



# 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. At their expense, any additional equipment that is not provided by the Recreation Department.
- b. 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.
- c. The Village requires that the renter provides a certificate of liability insurance naming the Village of North Palm Beach as also insured by rentals involving more than 50 participants and/or rentals occurring more than 5 times in a year.
- d. Decorations must meet Recreation staff approval in advance.
- e. 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.
- f. Examine facility before your event to ensure that everything is in good condition. Report any problems *prior* to your function to staff on duty.
- g. 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. Setup, decorating and cleanup times are to be *included* in your total rental. No equipment is to be left behind.
- h. 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.
- i. 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. 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.
- b. 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.
- c. 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.

- d. The deposit will be returned within thirty days, less any amount withheld for damages.

**Facility Rules:**

- a. All Recreation facilities are non-smoking. Smoking is permitted outside the building in designated areas.
- b. No alcoholic beverages are permitted.
- c. Children must be supervised by an adult throughout the time they are on the premises.
- d. No admission may be charged unless specified in writing at the time the permit is requested.
- e. Recreation staff present for the function is the acting authority, represents the Village, and has the final say.
- f. Groups that exceed contracted function times will be charged for additional hours.
- g. Office phone and equipment is for use by Recreation Staff only.
- h. 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.
- i. 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.

**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 facilities. We are happy to be able to provide these 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 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.



**THE VILLAGE OF NORTH PALM BEACH**  
**501 U.S. HIGHWAY 1 • NORTH PALM BEACH, FLORIDA 33408**  
**Community Development: 561-841-3365 / Recreation: 561-841-3386**  
**www.village-npb.org**

MASTER PERMIT NUMBER: \_\_\_\_\_ DATE REC'D: \_\_\_\_\_

**APPLICATION FOR FACILITY RENTAL/SPECIAL EVENT PERMIT**

Completed application must be submitted within **14 days prior** to the proposed rental/event.  
 Commercial or Events involving over 100 people must be submitted **30 days prior** to the proposed rental/event.

Name of Rental/Event: \_\_\_\_\_

Address/Location of Rental/ Event: \_\_\_\_\_

Description of Rental/Event: \_\_\_\_\_

Purpose of Rental/Event: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Dates and Times of the Rental/Event:

	Date	Day	Begin Time	End Time
Event Day 1	_____	_____	_____ □ am □ pm	_____ □ am □ pm
Event Day 2	_____	_____	_____ □ am □ pm	_____ □ am □ pm
Event Day 3	_____	_____	_____ □ am □ pm	_____ □ am □ pm
Event Day 4	_____	_____	_____ □ am □ pm	_____ □ am □ pm

Submitting the Permit Application is only a request and events are **not** confirmed until you have received confirmation from the Village. *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 permit applicant. *Initial/Date* \_\_\_\_\_

**APPLICANT INFORMATION**

Organization(s) holding Rental/Event: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## EVENT DETAILS

Will the Event require road closure(s)?  Yes  No

*If YES, describe the requested street segment closure and time:*

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Will the Rental/Event require the use of electricity?  Yes  No  
(If yes, please contact the Building Department to verify if a permit is required)

Will the Rental/Event require the use of a grill/generator?  Yes  No

Will food and beverages be served?  Yes  No

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

Will the Rental/Event be promoted and/or advertised?  Yes  No  
 Social Media (Site Name) \_\_\_\_\_  Radio/Television (Source) \_\_\_\_\_  Newspaper \_\_\_\_\_

*If YES, 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

Are you providing transportation?  Yes  No

Are you proposing to use fireworks?  Yes  No

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

*If YES, submit a complete list of food service vendors, copies of their respective Palm Beach County Mobile Business Tax Receipt, Florida State Health certificates, and Village of North Palm Beach registration.*

Will alcoholic beverages be served?  Yes  No

*If YES, please attach copy of state license or application form. Serving or consumption of alcohol on Village premises is not permitted. This includes parking lots.*

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**.

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:*

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Will any temporary tents, buildings, structures, trailers, etc. be associated with the Event?

Yes  No Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

*If YES, attach a copy of the survey/site plan indicating size and location of proposed tent(s) including setbacks. Indicate dates of tent set-up and removal. A Building Permit may be required in addition to the Special Event Permit Fee. Contact Building Dept. for more information @ 561-841-3365. Tents may be installed no sooner than seven (7) days prior to Event start date. Tents on Village property may be installed no sooner than 1 day prior to Event date.*

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. The event may require an off duty officer fee.

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**

Rental rate: \_\_\_\_\_ @ \_\_\_\_\_ hours for a total of \$ \_\_\_\_\_

Staff charge: \$25.00 @ \_\_\_\_\_ hours for a total of \$ \_\_\_\_\_

Police charge: \$42.02 @ \_\_\_\_\_ hours for a total of \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

Security/damage deposit: \$ 200.00 (Check Only) 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 application and all documentation submitted herewith is true to the best of my knowledge and belief. Further, I understand that the application 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, Applicant 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 Applicant, or the Applicant's agents, employees, customers, contractors or subcontractors, during the use of Village facilities and/or the course of the special event.

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.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Applicant Date

**DISQUALIFYING FACTORS**

- Use is considered contrary to the best interest of the Village of North Palm Beach
- Misrepresentation of information provided
- Previously caused or allowed damage to village property
- History of hostile or violent behavior
- Past conduct has resulted in Police/Fire response
- Current/outstanding code violations

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**OFFICIAL USE ONLY**

**DEPARTMENTAL REVIEW**

**PARKS & REC. DEPARTMENT**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Comments: \_\_\_\_\_

**PUBLIC WORKS**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Comments: \_\_\_\_\_

**BUILDING DEPARTMENT**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Comments: \_\_\_\_\_

**BUSINESS TAX RECEIPTS**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Comments: \_\_\_\_\_

**FIRE DEPARTMENT**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Comments: \_\_\_\_\_

**POLICE DEPARTMENT**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Comments: \_\_\_\_\_

**VILLAGE MANAGER**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Comments: \_\_\_\_\_



**THE VILLAGE OF NORTH PALM BEACH**

420 US Highway 1 - Suite 21 - North Palm Beach, FL 33408

COMMUNITY DEVELOPMENT: 561-841-3365 / RECREATION: 561-841-3386

[WWW.VILLAGE-NPB.ORG](http://WWW.VILLAGE-NPB.ORG)

**OUTSIDE VENDOR INFORMATION SHEET**

Rental Date \_\_\_\_\_

Name of Renter \_\_\_\_\_

Vendor \_\_\_\_\_

Vendor Contact Name \_\_\_\_\_

Vendor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ email address \_\_\_\_\_

Description of rented item(s) or service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

License Number (if applicable) \_\_\_\_\_

Does vendor intend to promote and/or advertise this service? Yes  No

Social Media (Site Name) \_\_\_\_\_  Radio/Television (Source) \_\_\_\_\_

Newspaper \_\_\_\_\_

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

Client rental company/entertainer been contacted and informed of pertinent Village policies and has provided a General Liability Certificate of Insurance naming the Village as a certificate holder?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date