



RENTAL APPLICATION

(Tanner & Cox Park)

Parks & Recreations Department

105 Palm Beach Road, South Bay, Florida 33493

Tel: 561-996-6751 Fax: 561-996-7950

Contact: _____ # of Attendance: _____

Event Type/Organization _____

Mailing Address _____ City _____ State _____ Zip _____

Day Telephone _____ Evening Telephone _____ Fax _____

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

Minimum rental is 3 Hours

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

Tanner Park Rental Fee

_____ \$75.00 hr + Sales Tax

Security Deposit

_____ \$100.00 for Meetings (Mon-Thurs)

_____ \$200.00 (Friday-Sunday from 8:00 a.m.-5:00p.m.)

_____ \$100.00 for Funeral Gathering

_____ **No Deposit-South Bay Residents** (for Funeral Gathering Only)

_____ \$300.00 for all other events (including holidays)

_____ \$150.00-South Bay Residents – All other events (including holidays)

Cox Park Pavilion _____ \$15.00+ 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 days prior to event.**
- **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 days prior to event date and is subject to a processing fee.** (\$15 if your event was scheduled Mon-Thurs, \$25 if your event was scheduled Fri-Sun or on a holiday).
- **Property damage, non-routine maintenance, failure to follow park rules & regulation, failure to provide accurate information including attendance, and failure to indicate an additional need for crowd control** are examples of situations that may require the withholding of a security deposit, loss of permit privileges and/or event cancellation.
- **Return of Deposit.** Within 7-10 days of the event conclusion and upon completion of all financial, clean-up and City permit obligations the security deposit or reminder thereof will be returned to renter/applicant.
- **No Alcohol is allowed on City Property.** Ordinance No. 4-2012; Sec. 4-5 Sale, provision or consumption within public parks

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.

(Initial, verifying that you have read the above statement)

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: _____



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 made 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 days prior to event and is subject to a processing fee. (\$15.00 if event was scheduled Monday-Thursday, \$25.00 if event was schedule for Friday-Sunday, or on a Holiday).
4. Rental fees are as follows: **Minimum rental is 3 Hours**
Tanner Park -\$75.00 hr + Sales Tax
Cox Park Pavilion-\$15.00 (includes sound permit fee) + 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)~~
\$200.00 (Friday-Sunday from 8:00 a.m.-5:00p.m.)
Funeral Gatherings- \$100.00
Funeral Gatherings- No Deposit for South Bay Residents
All other events-\$300.00 (including holidays)
All other events-\$150.00 (including holidays)-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. Renter/Applicant is responsible for checking the building prior to event to ensure it is in good condition and there is no damage.
8. 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 put in the garbage containers outside. Grounds must be left trash free.
 - Restrooms must be cleaned
 - Floors are to be swept and mopped.
9. The facility is to be cleaned, vacated and secured no later than 2:00 am.
10. Nothing 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.
11. Maximum building capacity is 200 persons. Under no circumstances may this limit be exceeded.
12. **No Alcohol is allowed on City Property. Ordinance No. 4-2012; Sec. 4-5 Sale, provision or consumption within public parks.**
13. An off-duty Palm Beach County Sheriff's Deputy is required if attendance of your event is more than 75 people ~~and if there is alcohol consumption~~. Copy of security payment must be provided 24 hours prior to event. Please contact Palm Beach County Sheriff's Office for rates and more information at 561-784-1304.
14. If your event results in additional cost to the City of South Bay due to property damage, non-routine maintenance, additional need for crowd control, failure to follow park rules and regulations, and/or failure to provide accurate information, your deposit may be subject to forfeiture and future permit /rental privileges.
15. For holidays and weekend maintenance issues, please call Mr. King at 561-914-0930, or Mr. Kerr at 561-261-6576 or Mr. Sandiford at 561-261-6132.

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:** _____

Approved by City Commission on Tuesday, August 5, 2014