



Facility Use Application

Cultural Center ()

Commons Sporting Center ()

Applicant's Name: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: (C) _____ (H) _____ (O) _____

Group/Organization: _____

Additional Contact: _____ Phone: _____

Facility: _____

Function Type: _____

Private: Resident () Non-resident () Business () Non-Profit () (certificate required)

Day/Date of Event: _____

Event Time: _____ to _____

NOTE: Last minute changes may not be possible. _____ (Renter's Initials)

Number of Attendees: _____

Will Alcoholic Beverages be served? YES _____ NO _____

(If yes, it is the applicant's responsibility to hire a PBSO Deputy to be on the premises during the event)

Caterer: Name _____ Phone: _____

(Must be registered with the Village)

PLEASE INITIAL ON THE LINE TO THE LEFT OF EACH STATEMENT

___ I certify that there are no misrepresentations, omissions of falsifications in the foregoing statements and answers, and that entries made by me are true, complete and correct.

___ I agree and consent, in advance, that the reservation for the use of this facility may be cancelled by Royal Palm Beach without cause or hearing if any of the information provided by me contains any misrepresentation or falsification, or if any material information has been omitted.

___ I understand that the completion of this application does not constitute a reservation. No meeting or event is confirmed or placed on the calendar until a written Rental Agreement is signed and a 50% booking deposit (plus tax) is collected.

___ I understand that if I do not leave the facility in its original state by the time specified in the Rental Agreement, I will forfeit my \$200.00 security deposit.

___ Any requests for changes of the event, must be made in writing no later than 7 days prior to the scheduled date. Royal Palm Beach allows for one (1) date change request at no additional charge to the applicant. Such a request must be submitted in writing no less than (60) days prior to the original scheduled event.

___ I understand that for events where alcohol is made available, I am required to hire a PBSO uniformed Deputy to be on the premises.

___ I understand that if a caterer is being used, such caterer must register with the Village and a copy of the said caterer's license and insurance listing the Village of Royal Palm Beach as additionally insured for amount of not less than \$1,000,000.

___ Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Applicant's Signature: _____

Date: _____

VILLAGE TO BE HELD HARMLESS:

I, the undersigned, intending to be legally bound, do hereby for myself, Family, guardians, dependents, heirs, executors and administrators, waive and release any and all rights and claims for damages which I/we may have against the Village of Royal Palm Beach, their representatives, successors and employees for any injuries which I/we may suffer in connections with my/our use of this facility. I have read the above and understand the rules and regulations of the Village of Royal Palm Beach that have been made available to me.

Print Name: _____

Signature: _____

Date: _____



Village of Royal Palm Beach Facility Rules and Regulations

Rental Date: ____/____/____

Rental Time: _____ am/pm to _____ am/pm

Introduction

The mission of Royal Palm Beach Parks and Recreation Department is to offer a high quality facility for public and private rental. The facility is ideally suited for rentals to residents, non-profit organizations, business meetings, community dances, private rentals, weddings and special events.

The following rules and regulations that govern the facility are important and everyone renting this facility will be expected to abide by these rules to preserve the facility for future generations.

The contents of this document can be revised without notice. Applicant and all parties involved will be held accountable for any changes to this document. This Rental Policy is available on the Village of Royal Palm Beach website, www.royalpalmbeach.com

Reservations

All reservations will be handled through the Royal Palm Beach Parks and Recreation Department.

Requests must be made in writing prior to the event by using a Facility Use Application. This application is available at the Royal Palm Beach Recreation Center, Cultural Center, Commons Sporting Center or be downloaded from www.royalpalmbeach.com

Reservation Process

The facilities will be reserved on a first come, first made basis contingent upon when the deposit is received. No meeting or event is confirmed until a written contract is signed and a 50% facility deposit is collected. Applicants may visit the facilities Monday through Friday from 9am to 5pm. It is recommended that you call in advance of your visit to be sure the room is available for viewing. Reservations are made by appointment only.

Eligible Applicants

Any incorporated or unincorporated areas of Royal Palm Beach, resident, business, non-profit and civic group is eligible to rent the facility provided they are within the guidelines of the Facility Policies. Fees are based on two (2) categories.

Category 1: Resident/Not-for-Profit

Village of Royal Palm Beach Residents may rent the facility for private functions. This is defined as a wedding, banquet, birthday celebration, anniversary party, retirement party, employee recognition and meetings otherwise not categorized. Proof of residency is required.

The Not-for-Profit category is defined as an organization that is governed by a board and by-laws that possesses a 501(c) Tax-Exempt Certificate.

A Not-for-Profit organization as defined for purposes of this policy is as follows: civic, religious and fraternal possessing federal 501(c) tax exempt status.

Charitable Organizations – 501(c)(3)

Social Welfare Organizations – 501(c)(4)

Business Leagues – 501(c)(6)

Fraternal Societies – 501(c)(10)

Veteran's Organizations – 501(c)(19)

As evidence of tax-exempt standing in order to be eligible for the lower rates, the Village of Royal Palm Beach requires a copy of the group's 501(c) form. Any group claiming exemption from state sales tax must provide a copy of its Florida Sales Tax Exemptions Form. A letter signed by the head of the group or organization i.e. president, pastor, principal, etc. stating the date(s), time(s) and users or group benefiting from this event or function. For regular scheduled group meetings, a list of meeting dates and times signed by the group leaders described in this paragraph will satisfy this requirement. Personal and social occasions will not be recognized by the Village of Royal Palm Beach under the Non-Profit status. Personal and social events are defined as weddings, birthday celebrations, anniversary parties, retirement parties, etc. Any groups found abusing this privilege may be subject to losing the benefits of these lower rates.

Category 2: Non-Resident or For-Profit Businesses

Incorporated businesses and persons residing outside the corporate Village of Royal Palm Beach may use the facility for meetings and private parties.

Disqualifying factors for facility rentals:

- Use is considered contrary to the Village's best interest
- Advocacy to overthrow the Federal, State or Local Government
- Misrepresentation of rental information
- Previously caused or allowed damage to Village Property
- History of hostile or violent behavior
- Past conduct has resulted in police or fire department response
- If number of rentals exceed more than two times per month
- Rental disrupts the normal operations of the facility.

Cultural Center Room and Amenities

The Cultural Center consists of 2 main areas: the auditorium (upper and lower) with a prep kitchen and meeting rooms, all of which have their own unique qualities and rules.

- Auditorium – This 5100 square foot room is equipped with a stage, sound system, fixed screen, and fixed projector with VCR/DVD hook up. The auditorium has the seating capacity for 272 banquet style or 397 theater style and almost anything in between. The auditorium can be divided into three (3) separate meeting rooms. These rooms can be divided by light duty walls. The auditorium is conveniently located adjacent to the kitchen, which can be accessed for an additional fee. Tables and chairs are available in the auditorium. The Village currently has 60-inch round tables that can seat 6-8 people per table, as well as 8 foot banquet tables. There are also approximately 500 upholstered, cushioned chairs that are very comfortable. The Village of Royal Palm Beach does not permit the use of any outside rental of chairs or tables.
- Meeting Room A or B – These 1000 square foot rooms are equipped with a dry erase board. The seating capacity is 40 banquet style or 48 theater style. The applicant can rent both Meeting Room A and B together. The combined capacity is 80 banquet style or 88 theater style.

Sporting Center Amenities

The Sporting Center consists of two rental areas: The Banquet Room with Veranda, and the Banquet Garden.

- Banquet Room – this 3100 square foot area is located on the third floor overlooking Commons Park. The facility is equipped with an elevator, which serves the second and third floors for your guests and also serves the first floor for deliveries and caterers. Please note that the First floor

is for Authorized Personnel ONLY. Fryers, grills, broilers, ovens, propane stoves, burners and hot plates are NOT PERMITTED. Tables and Chairs are available with the Banquet Room. The Village currently has 60-inch round tables that can seat 6-8 people per table, as well as 8 foot banquet tables. This space has a seating capacity of 160 banquet style. The Veranda features roll down window curtains. All window curtains will remain in the down position when the sliding glass or stationary doors are opened. All doors are to be closed when the window curtains are in the open position. **ONLY ROYAL PALM BEACH STAFF IS AUTHORIZED TO OPERATE THE WINDOW CURTAINS.**

- Banquet Garden – This outdoor space overlooks the Great Lawn at Commons Park. It is equipped with a small stage and twelve (12) 8 foot picnic tables. The capacity for this area is 150 persons. With this space, you have the option to have the picnic tables removed, and bring in outside tables and chairs. Please note, these rentals must be removed by the end of your rental, or you will forfeit your Damage Deposit.

Banquet Garden

INCLEMENT WEATHER ONLY, the applicant may reschedule their event to a later date by calling 561-790-5140 and leaving a message or emailing Keri Chicano at kchicano@royalpalmbeach.com. The voicemail or email must be received at least 30 minutes prior to the scheduled start time of the event. All events are based on facility availability. There will be no refunds.

Set Up/Decorations

The rental fee includes tables and chairs based on room capacity. The applicant must allow for set-up, decorating time, accepting all outside deliveries (cake, caterers, and musicians) and receiving outside rental equipment. Village Staff will have the room set up with tables, chair, etc. prior to the rental. The applicant will be permitted in the room no earlier than the time designated on the facility application unless pre-approved by the Village Recreation Supervisor or designee.

The applicant is required to provide the Recreation Supervisor or designee a detailed layout of the room set up and decorating plans within (10) working days prior to the event. If no written layout is received by this time, the applicant will be subject to the layout design of the staff on duty. If the applicant wishes to make minor changes to the layout, they may do so on their own.

- Decorations will be pre-approved by the Supervisor or his/her designee.
- Decorations must be free standing or tabletop.
- Lobby furniture may not be moved. Plants must have drainage protection for carpeting/flooring.
- Tacks, nails, screws, staples or other surface adhesives or objects that may damage the walls or other Village property are not permitted. Any damage accessed will be charged to the applicant.

Alcoholic Beverages

Alcohol is permitted, but cannot be sold without an alcohol permit, which must be purchased from the State of Florida Department of Business & Professional Regulation, a division of Alcoholic Beverages & Tobacco. A \$1,000,000 Liability Insurance Policy is required, and must list The Village of Royal Palm Beach as additionally insured. If you will be selling alcohol, you must supply the Village with a copy of your permit prior to your event. When alcohol is served at partied, the permittee is required to hire a Palm Beach County Sheriff's Office Deputy. Pending on the type of alcohol usage permittee will have to complete Appendices A-D and return them to the Village staff no later than ten (10) working days prior to the date of the event. Bartenders are required to complete the **Royal Palm Beach Bartender Agreement** (appendix B) and post a sign that stating that nobody under the age of 21 will be served. Bartender's Driver's license will be copied onto the Bartender's Agreement. Bartenders are required to

check identification when alcohol is served. Drinking by minors (under 21) will NOT be tolerated. If a minor is served, your event will be shut down and the Sheriff's Department will be notified.

Amplified Sound

Music and public address systems must comply with the Village codes regarding permissible noise levels in public places.

Cigarettes/Cigars

The Sporting Center and Cultural Center are Smoke-Free facilities. Designated smoking areas are located outside of the building along with appropriate smoking receptacles.

Decorations

For decorations and lighting, the use of candles, sparklers and/or fog machines are NOT PERMITTED. Rice, glitter, confetti, flower petals or similar materials are NOT PERMITTED throughout the facility. Birdseed or bubbles may be used outdoors only. Masking tape, duct tape, clear packing tape, thumbtacks, nails or staples are NOT PERMITTED. Use of prohibited items will result in the forfeit of the damage deposit. If there is damage to walls, doors, frames, tables, chairs or other Village Property in the facility during the rental set-up, event or cleanup, your damage deposit will NOT be returned. **NO STRIPPERS, EROTIC DANCERS OR LEWD AND LASCIVIOUS BEHAVIOR.**

The Village of Royal Palm Beach is NOT responsible for any property, including decorations, which are placed upon the premises of the facility (both inside and out) by the renter or any of their agents. Village stall will NOT accept items delivered before or old for pick-up after your event. It is your responsibility to check in/out all deliveries. All decorations must be taken down after your event. All decorations and trash must be picked up and bagged by the ending time on your rental contract. Failure to clean the facility and remove all decorations will result in the loss of your damage deposit.

Facility Safety

For the safety of our guests, Palm Beach County Fire Rescue (PBCFR) has set a maximum capacity for the area. Should an event exceed the maximum capacity, the staff of the facility has the right to call the Fire Marshall and the a) event contact may be asked for guests to leave the facility until the capacity is met; OR b) the event will be shut down as determined by PBCFR. In the event of a fire alarm, the building is to be evacuated immediately. Re-entry will only be permitted with the authorization of the senior fire official on scene. Exit signs are located throughout the facility. If the fire alarm system is activated, the system will automatically shut down the air conditioning units throughout the facility.

Post Event

After the event, a post event walk-through will be performed. Village staff will visually inspect the building immediately following the function with the applicant or a member of the group, if one is available. Staff will review the facility for possible damage or problems. Providing there are no deductions, a refund requisition will be sent to the Finance Department and a check will be issued to the individual listed on the rental contract. This refund process takes up to 30 days to process. If there are any deductions, the permittee will be contacted to discuss any damage noted during the walk-through or additional damage found, and what course of action will be taken. Once the deductions have been made, a refund requisition will be sent to the Finance Department and a check will be issued to the individual listed on the rental contract. This refund process will vary depending upon the assessed damage and repairs. The group will be responsible for the replacement or repairs of any part of the

buildings or its contents therein which becomes broken, defaced or damaged as a result of the rental. The facility and its contents will be left in the same condition in which the group found them.

Contract Labor

Agreements with caterers, entertainers, photographers and all other outside vendors are the responsibility of the facility applicant. These vendors include caterers, bands, disc jockey, florists, etc. Please insure that all outside vendors are properly licensed and insured, and that they can provide the Village of Royal Palm Beach with sufficient proof of licensing and insurance upon request. Anyone utilizing the kitchen/prep area will be responsible for cleaning up (removal of all supplies, trash, prep counters and refrigerator if applicable) the area at the conclusion of the event. Deduction of the damage deposit will occur if the kitchen is not left clean or if there is damage to any of the area/equipment.

Permits

Please note that permits are non-transferable and are good only on date specified.

Please Initial to show you've read and agree to all rules and regulations _____ Date _____