



RENTAL APPLICATION
Tanner & Cox Park Facility Usage
Parks & Recreations Department
105 Palm Beach Road, South Bay, Florida 33493
Tel: 561-996-6751 Fax: 561-996-7950

Contact: _____ # of Attendance: _____

Event Type _____

Mailing Address _____ City _____ State _____ Zip _____

Day Telephone _____ Evening Telephone _____ Fax _____

Event Date: _____ Start Time: _____ End Time: _____

Will alcoholic beverages be served? Yes _____ No _____

Payment type: Cash, Check or Money Order. Make Check or Money Order payable to City of South Bay: (Fees are subject to change)

Minimum Rental of 4 Hours

Tanner Park Rental Fee

_____ **\$135.00 Hr. + 7% Sales Tax**
 _____ **\$700 + 7% Sales Tax**
 (Holiday Flat Rate)

Deposit Fees

_____ **\$100.00** for Meetings (*Mon-Thurs*)
 _____ **\$200.00** (Meetings: *Friday-Sunday* from 8:00 a.m.-5:00p.m.)
 _____ **\$100.00** Funeral Gathering deposit for Non-Residents
 _____ **No Deposit-South Bay Residents** (Funeral Gathering)
 _____ **\$300.00-Non-Residents**
 _____ **\$150.00-South Bay Residents**

Cox Park Pavilion _____ \$75.00 + 7% Sales Tax (*Sound Permit Included in Pavilion Rental Fee*)

Regulations, rescheduling, and security deposits:

Maximum Capacity-200

- **Deposit must be paid at the time of application to reserve date.** The total amount of rental fees must be paid 15 business days prior to event.
- **Required PBSO Deputy minimum 4 hours for all events, unless waived by Palm Beach Sheriff Office.** Copy of receipt of payment from PBSO must be provided at least 1 week prior to event. Please contact sheriff's department for off duty permit with rates and additional information.
- **Renter/Applicant is responsible for the following at the conclusion of the event.**
 Tables and chairs must be cleaned and stacked neatly in the storage room
 Trash must be placed in garbage containers outside. Grounds must be left trash free.
 Bathrooms must be cleaned and facility must be swept and mopped.
- **A refund will be issued if cancellation of event is requested no less than 15 business days prior to event date and is subject to a processing fee.** (\$25 if your event was scheduled Mon-Thurs, \$35 if your event was scheduled Fri-Sun or on a holiday).
- **If your event results in additional cost to the City of South Bay due to property damages, non-routine maintenance, failure to provide accurate information of alcoholic beverages being served, additional need for crowd control or failure to follow park rules and regulations, your deposit will be subject to forfeitures and future rental privileges loss and/or event cancellation.**
- **Deposit Refund.** Within 7-10 business days after the event conclusion and upon completion of inspection report by city staff, the deposit fee or reminder thereof will be returned to renter/applicant.

I, the applicant, agree to protect, defend, reimburse, indemnify and hold The City of South Bay, its agent, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages, or causes of action of every kind and character, including attorney fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with my use of the facility described in this permit. I hereby assume the risk associated with the use of the facility and agree to hold the City of South Bay, its agents, designees, employees, and election officials free and harmless all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of actions of every kind and character, including Attorney fees and costs, whether at trial or appellant levels or otherwise, due to their acts, errors or emissions resulting in bodily injury including death, or damage to my property incident to or in connection with my use of the facility.

Rental/Applicant Signature: _____

City of South Bay
Parks and Recreation Department
Tanner and Cox Park Rules and Regulations

The following regulations govern the use of Tanner and Cox Park.

1. Reservations are made on the first-come, first-served basis and may be reserved up to three (3) months in advance.
2. An application for use of facilities must be completed. The application for use of facilities must be signed and submitted at the time of reservation to the City of South Bay office located at 335 SW 2nd Ave, South Bay Fl 33493.
3. A refund will be issued if cancellation is requested 15 business days prior to event and is subject to a processing fee (\$25.00 if event was scheduled Monday-Thursday, \$35.00 if event was schedule for Friday-Sunday, or on a Holiday).
4. Rental fees are as follows: **Minimum Rental of 4 Hours**
Tanner Park -\$135.00 hr. + 7% Sales Tax
Holiday Rental Flat Rate of \$700.00 + 7% Sales Tax
Cox Park Pavilion-\$75.00 (includes sound permit fee) + 7% Sales Tax
5. Deposit fees are as follows: **Deposit must be paid at the time of application to reserve date.**
Meetings-\$100.00 (Monday-Thursday)
\$200.00 (Friday-Sunday from 8:00 a.m.-5:00p.m.)
Funeral Gatherings- \$100.00 deposit for Non-Residents
Funeral Gatherings- No Deposit for South Bay Residents
All other events-\$300.00 Non-Residents
All other events-\$150.00 South Bay Residents Only
6. Refunded deposits will be returned within 7-10 business days following the event, provided there are no damages, facility is cleaned and no rule and regulation have been violated.
7. Required PBSO Deputy for a minimum of 4 hours for all events, unless waived by Palm Beach Sheriff's Office. Copy of payment must be provided 1 week prior to event. Please contact Palm Beach County Sheriff's Office for off duty permit with rates and additional information at 561-687-6817 or 561-687-6818.
8. Renter/Applicant is responsible for checking the building prior to event to ensure it is in good condition and there is no damage.
9. Renter/Applicant is responsible for the following at the conclusion of the event:
 - Tables and chairs must be cleaned and stacked neatly in the storage room
 - All trash must be put in the garbage containers located outside or in dumpster if too large for 95 gal containers. All grounds must be clear of trash
 - Restrooms must be cleaned
 - Floors are to be swept and mopped
10. The facility is to be cleaned, vacated and secured no later than 2:00 am.
11. No parking allowed on the grass.
12. No items may be taped, glued, stapled or otherwise attached to the walls or ceiling tiles of the building without prior permission. Must be listed on permit or application.
13. Maximum building capacity is **200 persons**. Under no circumstances may this limit be exceeded.
- 14. If your event results in additional cost to the City of South Bay due to property damage, non-routine maintenance, failure to provide accurate information of alcoholic beverages being served, additional need for crowd control and/or failure to follow park rules and regulations, your deposit will be subject to forfeitures and future rental privileges loss and/or event cancellation.**

By my signature I agree to comply with all rules, regulations, laws and Ordinances of the City of South Bay and the Parks & Recreation Department with regards to the rental and/or use of facilities and agree to the indemnification above.

Rental/Applicant Signature: _____ **Date:** _____

FACILITY RENTAL USE CHECK LIST

Palm Beach County Sheriff's Office

Reviewed By: _____

Approved: YES NO

Parks & Recreation Department

Reviewed By: _____

Approved: YES NO

Finance Department

Reviewed By: _____

Deposit Received: YES NO

Rental Fees Received: YES NO

City Manager Approval: _____

Receipt from Palm Beach County Sheriff's Office for Off Duty Officer:

YES NO

Facility Inspected: YES NO

Date Inspected: _____

Facility Damaged: YES NO

List Damages: _____

Damages Charges: _____

Refund Request to Finance: YES NO

Refund check to Applicant: YES NO

Date of Refund Issued: