

VERO BEACH RECREATION DEPARTMENT

LEISURE SQUARE 3705 16TH STREET

VERO BEACH, FL 32960

(772) 770-6517

FAX (772) 770-1854

www.covb.org

Permit Application for Use of a City Park or Beach

This permit allows for an organized, private-party event within the park with over 50 people attending and/or special requests.

All areas are first-come, first-serve. It does not allow for the exclusive use of the park or reserve any area of the park.

Parks are not closed off to the public without specific approval. This form is not intended for use for non-profit and/or public events.

YOUR REQUEST FOR THE USE OF A PUBLIC PARK OR BEACH WILL BE APPROVED AFTER PROCESSING FEE IS PAID AND YOUR REQUEST IS APPROVED BY THE RECREATION DIRECTOR AND CITY MANAGER. AN APPROVED REQUEST DOES NOT RESERVE THE PARK. PARKS AND BEACHES WILL NOT BE CLOSED OFF TO THE PUBLIC, UNLESS EXCLUSIVE USE IS REQUESTED AND APPROVED. PROCESSING FEE IS SUBJECT TO A \$25.00 PLUS TAX CANCELLATION FEE.

Location: NAME OF PARK OR BEACH REQUESTED _____

Event Day & Date: _____ Time: _____ - _____

Type of Event: _____ Number attending _____

Name: _____ E-mail: _____

Address: _____

Home Phone: _____ Daytime Phone: _____ Cell Phone: _____

Electricity: _____ YES _____ NO Electricity is not available in all areas. Where available, there is a \$25.00 charge with a \$50.00 refundable key/damage deposit.

Other Requests: _____

REQUIRED FEES:

\$ _____ Processing Fees Date Paid: _____	\$ _____ Out of County, Damage, or Key Deposit Date Paid: _____
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Processing Fee \$ _____

Exclusive Use Fee \$ _____
(if applicable)

Sales Tax \$ _____
(if tax exempt, submit certificate of exemption)

Electric Fee \$ _____

Water Fee \$ _____

Deposit \$ _____
(Out of County, Damage or Key Deposit, if required)

Other \$ _____

Total \$ _____

FEES (cash or check only)

- Up to 50 attending : No fees or forms required, unless there are special requests
- More than 50 people attending: \$50.00 plus tax required, with Request for Use of a City Park or Beach
- Exclusive Use Fees: \$700.00 (plus tax) for 2 hour minimum rental
(required if Royal Palm Park will be \$350.00 (plus tax) per hour for additional hours
closed to the public for a private event) \$ 25.00 per hour for Attendant on Duty (not required)
- Out-of-County Residents require a refundable \$100.00 park damage deposit.

RULES:

1. Preparation time must be included on this request.
2. Parking for the applicant and his/her guests is allowed only in designated areas. Parking in grass areas is not permitted. Vehicles are not permitted in the Royal Palm Pointe Park.
3. The applicant shall be responsible for the complete cleanup of the area after the event. This cleanup will include all foreign matter that has been transported to this area by the applicant, its guests, and other spectators.
4. There will be no digging, underground installations, tents, or temporary building installations, or pruning of foliage without prior specific permission of the City Manager or his designee. This authorization must be obtained in writing in advance of any action of the above on the part of the applicant. All applicants with authorization who plan to do this type of activity must confirm location of any underground facilities/ utilities by contacting the following agencies.
 1. Southern Bell (1-800-432-4700)
 2. Water & Sewer (978-5220)
5. No alcoholic beverages may be consumed on this property at any time without an approved Alcohol Permit and deposit.
6. No loud music or other objectionable noise or amplification is permitted in this area.
7. All security and traffic control is the responsibility of the Applicant. Special arrangements can be made with the Vero Beach Police Department for a fee for this service.
8. By utilizing this location for this event, the Applicant agrees to indemnify and hold harmless the City of Vero Beach for all liability, costs and fees incidental to loss or damage the City may suffer as a result of claims against it arising because of this event.
10. This application should be submitted to the Recreation Department 45 days prior to a private event.

The undersigned certifies that he/she has read and understands the foregoing. Further, the undersigned certifies that he/she is authorized to obligate the organization or group he/she represents in making this request and ensuring compliance with these rules. The applicant hereby agrees to protect, indemnify, defend, save, and hold harmless the City of Vero Beach, Florida, from all claims, demands, liabilities, and any suits of any nature whatsoever.

Signature of Applicant: X Printed Name: _____ Date: _____

RECREATION DEPARTMENT APPROVAL: _____ Date: _____

CITY MANAGER APPROVAL: _____ Date: _____

This is your permit. Please have it with you during your use.

If you encounter any problems during your use of this location please call our Supervisor on Duty at 538-1397, Recreation Director Rob Slezak at 538-1298, or the Vero Beach Police Department non-emergency number at 978-4600.

GENERAL INFORMATION FOR THE USE OF CITY OF VERO BEACH PARKS & BEACHES, INCLUDING PAVILIONS, STAGE AND EQUIPMENT

General Information

A “city” resident lives within the City limits of Vero Beach and/or owns real estate within the corporate limits of the City of Vero Beach. Residency can be determined with your voter registration card, or tax receipt.

Reservations and Fees

All parks are first-come, first-serve. For groups under 50 people with no special requests, there is no fee or permit required to use our parks or beaches. For groups over 50 people, there is a minimum \$50.00 plus tax processing fee and a permit application must be submitted. To be placed on the park calendar, please call 770-6517. Your date will be saved for one week, at which time you must set up an appointment to bring in your permit form and pay applicable fees. This allows your group the right to assemble, it does not reserve your picnic area.

The Grand or Large Picnic Pavilion facilities at Riverside Park, the Bethel Creek House and the Riverhouse can be reserved. To be placed on our facility calendars, call 770-6517. Your date will be saved for one week, at which time you must set up an appointment to bring in your permit form and pay applicable fees.

Forms and specific fee information can be found in the “Forms” section of our website. All rentals are subject to a cancellation fee. Renters who live outside Indian River County will be charged a \$100.00 damage deposit on pavilion rentals and a \$200.00 damage deposit on stage or equipment rentals, which is refundable after inspection of the site and/or equipment. ***All payments must be in cash or check form only.***

Royal Palm Pointe Park Fountain Hours

Fountain hours vary so please call 567-2144 for specific hours. Generally the fountain runs from Wednesdays – Saturdays from 10:00 a.m. – 3:00 p.m. (closed Sundays, Mondays, Tuesdays). During Indian River County School Board Spring and Summer Breaks, the fountain runs from 9:00 a.m. – 7:00 p.m. Mondays, Wednesdays, Thursdays, Fridays, Saturdays (closed Tuesdays & some Sundays). From mid-December to mid-March, the fountain runs Saturdays only from 10:00 a.m. – 3:00 p.m.

Picnic Pavilion

Open-air rental facility. 30 x 60 ft. rectangular concrete slab with roof and open sides. Directly west of restrooms and drinking fountain. Has charcoal grills for cooking nearby. Adjacent to volleyball court. Ideal for casual gatherings, barbecues, company picnics, etc. Electric is available for \$25.00 per day with a \$50.00 electric key deposit. You will be responsible for locking the electric box at the end of your event, and returning the key for your deposit refund. Tables and chairs are not provided. Please see the “Forms” section of our website for specific rental prices.

Grand Pavilion

Open-air rental facility. Two small and one large gazebo connect together to form one open-air pavilion. Diameters are 21 feet for the smaller gazebos, and 25 feet for the larger gazebo. Each gazebo has cupola ceiling lighting. Ideal for more formal occasions such as weddings, luncheons, awards, etc. Used for table seating, it can accommodate 75 to 100 people comfortably. Used for chapel seating it can accommodate up to 150 comfortably. Cooking at the Grand Pavilion is prohibited. Electric is available for \$25.00 per day with a \$50.00 electric key deposit. You will be responsible for locking the electric box at the end of your event, and returning the key for your deposit refund. Tables and chairs are not provided. Please see the “Forms” section of our website for specific rental prices.

Tents

All tents require specific approval. 10x10 or 12x12 foot “pop-up” tents or canopies with no sides are permitted provided the stakes to secure such are *no longer* than 10 inches and that the tents are placed at least 5 feet apart. Larger tents and tents with sides are required to adhere to Indian River County Ordinance related to fire prevention. Please call 226-1949 for more information. Before staking larger tents into the ground, you will be required to arrange for a “locate” for underground utilities.

Stage

Two (2) rental units. Trans-Stage: Full size, 24’ x 40’; Half size, 12’ x 40’; Ground to Deck, 43’; Folded Height, 9’8’; Folded Width, 7’8’; Tongue: 7’. Deluxe Mobile Stage w/Canopy: Aluminum. Performance dimensions – 24’ width x 16’ depth. Height from deck to canopy: front height of 12’6” and rear height of 9’6”. Includes stairs with handrail. Additional options include stage backdrop, sidewalls, 12’ long equipment ramp, professional lights and 4’ x 4’ side stage extensions for speakers. Requires flat surface and 22’ wide clearance. Daily rental fees apply. See the “Forms” Section of our website for specific pricing. Pricing includes set up and removal by Recreation Department staff only. There is an additional charge of \$50.00 per hour for either stage, if set up or take down is during unscheduled hours (weekdays after 2:30 p.m. and weekends,) and a \$75.00 per hour fee during holidays.

Public Events

To obtain approval to use City park grounds for a public event, applicants must complete an "Application & Formal Request to Hold a Public Event on City of Vero Beach Park Grounds." This application is available in the "Forms" section of our website. Insurance will be required and must *name the City of Vero Beach as additionally insured with the date and location of your event specified, and an insurance endorsement must be provided to us prior to your event.* To check the availability of a specific park, or for additional information, please call 770-6517.

Decorations/Clean-up

Decorations may be added, but must be removed before leaving the area. Use of nails and staples is prohibited. Only non-stick painter's tape, plastic "zip-ties," string, or similar material may be used. You may need to bring additional trash bags or cans for excess trash. Trash may be disposed of in the dumpsters near the boat ramps. Area must be cleaned after the event, or you will be charged for clean-up expenses.

Bounce Houses and Water Amusements

Bounce Houses and Water Amusements require a park permit with a \$50.00 plus tax processing fee. See the attached information for specific rules and fees.

Ocean Beach Parks and Turtle Season

March 1st through October 31st is officially turtle season for the Vero Beach and Indian River County area. It is very important that no activity disturb turtle nests in this area. Should you want to use the beach during this time, please limit all items to those that will sit on top of the sand, rather than sink into the sand. If in doubt, please call (772) 978-4855 and ask for assistance, or call (772) 567-8000 and ask for the Indian River County marine turtle permit holder.

Rest Rooms

Restrooms are opened at 7:00 a.m. and closed after 8:30 p.m. For after hour use, a key may be obtained prior to the event from the Recreation Department at 2266 14th Avenue, Vero Beach, FL 32960 with a \$50.00 key deposit. You will be responsible for locking the rest rooms at the end of your event, and for returning the key for your deposit refund.

Electricity & Water

Electric and water may not be available at all park locations. Water and drinking fountain water are available in most parks. For electrical use at the Grand Pavilion and the large Picnic Pavilion at Riverside Park as well as public events, there is a \$25.00 per day charge for electricity. A refundable \$50.00 damage/key deposit is required for the key to access the electric box. You will be responsible for turning the electric off and locking the electric box at the end of your event. Key must be returned for your deposit refund. There is a \$20.00 per day charge for water for public events. Bounce Houses and Water Amusements require additional charges.

Parking

Parking for the Grand Pavilion is allowed outside the perimeter of the St. Augustine grass area that extends approximately 50 feet from all sides of the pavilion. Driving or parking on the St. Augustine grass area that surrounds the Grand Pavilion is strictly prohibited. Parking for the Picnic Pavilion is directly in front of the pavilion in parking spaces along the road parallel to the Indian River. Parking at other parks and park areas is permitted in designated spaces.

Prohibited

There are no animals allowed in the parks except trained guide dogs, unless prior permission has been given and insurance has been provided to us. Driving or parking on the St. Augustine grass that surrounds the Grand Pavilion is strictly prohibited. No alcoholic beverages may be consumed at any time without an approved Alcohol Permit and deposit. All other special requests, i.e. tiki torches, trailered cookers, etc., must be specifically approved by the City Manager. Please call 772-770-6517 for more information or make your request in writing and mail it to, or drop it off, at 3705 16th Street, Vero Beach, FL 32960.

Emergency Contacts

In case of an emergency during your event, please contact the Recreation Department Supervisor on Duty at 538- 1397 or the City of Vero Beach Police Department non-emergency number at 978-4600.

Additional questions

Please call the City of Vero Beach Recreation Department at 567-2144, Monday thru Friday, 9:00 a.m. to 5:00 p.m. We will be happy to answer any questions you may have.

CITY OF VERO BEACH RECREATION DEPARTMENT

LEISURE SQUARE 3705 16TH STREET

VERO BEACH, FL 32960

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FAX (772) 770-1854

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Bounce House/Water Amusement Rules

- Permits can be obtained at the City of Vero Beach Recreation Department Leisure Square, 3705 16th Street, Vero Beach, FL 32960 and require a \$50.00 processing fee (plus sales tax). The "Permit Application for Use of a City Park or Beach" is also available on our website at covb.org . For Bounce Houses / Water Amusements, an additional fee of \$50.00 is required for use of the electric and \$65.00 for water, if available. Electric & water fees are not taxed. A refundable \$50.00 electrical key deposit/damage deposit is also required.
- Bounce Houses/Water Amusements are only allowed at Riverside, MacWilliams, or Charles Parks on a first-come/first-serve basis. Be aware that there may be other activities at the park. You can call the Recreation Department at 770-6517 to see if there are conflicting public events.
- Bounce Houses/Water Amusements can only be set-up on the grass for a maximum 4 hour time period.
- The Bounce House/Water Amusement vendor must provide the Recreation Department with a current "Certificate of Liability Insurance" naming the City of Vero Beach as additionally insured with the date and location of your event, and the insurance endorsement must be provided to us prior to your event. This can be faxed to the above fax number.
- Without the proper paperwork and insurance, Bounce Houses/Water Amusements are not allowed in the parks.
- For more information please contact the Recreation Department at the above address or phone number.

NOTICE

REGARDING INSURANCE REQUIREMENTS FOR EVENTS

The City of Vero Beach requires liability insurance for public events and some private events. In order for your event to be approved, proof of insurance must be provided to us *exactly* as outlined below. We ask that these documents be received 30 days before the date of an approved event. If not received the City has the right to cancel your event.

- A Certificate of Insurance **with endorsement** is required from your insurance company. This must show the City of Vero Beach, P.O. Box 1389, Vero Beach, FL 32961-1389, as an additional insured, and must list the event name, location where it is being held, and dates from set up through clean up in the description area.
- Your insurance company must endorse your policy and we must receive a copy of this endorsement. Be aware that your insurance company may charge you a fee for this service.
- Samples of the required forms are attached.
- Please provide these documents to the City of Vero Beach Recreation Department Leisure Square located at 3705 16th Street, Vero Beach, FL 32960. For your convenience, it can be faxed to (772) 770-1854 or emailed to llee@covb.org. Once received, the City will review these documents for approval. If information is missing or incorrect, you will be notified.

Except as otherwise stated, the amounts and types of insurance shall conform to the following minimum requirements:

- 1) Commercial General Liability - Minimum limits of \$1,000,000 per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability.
- 2) If applicable, Business Auto Policy coverage for vehicles involved in an event must be afforded on a form no more restrictive than the latest edition of the Business Auto Policy filed by the Insurance Services Office and must include: minimum limits of \$1,000,000 per occurrence combined single limit for bodily Injury Liability and Property Damage Liability.
- 3) Unless covered under their own Workers' Compensation policy, the organization responsible for the event shall conform to minimum limits of \$500,000 per occurrence combined single limit for Workers' Compensation for all vendors participating in an event.

The following pages are a sample of an approved certificate and endorsement.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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(les) 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	CONTACT NAME:	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:		
YOUR INSURANCE PROVIDER		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		
YOUR BUSINESS/ORGANIZATION			

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

SAMPLE

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

3

CERTIFICATE HOLDER 4	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

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ACORD 25 (2010/05)

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- 1) This column must be marked with an 'X' showing the CITY OF VERO BEACH as an additional insured.
- 2) Policy effective/expiration dates need to show times for event dates from set-up to clean-up.
- 3) Description must specify event name, location, and date(s) from set-up to clean-up.
- 4) City of Vero Beach, P.O. Box 1389, Vero Beach, FL 32961-1389 must be listed as "certificate holder"

In addition to the requirements outlined above, an Insurance Policy Endorsement for Additional Insured (see samples following) must be submitted to the City of Vero Beach.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 37 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".