



Rental Guidelines for Village of North Palm Beach

Indoor Recreational Facilities

What the North Palm Beach Recreation Department Provides:

- a. Use of the specifically designated space.
- b. Use of existing electrical and water utilities.
- c. Use of specified chairs/tables available at a particular site.
- d. A limited supply of trash bags, toilet paper and cleaning supplies will be available for your convenience. It is recommended that you bring these items in the event of a shortage.
- e. Staff members on duty during the function are working in a Village capacity and will not be expected to be utilized as wait staff and/or clean up.

What the Lessee is to provide:

- a. The Village has the authority to require security personnel as a condition of rental if the type of activity warrants it. This would be at the renter's expense and at the discretion of the Village.
- b. The Village requires that the Lessee provides commercial general liability insurance in an amount not less than \$500,000 per general occurrence and a \$1,000,000 general aggregate based on the nature of the activity being offered. Proof of such coverage in the form of an insurance declarations page shall be given to the Village prior to signing this agreement.
- c. Providing that a responsible agent is on site at all times during the function. All lessees are responsible for the conduct of their participants, workers and guests.
- d. Examine facility before your event to ensure that everything is in good condition. Report any problems *prior* to your function to staff on duty.
- e. Post function - removal of all equipment and/or decoration from facility at the conclusion of the function. Tables/chairs must be returned to storage. Sufficient cleaning to leave facility in the same condition it was in upon group's arrival. Remove trash/garbage from facility to appropriate outside receptacles or dumpster. Setup, decorating and cleanup times are to be *included* in your total rental. No equipment is to be left behind.
- f. The contact is required to remain on premises until all members have left and will walk through the rental area with staff prior to leaving the facility.
- g. In order to get a tax exempt rate, lessee must provide a copy of the organization's Florida Tax Exempt Certificate upon application for rental otherwise, state sales tax will be included in rental rates.

Damage and Deposits:

- a. A separate security deposit in the amount of \$200.00 may be required and will hold your reservation, pending final approval. Confirmation will be sent via email.
- b. Your group will be responsible for the replacement or repair of any part of the building/contents/grounds therein, which becomes broken, defaced or damaged by members of your group or their children.
- c. Damage fees are assessed in the following situations or as deemed necessary by Recreation Staff:
 1. Removal of carpet stains requiring more than standard extraction techniques.
 2. Stains on walls.
 3. Broken furniture and/or equipment.
 4. Defacement of any part of the interior or exterior of the building.
 5. Damage created by improper use of equipment or non-compliance of facility rules.
 6. Equipment found to be missing as a result of a group using building.

7. Damage fees are based on replacement or repair costs incurred by the Village, and may exceed deposit amount, in which case lessee will be billed.
- d. A post-function walk through will be required. The Recreation staff will visually inspect the premises immediately following the function with a member of the group, if one is available. Within 3 business days, a member of the Recreation staff will contact the Group to discuss any damage noted during the walk-through or additional damage found and what course of action will be taken.
- e. The deposit will be returned within thirty days, less any amount withheld for damages.

Cancellation Policy:

- a. Village activity has precedence over all facility rentals. The Village reserves the right to deny/cancel any rental due to any unforeseen circumstances. For example, a rental may get canceled due to a maintenance or safety issue. If the Village cancels the rental, a full refund will be given.
- b. The Village reserves the right to revoke or cancel any rental upon violation of any rules, ordinance, condition or restriction under which the permit was issued. In such case, no refund will be given.
- c. Should you have to cancel your activity, contact the Parks & Recreation Dept. at 561-841-3386 as soon as possible. Cancellations must be made 24 hours or more in advance of rental time for a full refund.

Facility Rules & Regulations:

- a. If serving food and beverages inside a carpeted building, a \$25 non-refundable cleaning fee will be applied for each approved instance and must be paid in advance.
- b. Alcoholic beverages are not permitted.
- c. All Recreation facilities are non-smoking. Smoking is permitted outside the building in designated areas.
- d. Children must be supervised by an adult throughout the time they are on the premises.
- e. Recreation staff present for the function is the acting authority, represents the Village, and has the final say.
- f. No admission may be charged unless specified in writing at the time the rental is requested.
- g. Office phone and equipment is for use by Recreation Staff only.
- h. Groups that exceed contracted function times will be charged for additional hours.
- i. Lessees are expected to have respect and consideration for other parties in the building. The entrance, lobby, restrooms and parking areas are to be shared by all parties.
- j. Should a group provoke disturbances, create problems, defy rules, and/or act in an unrefined manner, the Recreation Department reserves the right to cancel and void all contracts with the group.
- k. Decorations must meet Recreation staff approval in advance.
- l. If the program/class/event will be using the services of an outside vendor, you must complete the **Outside Vendor Information Sheet**. All equipment and entertainment for the event (including, but not limited to DJ's, special games, banquet set-ups, catering, etc.) **MUST** be approved by the Village.
- m. All Village buildings are closed in observance of approved holidays (see Holiday Schedule).

Disqualify Factors:

- a. Use that is considered contrary to the best interest of the Village.
- b. Misrepresentation of information provided.
- c. Caused or allowed damage to Village property.
- d. History of hostile or violent behavior.
- e. Past conduct has resulted in Police/Fire response.
- f. Current/outstanding code violations.
- g. Non-payment of class fees.

Omissions:

- a. In the case of any provisions not covered here, applicable Village, county, state or federal regulations will apply.
- b. In the event of conflicts between those regulations, the one deemed stricter will apply.

The Village of North Palm Beach takes great pride in the condition and cleanliness of our parks and facilities. We are happy to be able to provide these parks/facilities for your functions, affairs and activities, and we hope that you enjoy your event in a comfortable, clean, safe and pleasing surroundings. We ask, in return, that you leave the parks/facilities in the same, pristine conditions in which you found them. Please immediately report any defective equipment, unsafe conditions or problem areas to the Recreation Department at 561-841-3386.



NORTH PALM BEACH
PARKS & RECREATION DEPARTMENT
 603 Anchorage Drive • North Palm Beach, FL 33408
 561-841-3386 www.village-npb.org

INDOOR FACILITIES RENTAL FORM

Name/Group Requesting Rental: _____

Location of Rental: Anchorage Community Center Osborne

Activity Description: _____

Estimated Number of Participants: _____

Dates and Times of the Rental/Event:

	Date	Day	Begin Time	End Time
Event Day 1	_____	_____	_____ <input type="checkbox"/> am <input type="checkbox"/> pm	_____ <input type="checkbox"/> am <input type="checkbox"/> pm
Event Day 2	_____	_____	_____ <input type="checkbox"/> am <input type="checkbox"/> pm	_____ <input type="checkbox"/> am <input type="checkbox"/> pm
Event Day 3	_____	_____	_____ <input type="checkbox"/> am <input type="checkbox"/> pm	_____ <input type="checkbox"/> am <input type="checkbox"/> pm
Event Day 4	_____	_____	_____ <input type="checkbox"/> am <input type="checkbox"/> pm	_____ <input type="checkbox"/> am <input type="checkbox"/> pm
Event Day 5	_____	_____	_____ <input type="checkbox"/> am <input type="checkbox"/> pm	_____ <input type="checkbox"/> am <input type="checkbox"/> pm

Submitting the Application is only a request and events are not confirmed until you have received confirmation from the Recreation department. *Initial/Date* _____

Due to any unforeseen circumstances the Village reserves the right to deny or cancel any event with a full refund if applicable to the applicant. *Initial/Date* _____

APPLICANT INFORMATION

Organization holding Rental/Event: _____

Responsible Party: _____

Home Address: _____

Mailing Address: _____

Phone Number: _____ Cell: _____ E-mail Address: _____

EVENT DETAILS

Will the Rental/Event require the use of electricity? Yes No

Will the Rental/Event require the use of tables/chairs? Yes No

Will food and beverages be served? Yes No

(Any rental serving food and beverages inside a carpeted building will be assessed a \$25 non-refundable cleaning fee. Alcoholic beverages are not permitted.)

Will the Rental/Event require an admission charge? Yes No

Will the Rental/Event be promoted and/or advertised? Yes No

If YES, please indicate where and attach a copy of the proposed advertisement. Failure to complete this section and/or leaving this section blank will result in disqualification.

Will music be provided? Yes No

Time of Day _____ Live Band DJ Sound System

Will the Rental/Event have any outside vendor/concession sales? Yes No

Will the Rental/Event be using the services of outside vendor(s)? Yes No

The Village of North Palm Beach **MUST** approve all equipment and entertainment for the event (including, but not limited to DJ's, special games, banquet set-ups, catering, etc). All outside vendors must complete the **Outside Vendor Information Sheet**. Vendors needing electricity **MUST** bring own generator.

Are you proposing any signs/banners? Yes No

If YES, please describe the number and size of proposed signs/banners and where they are to be placed:

Will any temporary structures be associated with the Event (e.g. bouncy house)?

Yes No Type: _____ Quantity: _____

If YES, attach a map of the site indicating size and location of proposed structure(s). Waterslides are not allowed. Set up and breakdown should take place during reserved time frame only.

Cleanup services provided by: Self Company _____

If the rental/event site is not cleaned thoroughly, a cleanup fee will be assessed.

Rental Fees are based on resident or non-resident status. The Village will make a determination of the applicable rate schedule based on the Permit Application submitted. Applicants requesting the resident rate must provide proof of residency within the incorporated Village limits.

Access by permit applicant is granted for reserved time frame only. Decorating and cleanup must be included within the time frame. If the event exceeds the rented time frame, additional fees will be charged.

FEES

Rate: \$ _____ @ _____ hours/games/practices per day x _____ days = \$ _____

Rate: \$ _____ @ _____ hours/games/practices per day x _____ days = \$ _____

Rate: \$ _____ @ _____ games/practices = \$ _____

+ 7% Sale Tax: = \$ _____

(Tax exempt organizations must show certificate)
(Insurance required for rentals involving athletic activity)

Cleaning fee* (non-refundable): \$25.00 = \$ _____

Staff charge**: \$26.00 @ _____ hours = \$ _____

TOTAL: \$ _____

Security/damage deposit: \$ 200.00 (Check Only)_

** *If serving food/beverages in carpeted area*

** *Recreation Staff if necessary/required*

(2hr minimum for room rental; 3hr minimum for afterhours room rental; 3hr minimum for gym rental)

Make all checks payable to “**Village of North Palm Beach.**”

Required Signatures

My signature on this document affirms that I understand and will comply with the provisions and regulations of the Code of the Village of North Palm Beach, Florida. I further certify that of all the information contained in this agreement and all documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that this agreement and its attachments become part of the official records of the Village of North Palm Beach and are not returnable.

In consideration of the Village’s grant of the request to rent Village facilities and/or conduct a special event or class, Instructor or Group agrees to indemnify and hold the Village of North Palm Beach, its officials, officers, employees and agents, harmless from and against any and all claims, liabilities, losses and/or causes of action of whatsoever type, including, but not limited to claims resulting from the injury or death of any person or property damage which arise from or relate to any negligent or intentional act or omission of the Instructor/Group, or the Instructor/Group’s agents, employees, customers, contractors or subcontractors, during the use of Village facilities and/or the course of the rental, special event or class.

I have read and understand the Facility/Park Rental Guidelines and I will assure my organization/group’s compliance with them. I understand that violations may result in annulment of this agreement or a ban against the continued use of the facility.

This rental agreement will be effective from _____ through _____.

Applicant’s Signature

Date

Prepared By:

Date

Approved By Director:

Date

Recreation

1. Rentals are subject to sales tax. The fees shown below do not include sales tax.		
2. The Village reserves the right to change fees at any time with Council approval.		
4. 501C organizations and local schools will be charged at the Resident rate.		
<u>Description</u>	<u>Fee (hourly)</u>	
	Resident	Non-Resident
Anchorage Park Activities Building (Hourly)		
Room A	\$26.00	\$37.00
Room B	\$37.00	\$63.00
After Hours Building Charge	\$106.00	\$212.00
After Hours Staff charge	\$26.00	\$26.00
Anchorage Park (Hourly)		
Anchorage Gazebo	\$25.00	\$41.00
Volleyball (1 court)	\$25.00	\$36.00
Volleyball (2 courts)	\$36.00	\$51.00
Community Center (Hourly)		
Gymnasium	\$110.00	\$210.00
Non-Profit (W-501 C-3) Charge	\$110.00	\$110.00
Multi-Use Village Rental	\$30.00	\$30.00
Field (No Lights)	\$35.00	\$70.00
Field (Lights)	\$70.00	\$100.00
Osborne Park (Hourly)		
Recreation Building	\$53.00	\$159.00
Field (No Lights)	\$37.00	\$74.00
Field (Lights)	\$74.00	\$106.00
After Hours Building Charge	\$106.00	\$212.00
After Hours Staff charge	\$26.00	\$26.00
Sports Programs (Per Player/League)		
Youth (All Sports)	\$75.00	\$85.00
Marina Fees (Annual)		
Dry Storage		(Yearly Fee)
15 feet & under	\$700.00	
16 - 20 feet	\$750.00	
21 - 25 feet	\$800.00	
26 - 30 feet	\$850.00	
31 - 35 feet	\$900.00	
36 feet & over	\$950.00	
South Docks	\$2,562.50	
Ramp Decal	\$60.00	
Temporary Day Launch Permit (Resident Only)	\$10.00	
North Floating Docks	\$3,465.00	

Library

<u>Description</u>	<u>Fee</u>
Overdue Fines (Maximum fine per item is \$5.00)	
7/14/28 day books	\$0.25 per day
Audio / CD Books / Music CDs / DVD / Inter-Library Loans / Magazines	\$0.25 per day
Lost / Damaged Items	
Lost or Damaged Item	Cost of Item
Lost Library Card	\$1.00 per card
Kindle	\$119.00
Kindle Case	\$30.00
Nook	\$100.00
Nook Case	\$35.00
USB Cord / Plug Adapter / Carrying Bag	\$10.00
T-Mobile Hotspot Device	\$84.00 per unit
T-Mobile Hotspot Case	\$14.99 per case
Memberships	
Library Cards - NPB Resident / PBC Resident	No Charge
Library Cards - Non-Residents per Household	\$25.00
Services	
Black and White Copy / Print	\$0.25 per copy
Color Copy / Print	\$0.50 per copy
Fax Service	\$1.00 per page
Scanning	No Charge
USB Drives	\$5.00 per unit
Rental Fees	
Obert Room	
Rental	\$30.00 per hour
Setup	\$10.00
Bob's Garage	
Rental	\$15.00 per hour
Setup	\$5.00
After Hours Staff Charge	\$26.00
Cleaning Deposit (required if serving refreshments)	\$25.00

Excluded Dates

The Community Center gym closes for the annual police/fire awards, Health & Wellness Fair, Meet the Candidates night, and elections.

Anchorage and Osborne Park buildings also close for elections.

Primary Election

Monday, August 22, 2022 (set up)

Tuesday, August 23, 2022

Anchorage, Community Center, Osborne

General Election

Monday, November 7, 2022 (set up)

Tuesday, November 8, 2022

Anchorage, Community Center, Osborne

2023 Municipal Election

Monday, March 13, 2023 (set up)

Tuesday, March 14, 2023

Anchorage, Community Center, Osborne

Fire Awards

Friday, October 28, 2022 from 3:00-6:30 p.m.

Friday, October 27, 2023 from 3:00-6:30 p.m.

Community Center

Police Awards

November 17, 2022

Set up starts at 9:00 a.m.

Ceremony starts at 3:30 p.m.

Community Center

Meet the Candidates Night

Wednesday, February 22, 2023 (Back up date is Feb. 15)

Set up 5:30-6:00 p.m.

Event from 6:30-7:30 p.m.

Community Center

Health & Wellness Fair

May 10, 2023

Set up at 8am, 10a-2p event, clean up by 4pm.

Community Center