



RENTAL POLICIES

Please Read This Entire Policy.

Lake Park Harbor Marina
561-881-3353



Lake Park Harbor Marina **Meeting Room Rental Policies**

RENTAL FEES: \$300 + tax for a 6-hour period, \$80 personnel fee and a \$200 required deposit. There is an additional \$50 + tax as a rental fee and \$15 as a security fee for each additional hour beyond 6 hours, which must be paid with your final payment at least two weeks from the event. There is also an additional charge of \$100 if alcohol is to be served

PROCEDURES AND REQUIREMENTS: To rent the Lake Park Harbor Marina Meeting Room, the event organizer must come to the Harbor Marina Main Office located at 105 Lake Shore Drive, Lake Park, Florida. If the requested date is available, the organizer must fill out the Agreement completely and return it to the appropriate staff member along with the stated deposit. The established rate is for a **six (6) hour period**. **There will be an additional charge for each additional hour** the facilities are utilized, and it must be stated at least two weeks before the event. **Within fourteen (14) days prior to the event, the rental rate must be paid in full.**

PROCEDURE:

- (1) Complete the application and pay the necessary deposit.**
- (2) 2 weeks prior to the function, pay the total amount.**
- (3) Following the event, after a positive inspection of the rental facility, your deposit will be forwarded back to you.**

KEYS:. Parties renting the Meeting Room will have the doors opened and locked by a staff member on site.

NO WAIVING OF FEES: Due to maintenance costs, there will be no waiving or reducing of fees, regardless of the organization being for profit or non-for profit, nor does residency make a difference in the rental fees.

DEPOSITS - NOT REFUNDABLE UPON CANCELLATION: A deposit is required at the time the reservation of the Meeting Room is made. **All deposits are forfeited at the time of cancellation of the event, regardless of the date. The deposit can not be forwarded to a future date.** Following the event, the deposit is refundable in no less than fourteen (14) days, upon a positive inspection of the rental facility and its premises, in lieu of any damage and/or theft.

MAXIMUM NUMBER OF PEOPLE: Due to the Lake Park Fire Codes and facility space, the maximum number of people allowed per event is fifty (50) people. There are no exceptions.

PERSONNEL/SECURITY: A staff member and a fee of \$80.00 is required for every event, regardless of the number of people attending. The staff member(s) shall be allowed to partake of food and non-alcoholic drink. **The staff member(s) will not be expected to be utilized as set-up, wait staff and/or cleanup workers.** Each additional hour will entail an

additional fee of \$15 per hour for the personnel fee. **If alcohol is involved, a fee of \$100 to have additional security will be assessed.**

TIME: All renting parties must vacate the Meeting Room no later than 11:00 p.m. It is suggested that functions end at 10:00 p.m., to allow time for vacating the premises. No individuals and vehicles are allowed in the Lake Park Harbor Marina beyond 11:00 p.m.

ADDITIONAL HOURS: If the renting party chooses to rent a facility for additional hours, each additional hour must be added onto the original slated time. ie...If the chosen time for a Mirror Ballroom rental is 5:00 p.m. – 11:00 p.m., then the extra hour would be between 4:00 p.m. – 5:00 p.m. Extra hours does not constitute arriving in the morning for additional time and then coming back in the evening for the party.

FOOD & BEVERAGES: Food and beverages are allowed, and all clean-up must be done by the renting party.

SET-UP / BREAKDOWN: All renting parties are responsible for the set-up and breakdown of the functions tables and chairs. If any special needs must be addressed, the renting party should contact the Marina Manager no later than one week prior to the event. **All groups that choose not to breakdown their event, and return the tables and chairs to their original location, will forfeit their deposit.**

CLEANUP: The event organizer is responsible for all **cleanup and damage both inside of and outside of (including all perimeters) the Meeting Room.** General cleanup must be completed before ending the event and will be included within the 6-hour rental period. Any excessive cleanup that may be necessary will be taken out of the deposit before any reimbursement is made. **It is up to the event organizer to end their party on time or be assessed the additional charge, which is payable immediately.** Failure to leave the premises on time, will result in the contacting of the Palm Beach County Sheriff Department for the groups immediate dismissal and forfeiture of the deposit. Should there be excessive clean-up, beyond the cost of the \$200.00 deposit, the renting party will be charged an additional fee.

RENTAL RESTRICTION: To maintain the “Special Event” quality of town rental facilities, no group is permitted to rent the Meeting Room and its surrounding area more than one time during a 45-day period.

CHILDREN: All children’s behavior is to be monitored by the event organizer. The Lake Park Harbor Marina is not designed to allow children to run free throughout the building. It will be the responsibility of the event organizer to control the behavior of all of the guests, especially the children.

CHAIRS/TABLES: The Town will provide chairs and tables in the Meeting Room. All chairs and tables will need to be **setup by the renting party and must be relocated to the exact areas as they are found.** No exceptions. **No additional chairs and/or tables may be brought into the Meeting Room.**

DECORATIONS: Please refer decorating questions to the Marina Manager. Due to Lake Park Fire Codes, absolutely **NO CANDLES OR SMOKE MACHINES** are permitted in the Meeting Room. **Glitter, confetti and rice are also not permitted.** No decorations may be taped to the interior walls of the Meeting Room, as it ruins the paint.

SMOKING: Absolutely **NO TOBACCO** of any kind is allowed inside of, or on the patio of, the **Lake Park Harbor Marina Building.** Tobacco consists of cigarettes, cigars, pipes and smokeless tobacco (chew). **As with all government buildings, smoking is only permitted in grassy lawn areas around the outside of the building - 50 feet in distance.** Ashtrays are not provided by the town and the event organizer is responsible for any and all smoking debris, trash, damage, etc...

PERMITS: A permit will be needed to have any type of function at the Lake Park Harbor marina. Those permits would include, but not limited to: Rental Permit, Alcohol Permit, etc.

ALCOHOL: If you intend on having alcohol at your event, a town permit is required. It is important to note that in order to receive a permit, you will need to pay an additional \$100.00 for additional security. It is important to note that without this permit, there is no way you can offer alcohol at all. **The event organizer accepts all responsibility for the alcohol consumption of their guests.** The town personnel and the Town of Lake Park will not be held liable for any behavior or alcohol intake of the guests at any event at the Meeting Room. Please see the Personnel Paragraph above for details.

MUSIC: There are no sound systems and/or microphones available in the Meeting Room. All rental groups are responsible for their own P.A. Systems. Limited music is permitted. The event organizer **is responsible for keeping the music volume at a reasonable level.** Also, in compliance with the residential homes and boaters around the Meeting Room, the town personnel present at the event is directed to inform the event organizer that the volume should be adjusted, if necessary.

DAMAGE AND/OR THEFT: Should there be any damage or theft, the deposit will be forfeited. Should the cost for damage and/or theft (photographs, furniture, etc...) exceed the deposit, the event organizer will be responsible for the additional costs.

THEFT: The Town of Lake Park, and its staff, will be held harmless should any item of the event organizer and/or their function be stolen or misplaced.

ANIMALS: At no time are animals allowed to be in or around the Meeting Room. This includes petting zoos.

RIDES AND/OR ACTIVITIES: At no time are "bounce houses", "slides", etc., and/or carnival rides allowed to be in or around the Meeting Room.

GENERAL LIABILITY: The event organizer is completely responsible for all damage, theft, physical harm, alcoholic consumption and incidences that cause public complaint and/or P.B.C. Sheriff notification. It is the responsibility of the event organizer to control the alcoholic intake and the behavior of their guests.

IMPORTANT NOTICE: It is important to remember that the Meeting Room belongs to the Town of Lake Park and should be respected accordingly. Everyone attending events that take place in the Meeting Room should enjoy the atmosphere and respect the furnishings, paintings and amenities. The Town of Lake Park reserves the right to reject a rental party for any reason, and any circumstances, whatsoever.

INDEMNIFICATION: Renter shall, during the term of this agreement, fully protect, indemnify and hold the Town of Lake Park harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorneys' fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, his employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, his employees, agents, licensees or invitees.

GENERAL PROVISIONS:

Captions: The captions or titles to the various sections of this agreement are for convenience and ease of reference only and do not define, limit, augment or describe the scope, content or intent of this agreement or of any parts thereof.

Joint and Several Obligations: If Renter consists of more than one person or entity, the obligation of all such persons is joint and several.

Situs: The agreement shall be constructed and interpreted according to the laws of the State of Florida.

In witness whereof, the parties have executed this Agreement, as evidence of their agreement to the information set out therein.

Lake Park Harbor Marina **Facility Usage Permit**

Date of Event: _____ 201__ Time of Event _____ - _____

Type of Event (*Birthday, Wedding, Meeting, etc.*): _____

Contact Person's Name: _____

Name of Party or Organization (*if applicable*): _____

Phone Number: Home: _____

Cell: _____

Any Additional #'s: _____

Address: _____

Number of People Attending Event: _____

Alcoholic Beverages: YES NO

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND EVERYTHING IN THIS RENTAL AGREEMENT POLICY.

Signature of Renter _____ Date _____

Signature of Lake Park Staff Member _____
Date _____

Paid Deposit _____ Paid Remainder _____
(Amount) (Date)

Town of Lake Park Facility Usage Agreement

Y _____(initial) This agreement, made the _____day of _____, 200____, by and between THE TOWN OF LAKE PARK, a Florida municipal corporation (Town) and _____(Renter).

Y _____(initial) Premises: Town leases to Renter and Renter leases from Town the Lake Park Harbor Marina Meeting Room.

Y _____(initial) Term: The hours of rental are from _____o'clock _____.m. until _____o'clock _____.m. on _____ (Date).

Y _____(initial) Rental Rate: Renter shall pay Town the rental sum of \$_____, fourteen (14) days prior to the event.

Y _____(initial) Security Deposit: Renter shall deposit with Town the sum of \$200.00, as security for the full and faithful performance by Renter of all of Renter's obligations hereunder. The deposit shall be made at the time the reservation for the premise is made with Town. No interest shall be paid upon the security deposit nor shall Town be required to maintain said deposit in a segregated account. The security deposit shall not be considered prepaid rent. In the event that Renter shall default in the full and faithful performance of any of the terms hereof, then Town may, without notice, either retain the security deposit as liquidated damages, or Town may retain the same and apply it toward actual damages sustained by Town by reason of the default of the Renter. If the renter fully and faithfully complies with all of the terms hereof, the security deposit or any balance thereof shall be returned to Renter after fourteen (14) days after expiration of this agreement, including extension thereof.

Leases and Assignments: Renter shall not have the right to assign this agreement to any other person or entity.

Y _____(initial) Rules and Regulations: The rules and regulations attached hereto shall be incorporated into and made a part of this agreement.

Y _____(initial) Indemnification: Renter shall, during the term of this agreement, fully protect, indemnify and hold Town harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorneys' fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, his employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, his employees, agents, licensees or invitees.

General Provisions:

Captions: The captions or titles to the various sections of this agreement are for convenience and ease of reference only and do not define, limit, augment or describe the scope, content or intent of this agreement or of any parts thereof.

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Situs: The agreement shall be constructed and interpreted according to the laws of the State of Florida.

In witness whereof, the parties have executed this Agreement, as evidence of their agreement to the information set out therein.

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND EVERYTHING IN THIS RENTAL AGREEMENT POLICY.

RENTER'S NAME (PRINT)_____

RENTER'S SIGNATURE:_____ **DATE:**_____

HARBOR MARINA

Town of Lake Park **FACILITY RENTAL**

NAME: _____

DATE: _____
(EVENT DATE)

FINANCE DEPARTMENT USE ONLY

LAKE PARK HARBOR MARINA MEETING ROOM

DEPOSIT:	\$200 NON-REFUNDABLE IF CANCELLED	\$ _____
RENTAL FEE:	\$300 FOR 6 HOUR PERIOD <i>(PLUS TAX - \$18.00)</i>	\$ _____
ADDITIONAL RENTAL FEE:	\$50 PER ADDITIONAL HOUR <i>(PLUS TAX - \$3.25)</i>	\$ _____
SALES TAX:	6% <i>(Of Rental Fees Only)</i>	\$ _____
SECURITY FEE:	\$80	\$ _____
ADDITIONAL SECURITY FEE:	\$15 PER ADDITIONAL HOUR	\$ _____
ALCOHOL SECURITY FEE:	\$100	\$ _____

TOTAL DUE:	\$ _____
PAID TODAY:	\$ _____
BALANCE DUE:	\$ _____

Town of Lake Park
FACILITY RENTAL

NAME: _____

DATE: _____
(EVENT DATE)

FINANCE DEPARTMENT USE ONLY

LAKE PARK HARBOR MARINA
MEETING ROOM

DEPOSIT:	\$200 <u>NON-REFUNDABLE</u> IF CANCELLED	\$ _____
RENTAL FEE:	\$300 FOR 6 HOUR PERIOD <i>(PLUS TAX - \$19.50)</i>	\$ _____
ADDITIONAL RENTAL FEE:	\$50 PER ADDITIONAL HOUR <i>(PLUS TAX - \$3.25)</i>	\$ _____
SALES TAX:	6.5% <i>(Of Rental Fees Only)</i>	\$ _____
SECURITY FEE:	\$80	\$ _____
ADDITIONAL SECURITY FEE:	\$15 PER ADDITIONAL HOUR	\$ _____
ALCOHOL SECURITY FEE:	\$100	\$ _____

TOTAL DUE:	\$ _____
PAID TODAY:	\$ _____
BALANCE DUE:	\$ _____