



APPLICATION FOR TOWN PARK, TOWN ROAD, OR TOWN FACILITY USE

Town parks, town owned properties, and town maintained properties, are a favorite place for special events, family get-togethers and office outings. Town owned properties are available to rent or schedule events provided that such events do not interfere with regular scheduled programs, town sponsored special events, or other town concerns. All facility use requests are on a first-come, first-served basis; are subject to approval by the Town of Lake Placid Public Works Department and Town Council where specified in Town Code, and require a Facility Use Permit.

SECTION A: A Facility Use Permit is required when:

- To reserve a recreation facility.
- To rent a picnic shelter or gazebo. (Check availability through the town hall customer service center or on the Parks and Recreation Calendar on the town's website www.lakeplacidfl.net).
- For any organized activity taking place in a town park, town owned property or town roadway whether the roadway is maintained by the Town, the State of Florida or Highlands County, with an estimated number of participants and spectators of 25 or more.
- Activities include recreation events, block party events on town roadways, festivals, fairs, road closures, foot racing events, weddings or private uses of Town maintained property.
- For a proposed activity that includes commercial activity (**Please note: Only available to a proven non-profit organization**).

Please note:

- Submission of an application constitutes a request to use park space for the purpose of a wedding ceremony or event and does not guarantee event approval.
- A minimum of 10 business days are necessary for the department to communicate whether an applicant's permit is granted or denied, and if denied the reason for such denial.
- Events that will distribute or alcohol to the general public require Town Council approval in addition to being permitted. Request for Town Council approval must be submitted 60 days in advance to allow time for a regular council meeting.
- Events larger than 200 people require a Special Event Permit. Reservations for a Special Event Permit must be made a minimum of 60 days in advance.
- Alcohol distribution or consumption is not permitted in town parks without specific Town Council approval per Section 38 of Town Code.
- Rain dates are possible in case your event encounters bad weather. SHELTER AND OPEN PARK SPACE RULES
- It is the Town of Lake Placid's goal to provide citizens with a safe environment in which recreational opportunities can be maximized.

SECTION B. Due to the wide variety of patron needs and use of town property, it is necessary to establish the following rules and regulations.

1. Rental Hours Available: 24/7. Use of the facility is guaranteed for the period specified in the permit only. Complete time periods including set-up and clean-up must be included in the rental period. A daily rental period is based on a midnight to midnight.
2. Decorations/Clean-up: Facilities are to be left in the same conditions as before use; floors are to be swept and trash cans are to be emptied and trash must be brought to dumpsters.
3. Only removable adhesive tabs are allowed for securing your decorations. Staples, nails, tape, pushpins, adhesive backed decals, tacks or paint are prohibited. Metallic decoration sprinkles, glitter, confetti, rice, and birdseed are not allowed. All decorations and other items brought into the shelter are to be removed and disposed of properly. Under no circumstances are signs to be nailed, pinned, or stapled to any tree, park sign, facility, and/or along the roadways. Balloons: Helium balloons are allowed provided: they are securely anchored or strung together (e.g., arched); they are removed at the completion of the event; air tanks are properly secured during the event.
4. Department signs, forms, and other materials are not to be removed or altered unless authorized by the department representative in charge.
5. Picnic Tables: Picnic tables are provided in the pavilion. The picnic tables are not to be moved in or out of the shelters.
6. Vehicles: must be parked in designated parking lot areas. Loading or unloading from vehicles must be done from designated parking lot areas only. Violations will result in a parking ticket.
7. Electricity: The town does not guarantee the availability of power due to overloading, malfunctions or vandalism. Town of Lake Placid Public Works Department will make every effort to ensure electrical outlets are in proper working order; however, a refund will not be granted due to a non-working electrical outlet or lights.
8. Alcohol/Illegal Drugs: The use, sale and/or consumption of alcoholic beverages and/or illegal drugs are prohibited except as specifically permitted by Town Council.
9. Gambling or games of chance are prohibited.
10. Commercial Activity: Commercial groups are not permitted to use facilities to promote, sell, or distribute their products, business, etc.

11. Amplified music or sound systems are not permitted without written consent of the Public Works Department.
12. Representative: Applicant agrees to be present on site at all times during the function at the facility, or designate a representative who will be there to serve as a liaison between the facility staff and event goers at all times during the term of the permit. The applicant is responsible for all actions, behavior and/or damages caused by his/her guests/attendees.
13. Representative: Applicant agrees to be contactable by telephone at all times when not at the event.
14. Tobacco products are prohibited on all town property.
15. Some town properties are monitored 24/7 by security video. The town will monitor video in those areas as it normally does.
16. Fireworks and/or weapons are prohibited without prior written approval from the town.
17. Fires: Are prohibited except in provided grills for such use and charcoal must be used in lieu of propane or any other method. Fires grills must be completely extinguished before leaving the park. Grills may be restricted in the event of drought conditions.
18. Grills: Personal propane and electric grills are permitted in the park; however, personal charcoal/wood burning grills and fryers are not permitted. Sterno type heating is permitted. Activities being held in Stuart Park, large grills are not permitted within the park. Grills must be placed in the parking area near the pit grill located on the northwest side of the park.
19. Skates: Skates, skateboards, roller skates, incline skates and similar equipment are prohibited unless specifically stated herein.
20. Facility Use Permits are not transferable and non-assignable.
21. Trespass: Any person or group found in violation of the above rules and regulations shall be ordered to leave all Town of Lake Placid parks, beaches and recreation facilities for a minimum 24-hour period. Any person who fails to leave all facilities, parks or beach at the time requested may be arrested and prosecuted for trespassing or prosecuted under other existing ordinances.
22. Interference with Authorized Activities: No person or group shall interfere with any recreational activities or event authorized by the Town's Public Works Department.
23. No person shall remain in any park or facility after the park or facility is closed unless stated herein.
24. Any section or part of any park or facility may be declared closed to the public at any time or limited to certain users or times as public interest demands or safety and security indicates.
25. Structure Requiring Installation: The department representative must approve structures that require installation of poles, wires, wood supports, stakes, etc.
26. Inflatable, dunk tanks, mobile gaming units, are prohibited without approved permit for green space.
27. Bounce Houses/Inflatable: The maximum space for a bounce house is 20ftx20ftx17ftH and additional fees apply. One (1) inflatable is permitted per shelter rental. Water inflatables and wading pools are prohibited in town parks without approval. Vendors are prohibited from staking into the ground and using park electricity for their equipment. Vendors must provide a generator when setting up bounce house/inflatable in a town park. No refunds will be granted due to the absence of electricity.
28. Vendors must provide the Town of Lake Placid a copy of their business license and a valid insurance certificate with General Commercial Liability in the amount of \$1 mill per occurrence, naming the Town of Lake Placid as additional insured.
29. Lost and Found: The Town of Lake Placid is not responsible for any lost or stolen items or items left unattended or forgotten.
30. Special Events: Various special events may be approved at a facility in or around shelter areas resulting in increased crowds and traffic. The Town of Lake Placid is not responsible for any impact the increased vehicle and pedestrian traffic might have on your event.
31. Beach: Access is not guaranteed when renting a shelter. Beach water quality is monitored by the Florida Department of Health and may be deemed off limits to swimming. Refunds will not be given due to the unavailability of beach water access.
32. The Town will not be responsible for providing or supervising any equipment including but not limited to, cooking equipment, storage, sound reproduction or amplification equipment, stages, platforms, special lighting, film projecting apparatus, power extension cords, or any other type of equipment. The department representative in charge may disallow the use of equipment for safety reasons or to ensure department policy is followed.
33. Inclement Weather: If inclement weather prevents the use of the shelter you may reschedule your event or request a refund with proper notification. To reschedule your event or request a refund due to a rain-out: The first business day after your rental, call and notify the Town Hall Customer Service representative. Applicants must mail or present a copy of your Facility.
34. Use permit and the original white receipt to the Special Events Office. A refund check will be mailed to the address of the person/organization paying the rental/damage deposit fee. Issuance of refund checks takes approximately 4- 6 weeks. Refunds will only be given to the original applicant listed on the Facility Use Permit. Once a shelter is occupied, there are no refunds due to rain or bad weather. All rescheduled events are subject to availability.
35. Rescheduling: If you need to modify an existing reservation (change the time, date, etc.), it must be done at least seven (7) days prior to the scheduled use. All modifications are subject to availability. Modifying event times may be done over the phone by calling or visiting the Town Hall Customer Service representative. Applicants must bring the facility use permit with them to make any changes.
36. Cancellations: A \$15 processing fee will be charged for all cancellations/refunds. FACILITY AND PARK SPACE AGREEMENT

SECTION C CONDITIONS

The applicant, individual and/or organization sponsoring the activities or event(s), agrees to all of the items listed here on. Prior to granting a permit, the applicant must be at least eighteen (18) years of age (twenty-one (21) years of age if alcohol is approved) and provide a government photo ID to verify age. All required fees must be paid in full.

HOLD HARMLESS: By agreeing to these terms, applicants indemnify, defend and hold harmless the Town of Lake Placid, its employees, officers and agents from any and all liability, demands, claims, damages, expenses (including attorneys' fees) proceedings and causes of action of every kind and nature arising out of or connected with the applicant's (i) use, act, omission, injury, accident, occupation or control of town managed land or recreational facility (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) subject to the Facility Use Permit; and (ii) any breach of the Facility Use Permit. The applicant further agrees that it will, at its own cost and expense, defend any and all actions, suits, or proceedings which may be brought against the Town of Lake Placid, its employees, officers and agents in connections with said town managed land and facilities (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) arising from applicant's activities, omissions, accidents, injuries, and damages on said property and will satisfy, pay, and discharge any and all judgments that may be entered against the Town of Lake Placid, its employees, officers and agents in any such proceeding.

MATERIAL MISREPRESENTATION: Any material misrepresentation, as determined by the Town of Lake Placid (the "town") whether written or oral, by the applicant on an application or during the application process, where the town relied on such misrepresentation in granting a permit, shall be grounds for the Department's immediate denial, termination or revocation of such permit and/or deposit, and applicant may be prohibited from obtaining Facility Use Permits for a period of not less than two (2) years. Each misrepresentation shall constitute a separate offense.

APPROVAL / DENIAL: A minimum of ten (10) business days are necessary for the town to communicate whether an applicant's permit is granted or denied and, if denied, the reason for such denial. The applicant may appeal the denial of a Facility Use Permit to the Department Director within five (5) business days after notification of such denial by filing a written notice. The Department Director shall consider the appeal and provide a decision within five (5) business days from receipt of the written notice of appeal.

REQUIREMENTS: All persons granted a Facility Use Permit to use a town managed land or facility (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) must agree to abide by all applicable permitting and licensing requirements, and established rules, regulations, laws, and ordinances of local, state, and federal governments and agencies.

HOUSEKEEPING: Upon completion of the event, the facility and adjacent area must be clean, orderly, free of any obstruction or litter, and returned to its original set-up and condition prior to use.

DAMAGES: The applicant is responsible for all activities, and for every participant and their actions, during said use. The applicant is responsible for all costs and expenses associated with or resulting from damages to the town managed land and facilities (and any improvements thereon including any furniture, furnishings, equipment, or fixtures located thereon). These costs shall include the personnel hours, materials, and equipment required to clean up and/or complete necessary repairs.

TRESPASS: In addition to the penalties set forth in the Town of Lake Placid Code of Ordinances, law enforcement officers are granted the authority to issue trespass warnings in any town park or town managed land and facilities for the purpose of enforcing the provisions of all applicable Code of Ordinances, a Department rule or regulation, or a Facility Use Permit.

Law enforcement officers shall issue a trespass warning of one hundred and eighty (180) days, which is inclusive of all Town parks or Department managed land and facilities or arrest the violator for trespassing pursuant to Florida Statutes, Chapter 810, or any amended or successor statute. In the event of an arrest of a minor, authorized law enforcement shall notify the parent or legal guardian and shall maintain a record of all such violations.

CANCELLATION/REFUND: Cancellations and refund requests must be received thirty (30) days prior to scheduled date of use. An applicant seeking a refund shall be required to submit a Refund Request Form provided by the town. Refunds will only be to the person whose name(s) appear(s) on the original receipt and takes approximately 4-6 weeks. A processing fee of \$15.00 (non-taxable) will be assessed for all refunds.

DECLARED EMERGENCY: In the case of a declared state of emergency, the town retains the right to immediately resume occupation, management, and maintenance of the facility, to use the facility to meet any emergency needs of the citizens of the Lake Placid for the period of that emergency and a reasonable period of time thereafter as deemed necessary by the town.

INSURANCE: Individuals, groups, or organizations utilizing town managed lands or facilities for activities that require insurance must provide insurance from companies authorized to do business in Florida. All liability policies shall name Town of Lake Placid as an additional insured as to the operations of the applicant, shall provide the Severability of Interest Provision, and the waiver of subrogation endorsement in favor of the town. The applicant shall provide proof of a Commercial General Liability insurance policy on the most current Insurance Services Office (ISO) form, (or its equivalent), with an amount of no less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate covering bodily injury and property damage. The insurance coverage and limits required must be evidenced by a properly executed Accord 25 Certificate of Insurance form (or its equivalent). Thirty (30) day written notice must be given to the town of any cancellation or reduction in the policy coverage. The applicant's insurance coverage required herein is to be primary to any insurance carried by the town or any self-insurance program thereof. The town reserves the right to adjust insurance requirements based on the scope of service of the permit.

The Town reserves the right to modify any part of this agreement in response to a written request to modify same by. Such modifications shall be by the authority of the Mayor of Lake Placid or his designee and shall be stated in writing. Modifications granted by the Town of one part of this agreement do not mitigate any other parts of the agreement unless shown in writing.

SECTION D.

PRICING		
Shelter Location	Pricing	
Stuart Park Pavilion (the north 1/2 of Stuart Park)	For groups up to 200 people	\$25.00 per hour \$100.00 half a day \$150.00 all day
Stuart Park Pavilion (the north 1/2 of Stuart Park)	For groups of more than 200 people	\$35.00 per hour \$140.00 half a day \$210.00 all day
Stuart Park (the entire park)	For groups up to 200 people	\$40.00 per hour \$160.00 half a day \$240.00 all day
Stuart Park (the entire park)	For groups of more than 200 people	\$60.00 per hour \$240.00 half a day \$360.00 all day
DeVane Park (the entire park)	For groups up to 200 people	\$35.00 per hour \$160.00 half a day \$210.00 all day
DeVane Park (the entire park)	For groups of more than 200 people	\$45.00 per hour \$185.00 half a day \$360.00 all day
Town Hall	For groups of any amount	No charge other than as arranged for town services as needed
Streets	For groups of any amount	No charge other than as arranged for town services as needed
RECREATION FACILITY OR LAKE JUNE PAVILLION	For groups of any amount	In most cases no charge unless specified in modifications below

SECTION E.

PARK CLEAN UP AND DEPOSIT

The person, group, or entity reserving the park is responsible for the cost of cleaning the park after use. A park clean up deposit shall be paid to the Town Clerk at the time of reservation in the amount of:

UP TO 200 PEOPLE \$ 200.00 PARK CLEAN UP DEPOSIT GROUPS OVER 300 PEOPLE \$ 300.00 PARK CLEAN UP DEPOSIT

The clean-up deposit shall be refunded if and only if the park is cleaned up by the users with-in 24 hours of the end of the function and the park was not damaged. Damages to the park shall be deducted from the deposit.

PARK DAMAGES

The person, group, or entity reserving the park shall pay the cost to repair all damages caused to the park during the time of the reservation, set up and clean up. The amount of the damages is not limited to the amount of the clean-up deposit. All damages shall be repaired by the Town and may not be repaired by the person, group, or entity reserving the park. The Clerk's reservation form shall specifically refer to this section and shall contain an agreement requiring the person, group, or entity reserving the park to pay all clean-up and damages occurring during set up, the event and clean-up. No Town Park may be reserved without the damage reimbursement agreement.

Any items, structures, i.e., tents, stakes, outhouses, are not permitted prior to 4:00 pm of the day before the event. Event planners can reserve the area one day prior to the event for such items. All items must be removed by the end of the first business day after the event. A \$25.00 per item late fee will be charged for each partial or complete day items are not removed.

Town Staff will complete check lists of items to record the function ability of all park infrastructure on the day before the reservation date. The Public Works Department will complete a checklist on the area once all items have been removed. It is recommended that the event planner attend these inspections.

GARBAGE PICK-UP

The Town can be contracted to remove garbage for your event. Charge is \$300 per day for large events that are scheduled for a full day and as negotiated with smaller events. Price includes removal of small garbage can bagged refuse into a larger dumpster on a regular basis. Removal of larger dumpster(s) is an additional \$50 per day or \$50 per day as a solitary service.

**SECTION F.
TOWN FACILITY RESERVATION REQUEST AND AGREEMENT**

SCOPE OF REQUEST (AREA / BUILDING / ROADWAY REQUESTED) BE SPECIFIC AND USE DIAGRAM IF NECESSARY

FORM DATE REQUEST SUBMITTED: _____ NAME: _____

BUSINESS OR GROUP NAME: _____ EVENT: _____

ADDRESS FOR APPLICANT: _____

TELEPHONE NUMBER(S): _____ EMAIL ADDRESS FOR APPLICANT: _____

DATE(S) TIMES FACILITY IS REQUESTED:

SPECIFIC FACILITIES:

ESTIMATED ATTENDANCE: _____ WILL YOU HAVE A MOON BOUNCE OR COMPARABLE TYPE OF ACTIVITY: _____ # _____

ADDITIONAL COMMENTS – INCLUDE SECURITY NEEDS IF REQUIRED – INCLUDE ADDITIONAL SHEETS AS NEEDED:

MODIFICATIONS OF THIS AGREEMENT REQUESTED DESCRIBE.

REPRESENTATIVES SIGNATURE AGGREETING TO TERMS STATED HEREIN – THIS AGREEMENT STATES ALL AGREEMENTS IN THE ENTIRETY.

Print Name First

Print Name First

FOR USE BY TOWN ONLY
MODIFICATIONS OF AGREEMENT ALLOWED (MODIFICATIONS OF ANY PART OF THIS AGREEMENT ARE ALLOWED ONLY IF STATED HERE)

APPROVED:

PUBLIC WORKS _____ Date _____

POLICE CHIEF _____ Date _____

MAYOR OR DESIGNEE _____ Date _____

RECREATION SUPERVISOR _____ Date _____

Applicant's Initials _____