

TOWN OF LAKE PLACID FACILITY RESERVATION
1069 US 27 North, Lake Placid, Fl. 33852
Telephone 863-699-3747 EMAIL: lakeplacidgov@gmail.com
www.lakeplacidfl.net

Reservation for Town Facilities and the Government Center are being taken and placed on the calendar. The Town reserves the right to cancel any event pursuant to ongoing developments with COVID 19 warnings or any other warnings regarding emergency situations.

Rules and reservations are subject to change depending on factors influencing Town Government. E-mailed reservations are not 100% guaranteed received due to technology. Check the online calendar that is applicable to make sure your event has been scheduled and your facility of choice is reserved.

All events are placed on the calendars once approved.

If the town requires that your event provides an insurance rider, (see in FORM)

PROOF OF EVENT INSURANCE REQUIRED YES NOT REQUIRED

the insurance rider must specifically name the town as an insured. Just naming your organization is not acceptable. A sample insurance rider is provided at the end of this application.

Calendars can be located from the CALENDAR dropdowns at the top of the town's web page.

If your reservation is in the Government Center Building or any part thereof, the calendar is at

<http://www.lakeplacidfl.net/CALENDARS/LPGOVCTRRESERVATIONS.html>

If your reservation is at a park, a park facility, or basically any area other than at the Government Center, the calendar is at

<http://www.lakeplacidfl.net/recreation.html>

The calendars, and the many events thereon, are great examples of the ongoing interactions and events that town government-maintained facilities provide for the public.

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THIS FORM IS REQUIRED FOR ALL RESERVATIONS OF TOWN FACILITIES AND RESOURCES

EVENT NAME _____

EVENT DATE(s) and TIMES _____

AFTER WORK HOURS ACCESS HAS ONE OPEN AND ONE CLOSE TIME - OPEN AT _____ CLOSE AT _____

PERSON RESPONSIBLE FOR EVENT (NOTE THAT FORM MUST BE SIGNED BY THIS PERSON BEFORE FACILITY WILL BE RESERVED)

DESCRIBE IN DETAIL HOW YOU WILL USE THE FACILITY (Meeting, Funeral, Games, etc.) _____

ADDRESS OF RESPONSIBLE PERSON _____

TELEPHONE + CELL PHONE _____

EMAIL _____

NAME OF CLUB/CORPORATION/CHURCH/SPORTS LEAGUE/FIRM/PERSON OR OTHER ENTITY SPONSORING THE EVENT _____

The term "FACILITY" as used in this reservation means any location which is normally under the control of the Town of Lake Placid. This includes parks, park areas, pavilions, recreational fields and/or buildings, roadways, and rooms at the Town Government Center. On the following line completely describe the exact facility you wish to use.

IN MOST CASES THE GOV CENTER FACILITY IS AVAILABLE TO NON-PROFIT AT NO COST, HOWEVER, A SMALL SETUP FEE MAY BE IMPOSED TO COVER COSTS IF ENTITY WANTS TOWN STAFF TO ASSURE A SPECIFIC TABLE, CHAIR, AUDIO, OTHER SETUP REFUNDS DEPOSITS ASSURE CLEAN UP AND RULE ABIDANCE

FACILITY(S) REQUESTED ON LINES ABOVE AND DESCRIPTION OF ARRANGEMENTS REQUIRED (Use descriptions from page 2 and describe in detail)

HOW MANY PEOPLE ARE EXPECTED TO ATTEND _____ WILL YOUR EVENT DISTRIBUTE FOOD _____

THE TOWN WILL NOT ALLOW ANY FACILITY TO BE USED FOR PRIVATE PROFIT - IS YOUR EVENT A GOVERNMENT OR A NON-PROFIT _____ WILL YOUR EVENT ALLOW ALCOHOL IN THE BUILDING BY SERVING OR BRING YOUR OWN? _____

**Emailed reservations are not 100% dependable due to technology. Check the calendar to make sure your event has been scheduled thereon. All events are placed on the calendar once approved. http://www.lakeplacidfl.net/CALENDARS/LPGOVCTRRESERVATIONS.html FOR GOV CENTER http://www.lakeplacidfl.net/parkscalender.html FOR PAVILIONS OR PARKS

By my signature below I hereby agree that I have read and agree with all five pages of this agreement and certify that I am able to represent all entity(s) named herein that will be using the facility. I agree to be personally accountable for losses in the event a determination is made that I do not have the authority to represent the entity named herein. I agree personally and on behalf of the entity named, to abide by all rules and terms stated within these four pages. This reservation will not be accepted without signature below. FINAL TERMS OF FACILITY USE IN BOX BELOW

PERSON RESPONSIBLE FOR EVENT NAME PRINTED _____ DATE _____

SIGNATURE ACCEPTING TERMS OF AGREEMENT _____

WEEKEND EVENTS will receive one trip from TOWN STAFF to open and one trip from TOWN STAFF to close. Parties are expected to remain in the building at all time the building is unlocked and notify town staff of any problems. \$50 fee otherwise.

TOWN USE ONLY NOTE THAT REFUNDABLE DEPOSITS ARE FORFEIT IF ANY RULES ARE VIOLATED OR IF THE VENUE IS NOT CLEAN AND RETURNED IN GOOD SHAPE

COST ITEMIZATION: _____

_____ = TOTAL TO BE PAID IN ADVANCE _____

PROOF OF EVENT INSURANCE REQUIRED YES NOT REQUIRED PAYMENT RECEIVED _____

APPROVED BY _____ DATE _____

**FACILITY PRICING
AND RULES**

Prices are based on a daily or any part of a day basis except where otherwise stated.

Chk	#	FACILITY DESCRIPTION <small>NOTE THAT REFUNDABLE DEPOSITS ARE FORFEIT IF ANY RULES ARE VIOLATED OR IF THE VENUE IS NOT CLEAN AND RETURNED IN GOOD SHAPE</small>	CHARGES PER DAY	REFUNDABLE DEPOSIT
	1	Stuart Park (all)	\$50	\$150
	2	Stuart Park (Pavilion only)	0\$ - \$25	\$150
	3	Devane Park (all)	\$50	\$150
	4	Devane Park (Pavilion only)	0\$ - \$25	\$75
	5	Lake June Park Boat Ramp Area (all) (this does not include individual use of ramp)	\$50	\$150
	6	Lake June Park (small pavilion)	\$0- \$25	\$150
	7	Lake June Park (large pavilion)	0\$ - \$25	\$150
	8	Lake June Park Recreation Field DESCRIBE _____	\$25	\$150
	9	Lake June Park Recreation Building DESCRIBE _____	\$75	\$150
		PAYMENT OF ONE POLICE OF AT LEAST ONE POLICE OFFICER IS REQUIRED FOR ALL ROAD CLOSURES AND EVENTS SERVING ALCOHOL		
	10	Main Avenue Road Close (From point _____ to Point _____)	\$0 - \$50	\$150
	11	Interlake Road Closure (From point _____ to Point _____)	\$0 - \$50	\$150
	12	Other Road Closure (From point _____ to Point _____)	\$0 - \$50	\$0 - \$300
		TOWN GOVERNMENT CENTER		
	13	Town Government Center Conference Room (Occupancy Limit 10)	\$0 Government or non-Profit	\$0 - \$300
	14	Town Government Center Community Room (Occupancy Limit 180)	\$0 - \$50 Government or non-Profit	\$0 - \$300
	15	Town Government Center Main Chamber (Occupancy Limit 255)	\$0 - \$50 Government or non-Profit	\$0 - \$300
	16	Town Government Center Combination of Rooms above DESCRIBE _____	\$0 - \$150 Government or non-Profit	\$0 - \$300
	17	Town Government Center Rooms above plus kitchen and serving room, plus related equipment, plus specific request for table layouts, stage alterations, use of sound equipment, or other (Describe in detail)	\$0 - \$150 Government or non-Profit	\$0 - \$300
	18	Other descriptions as needed		
	19	Police Services at any event	At \$ 42 per hr x # Officers	
		MISCELLANEOUS		
	20	Garbage Services	See below	
	21	Sports Tournament (Recreation field or other)	\$2,000 per tournament	\$500
	22	Foot Race (Police Services \$200)	\$200 per event	
	24	Alcohol will be served at event at (Gov. Center, Park) Price added	\$50	\$500
	25	Town requested to perform garbage removal and clean up at LEVEL I LEVEL II LEVEL III LEVEL IV LEVEL V	CHART BELOW THIS TABLE	
	26	Recreation Field Lighting	\$28 Per hr + \$50 Turn on/Off fee for non-automated lights (pays for payment of town employee)	

In table cell # 25, the town can be contracted to remove garbage for your event.

LEVEL I \$25

A one-day event, party will leave garbage from the event in large plastic bag containers at a pre-arranged location at the end of the event for pick up by town – up to ten 50-gallon bags. Party renting facility will furnish bags.

LEVEL II \$100

A one-day event town will provide town employees at the end of the event to empty garbage containers at various locations, even if these containers are the property of the town. Up to 2 cubic yards or ten 50-gallon bags.

LEVEL III \$300

A one-day event, town will provide employees throughout the event to empty all trash receptacle on a regular as needed basis and town will provide appropriate dumpsters and removal of all trash affiliated with same on an as needed basis.

LEVEL IV \$200

Party using facility will furnish emptying of all trash receptacles into 5 or more cubic yard dumpsters for town transport to dump.

RULES

1. The Term "Permittee" shall be used to define both the person responsible for the event. Named above, and the entity or entities, that is responsible for organizing any event.
2. The term "Town Administration" as used herein means first the Town Administrator, and afterwards any other Town Representative appointed by Town Council.
3. The Town reserves the right to refuse uses of any town facility at any time or to cancel any event at any time at the discretion of the Town Administration.
4. Government entities in most cases will not be charged for use of the facility; however, indemnity terms apply for all injuries associated with activities of the entity. The town reserves the right to request reimbursement for any expense associated with the event.
5. The Town reserves the right to use security video equipment at all times.
6. The Town expects that at the end of all events, the facility will be returned to the Town in the same state as before the event.
7. **BREAKAGE** – All persons and/or groups using our facilities are expected to exercise reasonable care and judgment to prevent defacement, damage, breakage or loss (theft). The person(s) signing the application for use shall be responsible for paying costs incurred by the town facility in cleaning, repairing, replacing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which, in the judgement of the Town Administration, has been carelessly or irresponsibly subjected to more than normal wear and tear by the permittee's involved.
8. Permittee agrees to comply with all Town, State and Federal regulations and any rulemaking authority wherein said rules govern the activities intended during the town facility use and shall bear sole responsibility of compliance. Permittees agree to indemnify and hold the Town of Lake Placid harmless for any violation of this section.
9. All permittees agree that for good and valuable consideration, the permittee agrees to defend, indemnify, and hold harmless the Town, its agents, officers, employees and servants from any and all suits, causes of action or any claim whatsoever made, and damages, which may result from any activity conducted by EVENT SPONSOR, its agents, employees, assigns, or contractors, in relation to the Event.
10. **INSURANCE REQUIREMENTS** – All groups other than government and conference room users, using the facility will furnish proof of insurance for their organization, also naming Town of Lake Placid as being indemnified for the scheduled event. The Town furnishes the following link to a provider associated with the town's risk management provider as an assist to those not having their own provider.
https://mylakeplacid.org/towndocs/FORMS/FACILITY_USE_RESERVATION_FORM.pdf
11. Tobacco products are prohibited on all town properties.
12. Event calendars are provided on the Town's website at lakeplacidfl.net under the CALENDAR drop down menu. Under no circumstance will any use of the Government Center occur on any day where a Town Council meeting is scheduled.

13. Set up of tables or any other part of the Lake Placid Government Center may at the discretion of the Town Administration, have additional set up fees imposed, to be stated in advance of the event.
14. Lake Placid Government Center events require a 30-day advance notice.
15. There shall be no uses of electrical equipment or outside computer equipment which interface with the Government Center's computer network without permission from Town Administration.
16. The Town reserves the right to file suit against any individual or associated entity in case of any damage to town property or any non-payment.
17. The Town Administration shall have the authority to refuse return of any or all of any deposit received where damages or cleanup has not occurred per agreement.
18. Alcohol use will not be permitted by any private entity or any function that is not government or non-profit related. Alcohol will not be stored on any town facility except during the specific times of a permitted event.
19. The Town Administration shall have the authority to adjust terms and dollar amount charges on all events. Decisions may be appealed to Town Council either before or after the event. In the event any appeal to Town Council cannot be placed on an immediate Town Council agenda the terms imposed by the Town Administration shall prevail until the next Town Council meet, at which time Town Council may impose new terms.
20. Presence of a Lake Placid Police Officer shall be required at all events serving alcohol. This officer does not have to be in uniform and may at the officer's discretion, observe the event via video from within the facility to provide a less intimidating event atmosphere.
21. No children are allowed in the Town Government Center kitchen at any time.
22. The Town Administration shall be the only party allowed to perform any activities concerning ignition of initial propane stoves and kitchen apparatus.
23. STORAGE – Storage space is limited for organizations. All organizations or individuals using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the Town Administration.
24. FOOD AND DRINK – If a private catering service is used for the event, the caterer must furnish all equipment (ex: dishes, silver, table cloths, etc.) and remove them immediately after the event. Storing of catering equipment is not permitted.
25. DECORATIONS – Decorations may not be attached to the walls or doors with tape or anything that will damage the surface. Please seek permission from the Town Administrator or other appointed Town Representative for adhering anything to the walls or ceiling. Anything used to secure decorations (fishing line, string, etc) must be completely removed after the event. Any damage to ceiling panels may result in forfeiture of security deposit. Glitter and confetti require approval from Town Administration. No open flames (candles, lanterns); only battery operated will be permitted.
26. ANIMAL POLICY – Animals are not permitted in the facilities with the exception of certified service animals.
27. SECURITY – We ask that all users pay close attention to personal property and valuables and not to leave them unattended. The town is not responsible for theft or damage to personal property.
28. OUTSIDE RULES – Children must be supervised by an adult while outside. Please be respectful to the town and pick up and throw away your trash in proper areas.
29. SAFETY – For the safety and security of our guests, the town prohibits certain items from being brought onto any town facility unless specific permission is granted by the Town Administration. These include: Guns & Firearms, Explosive and Flammable Materials, Disabling Chemicals and other Dangerous Items
30. CLEANING - The town will not supply cleaning machines such as vacuum cleaners for clean up. The town supplies all cleaning solvents to be used in the Government Center and requires that and professional cleaning company to be used be prearranged and approved before any cleaning.

31. 31. Approval of this application does not authorize any violations of Town Code or other laws. The town has a sign ordinance which permittees are encouraged to review to save any funds spent on signs that will be removed by Code Enforcement if posted. The Town also has a noise ordinance that permittees are encouraged to review. Both can be accessed on the Town website www.lakeplacidfl.net, under the Administration Drop Down Bar.

32. Reservation for Town Facilities and the Government Center are being taken and placed on the calendar. The Town will follow the Governor's guidelines regarding COVID 19 and permittees are required to do the same. The Town reserves the right to cancel any event pursuant to ongoing developments with COVID 19 warnings or any other warnings regarding emergency situations. Rules and reservations are subject to change depending on factors influencing Town Government.

33. Permittees are hereby advised that the Town does not promise electricity at the Government Center since there is no generator. All plans are subject to electrical power being provided normally. In the event of power failure during the event the Town may at its discretion issue a "rain check," but is not required to do provide refunds or event rescheduling free of charge.

34. The applicant on this form bears responsibility for reporting all accidents resulting in any injury to person(s) or town property to the Town Administrator immediately.

35. WEEKEND EVENTS will receive one trip from TOWN STAFF to open the building and one trip from TOWN STAFF to close. Parties are expected to remain in the building at all time the building is unlocked and notify town staff of any problems. \$50 fee otherwise.

36. NOTE THAT REFUNDABLE DEPOSITS ARE FORFEIT IF ANY RULES ARE VIOLATED OR IF THE VENUE IS NOT CLEAN AND RETURNED IN GOOD SHAPE

37. The air conditioner settings are set to avoid mold formation in the building. Any changes by anyone other than staff are prohibited. The town incurred a \$200 AC bill in 2021 dues to a permittee tampering with the AC settings.

FACILITY USE APPLICATION AND RESERVATION PROCESS

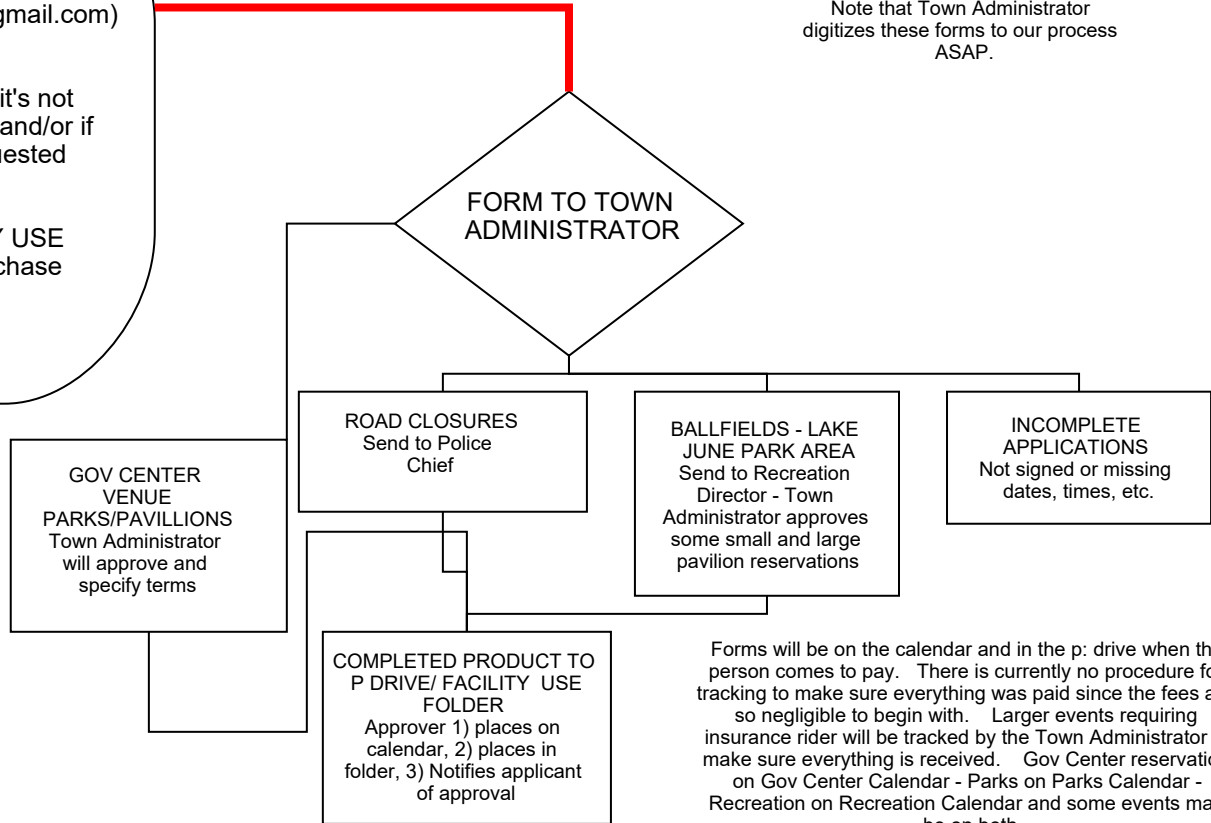
The most current FUA Form is always at
<http://www.lakeplacidfl.net/forms.html>
 a drop down under FORMS on the town's webpage. The form evolves as users find loopholes and facility conditions change. Only the current version on the facility request date will result in the facility being reserved.

FORM RECEIVED
 May be received by email (lakeplacidgov@gmail.com) hard copy to Front Desk Staff or whatever.

Form will receive no further consideration if it's not signed by a person claiming representation and/or if it's not filled out with the specific venue requested and the specific dates and times of request.

Staff will scan and place in the p:// FACILTY USE FOLDER/PENDING. It is not staff's job to chase down requestors preferences.

Note that Town Administrator digitizes these forms to our process ASAP.



Forms will be on the calendar and in the p: drive when the person comes to pay. There is currently no procedure for tracking to make sure everything was paid since the fees are so negligible to begin with. Larger events requiring insurance rider will be tracked by the Town Administrator to make sure everything is received. Gov Center reservation on Gov Center Calendar - Parks on Parks Calendar - Recreation on Recreation Calendar and some events may be on both



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/3/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brightway Insurance PO BOX 5700 Jacksonville FL 32247	CONTACT NAME: Commercial Service PHONE (A/C No. Ext): 855-841-3135 E-MAIL ADDRESS: Commercial@Brightway.com	FAX (A/C, No): 904-322-5928
	INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	


SAMPLE INSURANCE
RIDER NAMING TOWN
AS INSURED

COVERAGES **CERTIFICATE NUMBER:** CL191250811 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			UDC-2137087-CGL-19	1/1/2019	1/1/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ Included
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Town of Lake Placid 311 West Interlake Boulevard Lake Placid, FL 33852	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Pedro Fred/SEAKAL 
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