



**Village of North Palm Beach**  
**Parks & Recreation Department**  
 603 Anchorage Drive · North Palm Beach, FL 33408  
 561-841-3386 · recreation@village-npb.org

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Phone \_\_\_\_\_

Name of Organization \_\_\_\_\_

For-Profit

Not-For-Profit

501c 3 #: \_\_\_\_\_ Tax exempt #: \_\_\_\_\_

### Event Information

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ To \_\_\_\_\_

One Time Use

2 hr minimum / \*3 hr minimum

Multi-Use / Additional Dates: \_\_\_\_\_

AP Room A\*

AP Room B\*

AP Green Space

AP Gazebo\*

AP Volleyball (1)

AP Volleyball (2)

CC Volleyball (1)

CC Soccer Field

CC Ballfields

CC Gym

Osborne Baseball

Osborne Softball

Osborne Pavilion\*

Osborne Bldg.\*

Type of Event: \_\_\_\_\_ # Attending: \_\_\_\_\_

Vendor(s) Name: \_\_\_\_\_

Food/Beverage

Bounce House

DJ/Music

Games

1) If using a vendor, you must provide vendor's certificate of insurance (COI).

2) Mechanical rides, water slides, alcohol, fires and grills, balloons, and confetti are not permitted.

#### Required Documents:

Drivers License

Certificate of Insurance

Sales Tax Exempt Certificate

501c 3 Status

Security Deposit (\$200) - this amount WILL be processed in addition to your payment



# North Palm Beach Recreation

## ADDENDUMS

- Due to any unforeseen circumstances the Village reserves the right to deny or cancel any event.
- Village activity has precedence over all facility rentals.
- Applicant/group shall provide commercial general liability insurance in an amount not less than \$500,000 per general occurrence and a \$1,000,000 general aggregate. The policy must name the VILLAGE, its officials, officers, employees and agents as an additional insured. Applicant shall provide proof of such covered prior to any rental pursuant to this Agreement.

## DISQUALIFYING FACTORS

- Use that 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
- Non-payment for facility usage

## 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** \_\_\_\_\_ **Date** \_\_\_\_\_

**NPB Staff** \_\_\_\_\_ **Date** \_\_\_\_\_



# North Palm Beach Recreation

<b>FEE SCHEDULE: 10/1/23 – 9/30/24</b>		
	<b>Resident</b>	<b>Non-Resident</b>
<b>Facility: Anchorage Park</b>		
Room A <sup>1 2</sup>	\$26.00	\$37.00
Room B <sup>1 2</sup>	\$37.00	\$63.00
Use of TV	\$15.00	\$15.00
Anchorage Gazebo <sup>1</sup>	\$25.00	\$41.00
Volleyball (1 court)	\$25.00	\$36.00
Volleyball (2 courts)	\$36.00	\$51.00
Green Space Permit (Daily)	\$25.00	\$36.00
<b>Facility: Community Center</b>		
Gymnasium	\$110.00	\$210.00
Field (No Lights)	\$35.00	\$70.00
Field (Lights)	\$70.00	\$100.00
Prep, Drag, and Line Softball Field	\$150.00	\$150.00
Basketball Court - Outdoor	\$37.00	\$63.00
Volleyball (1 court)	\$25.00	\$36.00
<b>Facility: Osborne Park</b>		
Recreation Building	\$53.00	\$159.00
Field (No Lights)	\$37.00	\$74.00
Field (Lights)	\$74.00	\$106.00
Prep, Drag, and Line Softball/Baseball Field	\$150.00	\$150.00
Basketball Court - Outdoor	\$37.00	\$63.00
Osborne Pavilion by concession stand	\$25.00	\$41.00
<b>Miscellaneous Fees</b>		
<sup>1</sup> Security Deposit	\$200.00	\$200.00
<sup>2</sup> Cleaning Deposit (required if serving refreshments)	\$25.00	\$25.00
After Hours Building Charge – All Facilities	\$106.00	\$212.00
After Hours Staff charge – All Facilities	\$40.00	\$40.00

Fees shown do not include 7% sales tax

Fees assessed in 1 hr increments

\*501(c)(3) organizations and local school will be charged at the Resident rate