apply to this agreement.

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 _____

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

Witness

CASH SECURITY DEPOSIT

Security deposit of \$ _____ was received on _____ by _____

Applicant signature

Employee signature

RENTAL INSPECTION AND REFUND OF DEPOSIT

Rental Inspected by _____ Date _____ Time _____

Deposit refundable? YES _____ NO _____

If no, reason _____

Deposit Refunded: Check Number _____ Amount _____ Date _____