



Rental Guidelines for Village of North Palm Beach Anchorage & Lakeside Park Shelters

What the North Palm Beach Recreation Department Provides:

- a. Use of the Lakeside Park or Anchorage Park Shelter
- b. Use of existing electrical utilities.
- c. Use of available picnic tables.

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 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.
- 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 Recreation staff.
- e. Post function - removal of all equipment and/or decoration from area at the conclusion of the function.
- f. Provide sufficient cleaning to leave facility in the same condition it was in upon group's arrival.
- g. Remove excess trash/garbage from facility to appropriate dumpster. No equipment is to be left behind.

Damage and Deposits:

- a. A separate security deposit in the amount of \$200.00 must accompany payment 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 Shelter structure/equipment/grounds therein, which becomes broken, defaced or damaged by members of your group or their children.
- c. Damage fees are based on replacement or repair costs incurred by the Village, and may exceed deposit, in which case lessee will be billed.
- d. Within 3 business days, a member of the Recreation staff will contact the lessee 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 at the end of the month, less any amount withheld for damages.

Cancellation Policy and Fees:

- a. Recreation Department reserves the right to revoke or cancel any permit upon violation of any rules, ordinance, condition or restriction under which the permit was issued.
- b. Should you have to cancel your activity, contact the Parks & Recreation Dept. at 561-841-3386 as soon as possible.

Facility Rules:

- a. No vehicles are permitted in the park. All supplies/materials will have to be carried into the park.
- b. Children must be supervised by an adult throughout the time they are on the premises.
- c. Port-o-lets rented for Lakeside must remain in the parking lot by the dumpster and must be picked up by the rental company by the next business day.
- a. Should a group provoke disturbances, create problems, defy rules, and/or act in an unrefined manner, the Parks & Recreation Department reserves the right to cancel and void all contracts with the group.
- b. No alcoholic beverages are permitted.
- c. Parks close at sunset.

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 and parks. We are happy to be able to provide these facilities/parks 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 at 561-841-3386.



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:

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:

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

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

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