

TOWN OF LAKE PARK



FACILITY RENTAL HANDBOOK

Inquiries: 561-840-0160
535 Park Avenue, Lake Park, FL 33403
(Rentals Scheduled by Appointment)

Special Events Department
www.lakeparkflorida.gov

LAKE PARK RENTAL FACILITIES

The Town of Lake Park is pleased to offer a variety of rental facilities. Each facility offers a unique feel and flavor. From the indoor glamour of an old-fashioned ballroom to the lush greenery of a historic park, the Town's rental facilities strive to provide an array of ambiances. Consider one of Lake Park's many facilities for your next gathering.



← **MIRROR BALLROOM:** 535 Park Avenue (Capacity: 100 guests).
The Historic Mirror Ballroom is the largest facility available, offering the decor and charm of the olden days. Located on the second floor of Historic Town Hall, this grand Ballroom has a working mirrored ball and stage.



EVERGREEN HOUSE: 601 Federal Highway →
(Capacity: 20-65 guests) The Evergreen House is a 1925 Mission style home with original pecky-cypress ceilings and front door. The hardwood Dade pine flooring and fireplace are original to the home which adds to its charm. Beyond the French doors in the back is a covered patio overlooking Kelsey Park.



← **LAKE PARK HARBOR MARINA MEETING ROOM:**
105 Lake Shore Drive (Capacity: 50 guests)
The Marina Meeting Room is a spacious facility offering a beautiful view of the Intracoastal Waterway and Marina from the second floor.



LAKE SHORE PARK INDOOR PAVILION: 701 Lake Shore Drive →
(Capacity: 40 guests) Situated along the Intracoastal in Lake Shore Park, the facility is an ideal gathering location for any event. The Lake Shore Park Indoor Pavilion offers an outdoor patio area and a wonderful water view.



← **LAKE SHORE PARK PICNIC PAVILIONS (NORTH & SOUTH & PLAYGROUND):**
(Capacity: 15 guests for north; 25 guests for south; 45 guests for playground)
Choose from our three picnic pavilions along the Intracoastal in Lake Shore Park. This is an ideal gathering location.



W. ILEX PARK PICNIC PAVILION: 8th Street & W. Ilex Drive →
(Capacity: 15 guests) A quaint lush community park with a playground.



← **KELSEY PARK GAZEBO:**
Located at US Highway One and Park Avenue. (Capacity: 40 guests)
This old-fashioned open-air Gazebo is located in the Heart of Historic Lake Park. No food or beverage are permitted.



FACILITY USAGE AGREEMENT - PROCEDURES AND REQUIREMENTS

To reserve a Town rental facility, simply complete the Facility Usage Application and Agreement and secure with a rental deposit. The balance will be due in full fourteen (14) days prior to the event. **All rentals must be secured by appointment only.**

DEPOSIT: A deposit is required at the time the reservation of a town rental facility is made. **In the event of a cancellation, the Town must be notified within (14) days prior to the event for the applicant to receive full deposit.** If all policies are adhered to, all hours abided by and if a positive inspection of the facility is made, the deposit refund check will be mailed to you within a month. **Please do not call regarding your deposit refund within a month of your rental; doing so may result in a forfeiture of the deposit.**

TIME: All Town rental facilities are to be vacated no later than 1:00 a.m. Parties are to allow ample time to vacate the premises or all of the deposit will be forfeited.

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

SET-UP / BREAKDOWN: All renting parties **are responsible for the set-up and breakdown of tables and chairs.** If any special needs must be addressed, the renting party should contact the Town of Lake Park 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.**

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

CHAIRS/TABLES: The Town will provide chairs and tables in the Mirror Ballroom and the Lake Shore Park Pavilion only. 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. **Additional chairs and/or tables from a rental company may be brought into any Lake Park Rental Facility.**

CLEANUP: The event organizer is responsible for all **cleanup and damages both inside and outside of (including all perimeters) the chosen rental facility.** General cleanup must be completed before ending the event. 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 forfeit the complete deposit.** 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 deposit, the renting party will be charged an additional fee.



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FACILITY RENTAL FEE SCHEDULE

FACILITY	DEPOSIT	RENTAL FEE/HR (Tax will be added to all rental fees)	
		Resident	Non-Resident
MIRROR BALLROOM <i>Capacity 100</i>	\$250	\$100/hour	\$130/hour
EVERGREEN HOUSE <i>Capacity 20 indoors/65 outdoors</i>	\$200	\$75/hour	\$100/hour
HARBOR MARINA <i>Capacity 50</i>	\$200	\$90/hour	\$120/hour
LAKE SHORE PARK INDOOR PAVILION <i>Capacity 40</i>	\$200	\$90/hour	\$120/hour
LAKE SHORE PARK SOUTH PAVILION 2 picnic tables (Sunrise to Sunset) <i>Capacity 25</i>	\$100	\$50	(flat) \$70
LAKE SHORE PARK PLAYGROUND PAVILION 4 picnic tables (Sunrise to Sunset) <i>Capacity 45</i>	\$100	\$100	(flat) \$125
LAKE SHORE PARK NORTH PAVILION OR WEST ILEX PARK PAVILION 1 picnic table (Sunrise to Sunset) <i>Capacity 15 each</i>	\$100	\$35	(flat) \$60
BLAKELY COMMONS GAZEBO <i>Capacity 40</i>	\$100	\$45/hour	\$70/hour
KELSEY & LAKE SHORE PARKS	\$500	\$400 FLAT RATE	

OTHER FEES

TAX	Tax will be charged on all rental fees.
STAFF FEE	Required for all indoor facility rentals and is included in the price.
SET UP & BREAKDOWN	\$60/hour (Includes rental fee & staff fee)

TOWN'S UNILATERAL RIGHT TO CANCEL EVENTS: The Town reserves the right to cancel an event and reservation, and retain all or a portion of the applicant's security deposit and rental fees. If the applicant makes any incomplete, inaccurate, false, or misleading statement in the application, or omits or fails to provide the information, deposit, or fees required by the application. Moreover, if prior to the event taking place, the Town determines that the applicant is advertising or promoting the event and charging admission or a donation to persons in exchange for a person's attendance at the event, the Town may unilaterally cancel the event and retain any deposit or fees submitted. If the Town cancels the event, the Town shall be entitled to retain the security deposit and up to 100% of all fees collected from the applicant prior to the discovery of the false or incomplete information. The Town shall also have the right to unilaterally cancel an event for any reason provided the Town does so at least seven days prior to the scheduled event. In which case, the applicant shall be entitled to a refund of the security deposit submitted at the time of application and any fees collected.

PERSONNEL/SECURITY: A staff member is required to be in attendance for an event held indoors regardless of the number of people attending. **The staff member(s) will NOT be expected to be utilized as set-up, wait staff and/or cleanup workers. The event organizer is responsible for the behavior of the guests. If for any reason, the Town's staff member feels it necessary to contact PBSO, there will be a complete forfeiture of the deposit.**

FOOD & BEVERAGES: Food and beverages are allowed at select rental facilities.

RIDES AND/OR ACTIVITIES: Bounce houses are allowed only with a Certificate of Insurance from the bounce house company you select. The insurance certificate must be faxed or emailed to the Town of Lake Park Special Events Department for approval no later than one week prior to the event and the date of the insurance certificate must not be more than 30 days prior to the date of the event. The town of Lake Park must be named as the certificate holder and additional insured with respect to commercial general liability, and the limits must be at least \$1 million per occurrence and \$2 million aggregate. Slides, pony rides, and/or carnival rides are **NOT** allowed to be in or around town rental facilities, especially in Kelsey and Lake Shore Parks. **Certificate Holder should read: Town of Lake Park, 535 Park Avenue, Lake Park, FL 33403. There are absolutely no exceptions to these requirements.**

ANIMALS: At no time are animals allowed to be in or around town rental facilities. In accordance with Lake Park Codes, no animals are allowed in the parks (including petting zoos).

CHILDREN: All children's behavior is to be monitored by the event organizer. Town rental facilities are not designed to allow children to run free throughout the buildings. It will be the responsibility of the event organizer to control the behavior of all of the guests, especially the children.

SMOKING: Absolutely **NO TOBACCO of any kind is allowed inside of, or on the patio of, town rental facilities.** 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 town rental facilities - 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. The side glass doors of the Mirror Ballroom are **not** to be opened, except in case of emergency evacuation. The balconies and outside staircases are for historical purposes and are **never** to be utilized as a smoking patio and/or an access to the parking lot.

PERMITS: A permit is required to have any type of function in or near town rental facilities. Those permits would include, but not limited to: Rental Agreement Permit, Special Events Permit, etc. If an event exceeds the capacity of a rental facility and uses any type of infrastructure outside the confines of the building into the public use area a special events permit fee is required at an additional fee to be submitted for approval.

ALCOHOL: 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 town rental facilities. If Town Personnel feels it necessary to contact PBSO, for any reason, there will be a complete forfeiture of the deposit.

MUSIC: There are no sound systems and/or microphones available at any location in town. All rental groups are responsible for their own P.A. Systems. Limited music is permitted at town rental facilities. The event organizer **is responsible for keeping the music volume at a reasonable level and is subject to forfeiture of deposit at the discretion of the Town.** Also, in compliance with the residential homes around town rental facilities, 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. 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.

GENERAL LIABILITY: The event organizer is completely responsible for all damage, theft, physical harm, alcoholic consumption and incidences that cause public complaint and/or Palm Beach County 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 while enjoying the atmosphere of rental facilities, the contents and amenities are to be respected. The Town of Lake Park reserves the right to reject a rental party for any reason, and any circumstances, whatsoever. The event organizer is completely responsible for all damage, theft, physical harm, alcoholic consumption and incidences that cause public complaint and / or Palm Beach County Sheriff notification. It is the responsibility of the event organizer to control the alcoholic consumption and the behavior of their guests.

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 attorney's 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.

ALL RENTAL AGREEMENTS ARE SECURED ON AN APPOINTMENT ONLY BASIS.



Town of Lake Park Facility Usage Application

Day/Date of Event: _____, _____ 201_____

Time of Event: Start _____:_____ (a.m. /p.m.) End _____:_____ (a.m. /p.m.)

Set-up _____:_____ (a.m./p.m.) to _____:_____ (a.m./p.m.)

Breakdown _____:_____ (a.m./p.m.) to _____:_____ (a.m./p.m.)

Number of Guests: _____

Rental Facility:

Harbor Marina _____ "Sunset" Room

Kelsey Park: _____ Gazebo _____ Evergreen House

Kelsey Park/Lake Shore Park: _____ Entire

Lake Shore Park: _____ Indoor Pavilion
_____ Picnic Pavilions (North, South, Playground)

Town Hall: _____ Mirror Ballroom

W. Ilex Park _____

Type of Event: _____ Baby Shower _____ Birthday Party _____ Meeting
_____ Wedding Ceremony _____ Wedding Reception _____ Other

Requests: _____ Alcoholic Beverages _____ Bounce House *
_____ Special Events Permit Required
**Requires a Certificate of Insurance*

Contact Information:

Name: _____

Address: _____

Home: (____)_____-____-_____ Cell: (____)_____-____-_____

Work: (____)_____-____-_____ Other: (____)_____-____-_____

E-mail: _____

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

Renter: **X** _____ Date _____

Lake Park Staff: **X** _____ Date _____



Facility Usage Agreement

This agreement, made the _____ day of _____, 201____, by and between THE TOWN OF LAKE PARK, a Florida municipal corporation (Town) and _____ (Renter).

Premises: Town leases to Renter and Renter leases from Town the _____ (Facility Name)

Term: The hours of rental are from ____ o'clock ____ .m. until ____ o'clock ____ .m. on _____ (Day/Date).

Security Deposit: Renter shall deposit with Town the sum of \$ _____ as security for the full and faithful performance by Renter of all of Renters 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.

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

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

Rules and Regulations: The rules and regulations included hereto shall be incorporated into and made a part of this agreement.

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 attorney's 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.

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

RENTER: _____
(PRINT)

(SIGNATURE)

DATE: _____ / _____ / _____