



Town of Kenneth City **Pavilion Rental Rules & Standards** **for Use**

We are pleased to have you use our pavilion. In order to maintain this facility as a clean and attractive place, we need your cooperation regarding the following rules and regulations:

- Any individual or group desiring use of a park or recreation facility must apply by filling out an application. Applications are available on our website or at Town Hall, located at 6000 54th Avenue North Kenneth City, Florida 33709. You may also request an application to be emailed to you.
 - Office hours are Monday – Friday 8:00am – 4:00pm
- Pavilions are not to be used for a private event usage **UNLESS RESERVED** for rental.
- If your event is for more than 25 people, you must obtain approval from the Town Manager or designee.
- Pavilions are rented in **4-hour time blocks**. Additional hourly pricing is listed below.
- All requests are on a first come, first serve basis.
- Designated Town functions take preference over any other use of a facility rental.
- Person applying for a pavilion rental must be 21 years of age, provide ID for proof of residency, and be the person renting the pavilion.
- Rental fees must be paid 30 days prior to the event – **PAYABLE BY CREDIT CARD (+ 2.5%) OR BY CHECK – NO CASH**.
- Any damages to the pavilion during the event, including any picnic tables that are not deemed by the Town to be a "normal wear" damage item will be charged to the renter at replacement cost. If renter notices any damage before or during the event the renter must bring it to the Town's representative's attention immediately.
- Any and all damage to the pavilion during rental time will be the responsibility of the renter as signed below.
- Renters are responsible for removing all decorations and belongings, including trash, following each event.
- Individuals or organizations are financially responsible for any damage to the facility or equipment occurring as a result of use.
- Pavilions and surrounding event site areas are to be returned in an "as was" condition.
- Alcoholic beverages and loud music are prohibited in parks and recreation facilities. Pets are not allowed in playground or splashpad area. All pets must be on a leash in parks.
- Pavilion requests that include the use of equipment at the site will be assessed additional fees.
- No individual or organization may use the Town of Kenneth City's facilities with the purpose of private monetary gain or fundraising without special permission from the Town Manager.
- The contact person or organization representative must be present during rental.




- All fees apply to normal operating hours. Parks open at dawn and close at dusk. Pavilion rentals must end 30 minutes before dusk.
- The splash pad and its pavilion are open for community use. These areas cannot be rented for private parties.
- Groups wishing to install bounce houses are permitted only with proof of insurance, naming the Town of Kenneth City as additionally insured and must be presented at the time of reservation.
- Pavilion rental **DOES NOT** provide exclusive use of the playground or equipment.
- A deposit is **REQUIRED** for rental of pavilions. Pavilions will be checked after rental. Decorations, trash, food, etc. must be cleaned up and property disposed of. Pavilion must be left "as was or in better condition" than found. Failure to complete cleaning tasks will result in forfeiture of your deposit. Additional charges may be added for any damages to the facilities.
- Deposit and rental fees are fully refundable if the event is cancelled 30 days or more prior to your event. If the event is cancelled less than 30 days of the scheduled date there will be **no refunds**. If the Town must cancel the rental due to weather or any unforeseen reason, the park rental may be rescheduled at the next available date or receive a full refund.
- **NO ONE HAS EXCLUSIVE RIGHTS TO THE PARKS DURING THEIR RESERVATION TIME, ONLY TO THE SHELTER. THE PARKS ARE ALWAYS OPEN TO THE PUBLIC.**
- Individuals and groups using this pavilion shall abide by all local, state and federal ordinances, laws and statutes. Violations will include forfeiture of deposit, prosecution and prevention of future use of Town of Kenneth City facilities. Sufficient adult supervision shall be provided by the individual or organization sponsoring the event.

I (we) hereby release the Town of Kenneth City, its employees, from any responsibility whatsoever for any personal injuries, damages, use of photographs or loss of equipment resulting from and/or arising out of such use, and I (we) specifically agree to that this release and hold harmless shall apply to any and all claims or damages arising out of consumption or use of ALCOHOLIC BEVERAGES.

I (we) have further read the policies and rules governing the use of the pavilion and agree that we will abide by all rules and policies established for the pavilion's use. We agree also that our group will leave the pavilion/park in good condition. It is also understood that all setting up of equipment, taking down and cleaning will be our group's responsibility before leaving the pavilion/park, unless other arrangements have been made.

Signature: _____ Date: _____

Print Name: _____

Pavilion	Deposit	Resident	Non-Resident	Additional Hr.
Pavilion #1 (3 Picnic Tables)  Between Playground and Shuffleboard Court	\$50	4 hr. max	\$75 for 4 hrs.	\$25
Pavilion #2 (1 Picnic Table)  By Shuffleboard Court	\$25	4 hr. max	\$50 for 4 hrs.	\$15
Pavilion #3 (1 Picnic Table)  By Cornhole & Grill	\$25	4 hr. max	\$50 for 4 hrs.	\$25

RENTALS ARE PAID BY CREDIT CARD (PLUS 2.5%) OR CHECK – NO CASH

Town of Kenneth City
Pavilion/Park Inspection Checklist

Name/Organization: _____

Reservation Date: _____

Pavilion #: _____

_____ Trash bagged, tied closed and placed in trash can.

_____ Personal items removed from pavilion/park.

_____ Decorations removed.

_____ Floors left without damage or debris.

_____ Posts of pavilion left without damage.

_____ Picnic tables left without damage and moved back under pavilion.

Restrooms:

_____ Toilets flushed and in good working order.

_____ Counters/sinks clean of debris.

This checklist is intended to be a guideline in letting you know what we expect from you, our renter.
It is not an exclusive listing of possible damage that could occur.

Town of Kenneth City

Equipment Rental Policy

- Equipment must be rented and returned during normal business hours.
 - Location: 4600 58th St. N. Kenneth City, FL 33709
 - Office hours are Monday - Friday: 8:00 AM -4:30 PM
- Equipment may be reserved 7 days in advance of the reservation date.
- Rentals are based on a 4-day rental period. Equipment **MUST** be returned within the 4-day period. A fee for an additional day(s) rental will be charged on equipment brought back after the due date.
- For weekend rentals, equipment must be picked up from the Police Department on Friday by 4:30 PM and returned on Monday by 4:30 PM.
- If equipment is lost, stolen, or damaged the deposit will be held until a replacement fee is paid.
- Lost, stolen, or damaged equipment will be handled by the Town of Kenneth City resulting in retainage of your deposit (you will be required to make up the difference if the replacement cost is more than the deposit).

Equipment	Deposit (per item)	Rental Fee (4-day period)
Aerobic Frisbee	\$10.00	\$5.00
Shuffleboard (set of 4)	\$50.00	\$10.00
Wiffle Ball (2 bats, 6 balls, 4 bases)	\$20.00	\$5.00
Ladderball	\$40.00	\$10.00
Table Tennis Set (2 paddles, 3 balls)	\$20.00	\$5.00
Cornhole Bags	\$20.00	\$5.00

Town of Kenneth City
Recreation Pavilion Rental/Equipment Checkout

Date of application: _____ Date of rental: _____ Time of rental: _____

Applicant name: _____ Date of birth: _____

Cell phone: _____

Street address: _____ City: _____ Zip: _____

Email address: _____

Resident: _____ Non-resident: _____

Purpose of rental: _____ Is your organization non-profit? Yes _____ No _____

Name of organization (if applicable) _____

Equipment requested (if applicable) _____ How many days? (4-day rental period) _____

Pavilions (Indicate which you would like to reserve):

_____ **Pavilion #1** (3 picnic tables, by the playground)

_____ \$50 deposit _____ \$75 rental fee (4 hrs.) _____ additional hr. (\$25/per hr.)

_____ **Pavilion #2** (1 picnic table, by shuffleboard)

_____ \$25 deposit _____ \$50 rental fee (4 hrs.) _____ additional hr. (\$25/per hr.)

_____ **Pavilion #3** (1 picnic table, by cornhole)

_____ \$25 deposit _____ \$50 rental fee (4 hrs.) _____ additional hr. (\$25/per hr.)

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Equipment (Indicate which you would like to reserve):

_____ **Aerobic Frisbee**

_____ \$10 deposit _____ \$5 rental fee

_____ **Table Tennis Set (2 paddles, 3 balls)**

_____ \$20 deposit _____ \$5 rental fee

_____ **Shuffleboard (set of 4)**

_____ \$50 deposit _____ \$10 rental fee

_____ **Additional Tennis Balls**

_____ \$0.25

_____ **Ladderball**

_____ \$40 deposit _____ \$10 rental fee

_____ **Cornhole Bags**

_____ \$20 deposit _____ \$5 rental fee

_____ **Wiffleball Set (2 bats, 6 balls, 4 bases)**

_____ \$20 deposit _____ \$5 rental fee

For office use only:

Rental: _____ Rental Date: _____ Rental Price: _____ Receipt #: _____

Deposit: _____ Deposit Returned: _____ Deposit Held: _____