

CITY OF VERO BEACH RECREATION DEPARTMENT

2266 14TH AVENUE, VERO BEACH, FL 32960

(772) 567-2144

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WWW.COVB.ORG

FREQUENTLY ASKED QUESTIONS FOR PARKS AND BEACHES

How do I know if I am a City Resident?

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.

Can I have a private party or reserve a picnic table at the park?

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. This allows you the right to assemble, it does not reserve your picnic area. Only 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 and/or park 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 bleacher rentals, which is refundable after inspection of the site and/or equipment. Please note that it may take two weeks or more for these refunds to be processed. **All payments must be in cash or check form only.**

Can I have a wedding on a City beach?

Yes. You will need to follow the instructions listed above for a private party at one of our City parks.

How does Turtle Season affect use of the Ocean Beach Parks?

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.

Is there a fee to have a party or event at the park?

There is no fee for private parties with less than 50 people attending, unless you have a special request, such as a bouncehouse. If you plan to have more than 50 people attend, there is a \$50.00 + tax processing fee. There are also fees associated with public events. We suggest you review our “Forms, Fees & Rules” section of this website or call 567-2144 for more information.

How do I reserve a City park for a Public Event?

Applicants must answer the questions on the application form in order to obtain approval to use City park grounds for a public event. This application and specific information is available in the “Forms” section of our website. In most cases, 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 the 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.

Am I allowed to put up decorations for my party at a City park?

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.

Is there Electricity & Water available at a City park?

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 key/damage 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. Please note that it may take two weeks or more for the refund to be processed. There is a \$20.00 per day charge for water for public events. Bounce Houses and Water Amusements require additional charges.

Can I bring a Bounce House or Water Amusement to a City park?

Bounce Houses and Water Amusements require a park permit with a \$50.00 plus tax processing fee. Permit application can be found in the "Forms" section of our website. Bounce Houses and Water Amusements are only allowed at Riverside Park, MacWilliams Park or Charles Park on a first-come/first-serve basis and can only be set-up on the grass for a maximum 4 hour time period. An additional \$50.00 electric fee is required along with a refundable \$50.00 electrical key deposit. Please note that it may take two weeks or more for the refund to be processed. Water Amusements require a \$65.00 water fee. These fees are not taxed. Be aware that there may be other activities at the park. You can call the Recreation Department at 567-2144 to check for conflicting public events. 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 listed, and the insurance endorsement must be provided to us prior to your event. Without the proper paperwork and insurance, Bounce Houses/Water Amusements are not allowed in the parks.

How late are the City park rest rooms open?

Restrooms are open dawn to dusk, generally 7:00 a.m. to 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 \$5.00 key deposit. Please note that it may take two weeks or more for this refund to be processed. You will be responsible for locking the rest rooms at the end of your event, and for returning the key for your deposit refund.

Can I bring alcohol to a City park?

Alcoholic beverages are not allowed at any City parks. There are two covered rental facilities located within Riverside Park - the Large Picnic Pavilion and the Grand Pavilion - which allow alcohol with a permit. These must be reserved in advance and an alcohol permit and deposit are required. Please note that it may take two weeks or more for the refund to be processed. See the "Forms, Fees & Rules" section of this website, or call 567-2144 for more information.

Can I reserve the Royal Palm Pointe Park for a private party?

Yes, but there are specific rules and fees. If you plan to have a private party with less than 50 people, you are allowed to use the park and fountain area on a first-come, first-served basis. Public Events and Exclusive Use of the park is allowed, but you must fill out a permit application and there are fees associated with this. Please see the "Forms, Fees & Rules" section of our website or call 567-2144 for more information.

What are the hours for the Royal Palm Pointe Park Fountain?

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. Wednesdays – Mondays (closed Tuesdays). From mid-December to mid-March, the fountain runs Saturdays only from 10:00 a.m. – 3:00 p.m.

How can I reserve the Large Picnic Pavilion at Riverside Park?

This is an 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/damage deposit. You will be responsible for locking the electric box at the end of your event, and returning the key for your deposit refund. Please note that it may take two weeks or more for the refund to be processed. Tables and chairs are not provided. Please see the "Forms, Fees & Rules" section of our website for specific rental prices.

How can I reserve the Grand Pavilion at Riverside Park?

This facility is an 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/damage deposit. You will be responsible for locking the electric box at the end of your event, and returning the key for your deposit refund. Please note that it may take two weeks or more for the refund to be processed. Tables and chairs are not provided. Please see the "Forms, Fees & Rules" section of our website for specific rental prices.

Where is parking allowed for the rental pavilions in Riverside Park?

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.

Do you rent tables and chairs?

We do not rent these items. We suggest you call a local rental company for your needs.

Can I set up a tent in the park?

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.

Do you have a Stage I can rent?

We have 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.

Do you have Bleachers I can rent?

We have one rental unit. Seats approximately 200 people. 40' long with 7' Tongue. Closed height, 9'; Open Height, 16'. 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 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.

Can I bring my pet to the park or the beach?

There are no animals allowed in the City parks or beaches except trained guide dogs, unless prior permission has been given and insurance has been provided to us.

Can I bring my own grill to a City park?

All special requests, i.e. tiki torches, trailered cookers, etc., must be specifically approved by the City Manager. Please call 567-2144 for more information or make your request in writing and mail it to, or drop it off, at 2266 14th Avenue, Vero Beach, FL 32960.

What do I do if I have an emergency during my approved event in a park?

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.

Who Can I call for additional questions?

Please call the City of Vero Beach Recreation Department at 567-2144, Monday thru Friday, 8:00 a.m. to 5:00 p.m. We will be happy to answer any questions you may have.