

City of Vero Beach Recreation Department
Leisure Square 3705 16th Street Vero Beach, Florida 32960
Phone (772) 770-6517 www.covb.org

**EVENT AGREEMENT TO HOLD A PUBLIC EVENT ON
CITY OF VERO BEACH PARK AND OR FACILITY GROUNDS**

I hereby request the following:

Name of Park _____
or Facility area _____

If Riverside Park, Indicate Area(s) of Use: (additional charges apply for Grand & Picnic Pavilions)

_____ Oaks Area _____ Unimproved Area _____ Grand Pavilion _____ Picnic Pavilion _____ Other

Utilities: _____ Electric Needed _____ Water Needed

Proposed date(s) _____ Set Up Time: _____

_____ Event Time: _____

_____ Clean-Up Time: _____

Name of group, organization, or individual _____

Organization's Website Address _____ Profit _____ Non-Profit

Name of Applicant _____

Applicant's Contact Number _____ Email Address _____

Please CHECK ONLY ONE of the following that applies to the physical location of your group or organization:

_____ City of Vero Beach _____ Indian River County _____ Outside Indian River County

Event Name _____

Type of Event _____

Do you feel the Event has civic or cultural value? (Describe): _____

Expected number of people attending the Event: _____

Are Dogs on leashes allowed at you event? Yes _____ No _____

Proposed Activities: _____

Special Requests: _____

Application Date: _____ X _____

Signature of Officer or Agent of Organization

Received by: _____

Date

City of Vero Beach Representative

APPROVAL: Event agreement for use of a City Park has been approved, subject to the conditions stated herein:

Date: _____

_____ **Conditional approval pending insurance** Recreation Director

_____ Special Event Committee Representative

_____ City Manager

EVENT AGREEMENT REQUEST TO HOLD A PUBLIC EVENT ON CITY OF VERO BEACH PARK AND FACILITY GROUNDS

Fees and Rules:

Please call (772) 770-6517 for an appointment to submit an event agreement. Original event agreements should not include a copy or fax. The agreement must be original, signed and delivered to the Leisure Square 3705 16th Street Vero Beach, Florida 32960. All agreements must be submitted at least 90 days before the proposed event. **Returning event reservations are taken no more than 365 days from the event. New event reservations are taken no sooner than 10 months out from the event date.** Office hours are Monday thru Friday, 8:00 am to 5:00 pm. Call for an appointment. All requests must be reviewed and approved by a Recreation staff member who will advise regarding additional requirements, fees, and limitations. All fees are due when application is turned in. All approved requests will require liability insurance showing the City of Vero Beach named as an additional insured and a copy of the insurance endorsement must be provided.

Required Event Fees:

\$ _____
Damage Deposit Paid

Date: _____

\$ _____
Processing Fees Paid

Date: _____

Processing Fee \$ _____

Grand Pavilion \$ _____

Picnic Pavilion \$ _____

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

Electric Fee \$ _____

Water Fee \$ _____

Damage Deposit \$ _____
(\$300 refundable deposit, if required)

Other \$ _____

Total \$ _____

General Park Rules

1. This **event agreement** entitles the requestor to use a City of Vero Beach public park or facility grounds for a specific organized event. It does not allow for the exclusive use of the park. Park will not be closed off to the public without specific request and approval.
2. Preparation and clean-up time must be included on this request.
3. Parking for the applicant and his/her guests is allowed only in designated areas, parking in grass or mulched areas is not permitted.
4. A damage deposit of \$300.00 will be required six (6) weeks before event. The applicant shall be responsible for the complete cleanup of the area after the event. This clean-up will include all foreign matter that has been transported to the area by the applicant, its guests, or other spectators. The parking area is to be specifically included in the clean-up process. All refuse will be placed in authorized receptacles or completely removed from the Park or facility grounds. Failure to clean-up within the time listed on this application, damage to the park area, or loss of any keys shall be cause of forfeiture of the deposit.
5. 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 designee. 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)
6. No alcoholic beverages may be consumed on this property without prior permissions, permits and required fees paid.
7. No loud music or other objectionable noise or amplification is permitted without prior permissions and permits.
8. The applicant is fully responsible for the actions of all members and guests associated with this event and for ensuring compliance with all laws and ordinances that are in effect for this area.
9. All security and traffic control is the responsibility of the Applicant. Special arrangements can be made with the Vero Beach Police Department (978-4600) for this service for a fee.
10. A solid waste dumpster can be obtained for a fee from the Solid Waste Department (978-5300) by arranging for this service at least one week in advance of the date of the event. The applicant can determine the container size and the appropriate container will be placed at a location that is convenient to both the Solid Waste Department and the applicant.

APPLICATION (continued)

11. 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, and loss or damage the City may suffer as a result of claims against it arising because of this event.
12. No event shall occur on City of Vero Beach properties without liability insurance in full force and effect. The City of Vero Beach must be listed as additionally insured with the insurance endorsement provided to us. See additional **NOTICE** attached to this permit.
13. This fully completed application should be submitted to the Recreation Department no later than 90 days prior to a public event and must be approved by the Recreation Director and City Manager prior to the event being held.

Special Rules for Use of Riverside Park

1. There will be no modifications authorized on the Riverside Park grounds unless specifically authorized by the City Council or City Manager. The City Manager may approve temporary installations of additional facilities. The City Council, however, must approve any permanent additions to the area. This specific approval must be obtained in writing. There will be no digging, underground installations, tents or temporary building installations, or pruning of foliage without prior specific permissions of the City Manager or his designee. Again, this authorization must be obtained in writing in advance of any action on the part of the applicant. Any work to be accomplished by skilled tradesmen, such as electrical or plumbing, must be reviewed in advance by the City Building Department. If any permits are required, the applicant is to obtain the requisite permits and follow up with appropriate inspections before its event.
2. Electrical service is provided at central locations on the grounds in the Oaks Area of the park. However, specific arrangements must be made during a weekday in advance of the scheduled activity for use of this service. Applicant must appropriately protect all extension cords that are run from the outlets provided to prevent falls or other injuries by visitors or other users.
3. Central potable water service is available in the Oaks Area of the park from a central water meter. Specific arrangements must be made during a weekday in advance of the scheduled activity. Two additional spigots have been located strategically on the property for the use of the applicant.
4. In an effort to preserve tree health in this very important area of Riverside Park, it is City policy that:
 - All vehicles and equipment shall use the shell pathways throughout the Oaks Area.
 - Vehicles utilizing shell pathways must be aware of low-hanging limbs and avoid damaging the limbs of these old trees.
 - Vehicles are not to be driven on the mulched areas surrounding the Oak trees.
 - Setting up for any event should be done from the shell pathways and the vehicles removed from the Oaks Area and parked in a designated parking area.
 - Car show displays need to remain on the grass areas or shell paths.

The undersigned certifies that he/she has read and understands the foregoing. Further, the applicant certifies 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, any suits of any nature whatsoever arising out of, because of, or due to this license, or due to any act or occurrence of omission or commission of the applicant, its agents or employees.

Name of Organization: _____

Address of Organization: _____

Authorized Signature: X _____

Printed Name: _____ Position: _____

Applicant's Address: _____

Telephone: _____ Cell Phone: _____ E-mail: _____

Contact person and phone number for the public to call _____

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.

EVENT AGREEMENT REQUEST TO HOLD A PUBLIC EVENT ON CITY OF VERO BEACH PARK AND OR FACILITY GROUNDS

Please check off all that apply to your event:

- Amplified Sound
- Live Music
- Cooking
- Food vending
- Other Vending
- Port-o-lets
- Stage
- Bleachers
- Tents
- Bounce House
- Other _____
- Other _____

Street use – must get "Special Use Permit" approval from the Vero Beach Police Department.

Other Needs:

- Electric (\$25 per day charge)
- Water (\$20 per day charge)
- Rest Rooms after hour's (after 8:30 p.m. and before 7:00 a.m.)
- Signs (for permit and sign information please call Planning & Development at 978-4550)
- Police (if needed, please call Vero Beach Police Department at 978-4600)
- Dumpster (if needed, please call Solid Waste at 978-5300)
- Barricades (if needed, please call Public Works at 978-4800)
- Cooking or Ambulance Stand-by (contact IRC Fire at 226-1949)
- Park Adjustments
 - Gates opened
 - Other: _____
 - Other: _____

After approval by the Recreation Department, this application will be sent to the City Manager's office for review and approval. If your request is approved, you will be required to submit a certificate of liability insurance covering the event with the City of Vero Beach named as an Additional Insured and provide the City of Vero Beach with a copy of the additional insurance endorsement. Approximately 45 days before the event, an Event Committee meeting may be held with your representative(s) and City officials to ensure all requirements are met, and for coordination with other City departments. For questions, please call the Director of the Recreation Department at 567-2144.

***Please have a copy of this APPROVED paperwork at your event.
If you encounter any problems during your event please call our Supervisor on Duty at 538-1397,
Recreation Director Rob Slezak at 538-1298 or Vero Beach Police non-emergency at 978-4600.***

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 Laurie Lee at Leisure Square located at 3705 16th street, Vero Beach, FL 32960. For your convenience, it can be 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(ies) 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).

<p style="text-align: center; font-weight: bold;">PRODUCER</p> <p style="text-align: center; font-size: 1.2em; margin-top: 20px;">YOUR INSURANCE PROVIDER</p>	<p style="font-size: 0.8em;">CONTACT NAME:</p> <p style="font-size: 0.8em;">PHONE (A/C, No, Ext): FAX (A/C, No):</p> <p style="font-size: 0.8em;">E-MAIL ADDRESS:</p> <hr/> <p style="text-align: center; font-size: 0.8em;">INSURER(S) AFFORDING COVERAGE NAIC #</p> <p style="font-size: 0.8em;">INSURER A:</p> <p style="font-size: 0.8em;">INSURER B:</p> <p style="font-size: 0.8em;">INSURER C:</p> <p style="font-size: 0.8em;">INSURER D:</p> <p style="font-size: 0.8em;">INSURER E:</p> <p style="font-size: 0.8em;">INSURER F:</p>
<p style="font-size: 0.8em;">INSURED</p> <p style="text-align: center; font-size: 1.2em; margin-top: 20px;">YOU'RE</p>	

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 DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N	N / A			<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

3

<p style="font-weight: bold;">CERTIFICATE HOLDER</p> <div style="border: 1px solid black; height: 40px; display: flex; align-items: center; justify-content: center; font-size: 1.5em; border-radius: 50%;">4</div>	<p style="font-weight: bold;">CANCELLATION</p> <p style="font-size: 0.8em;">SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p style="font-size: 0.8em;">AUTHORIZED REPRESENTATIVE</p>
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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
<p>EXAMPLE</p>	
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>	

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".

CITY OF VERO BEACH PARKS & BEACHES, INCLUDING PAVILION, STAGE AND BLEACHERS RENTAL INFORMATION

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, electric bill, or tax receipt.

Reservations & Fees

To be placed on our park calendar, please call 770-6517. For public events, your date will be saved for two (2) weeks at which time you must set up an appointment to bring in your permit form(s) and pay the park fee and deposit. Original event agreements should not include a copy or fax. The agreement must be original, signed and delivered to the Leisure Square 3705 16th Street. All agreements must be submitted at least 90 days before the proposed event. Returning event reservations are taken no more than 365 days from the event. New event reservations are taken no sooner than 10 months out from the event date. All rental fees are taxable, therefore, please add 7% tax to all rental fees, or provide a current copy of your Florida sales tax exemption certificate. Your rental is guaranteed when forms are approved and fees are paid and insurance with endorsement has been approved by the City of Vero Beach. Required fees must be paid within two (2) weeks of booking date or reservation is forfeited. 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 rentals which is refundable after inspection of the site and/or equipment. ***All payments must be in cash, check, credit card (Mastercard or Visa restrictions apply).***

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, 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 minimum \$50.00 deposit. You will be responsible for locking the electric box at the end of your event, and returning the key for your deposit refund.

Grand Pavilion

Open-air rental facility. Two smaller and one larger gazebo connected 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 minimum \$50.00 deposit. You will be responsible for locking the electric box at the end of your event, and returning the key for your deposit refund.

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. Pricing includes set up and removal by Recreation Department staff only. There is an additional charge of \$50.00 per hour fee 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.

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. In Riverside Park, 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

There is a separate permit application for these types of requests. They are only allowed in Riverside, MacWilliam, or Charles Parks and may not be set up for more than 4 hours on the grass. Your bounce house vendor must provide proof of insurance according to the Notice of insurance requirements attached to the permit form. Bounce houses and similar amusements may not be set up on the beach. Separate fees apply.

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 3705 16th street, Vero Beach, FL 32960 with a 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

For electrical use at a park, there is a \$25.00 per day charge for electricity and \$20.00 per day charge for water if having a bounce house with water charge is \$65.00 per day; and you will need to pay a \$50.00 damage/key deposit 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. Electric and water may not be available at all locations. Water and drinking fountain water are available in most parks.

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

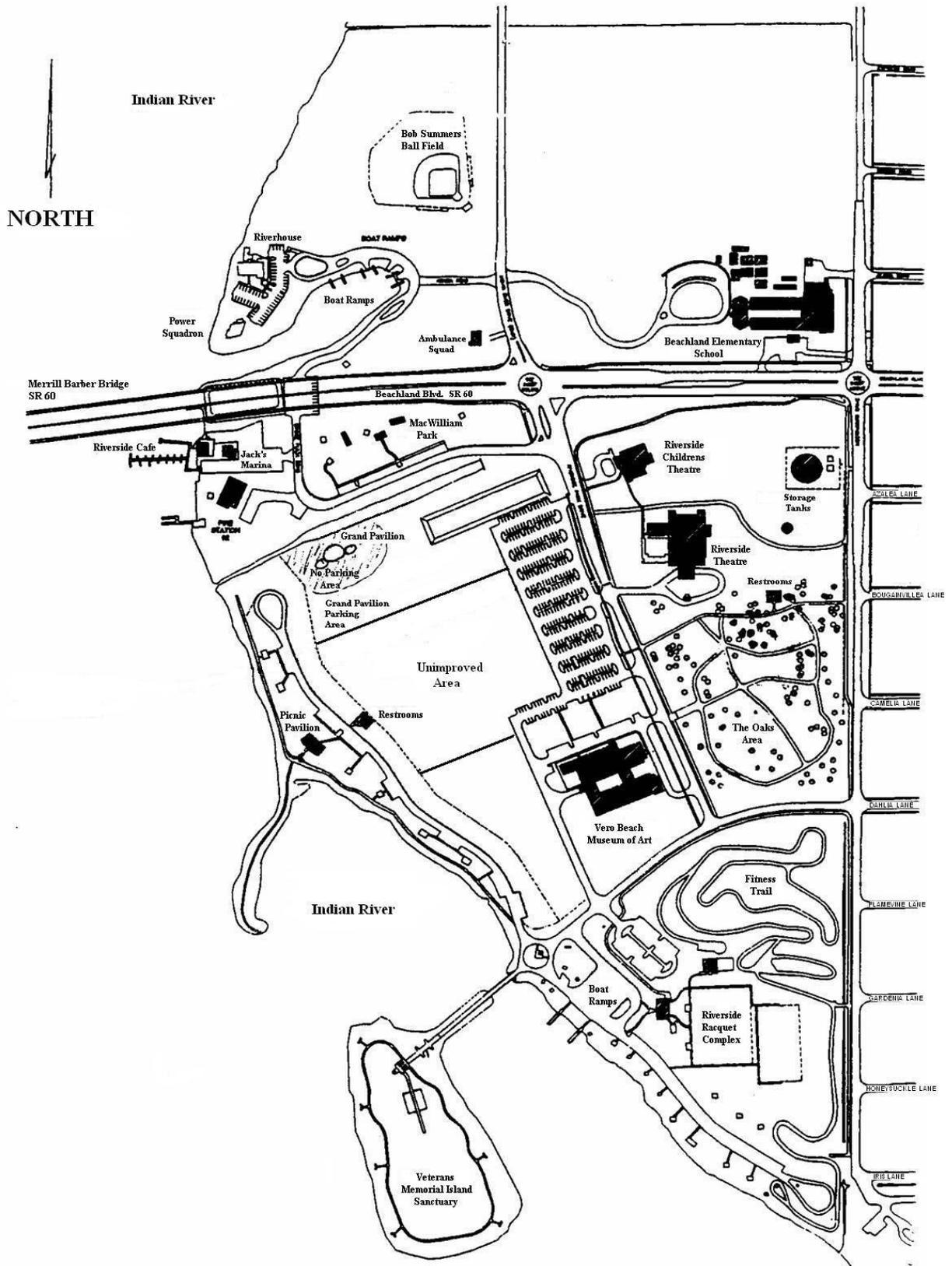
Dogs on leashes are allowed at the FOLLOWING Parks: Royal Palm Park (excluding the fountain area), MacWilliam Park and north of Dahlia Lane in Riverside Park. All other City of Vero Beach parks, no animals are allowed except trained guide dogs, unless prior approval has been obtained and insurance has been provided to the City of Vero Beach. 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 make your request in writing and mail it to, or drop it off at 3705 16th Street, Vero Beach, FL 32960.

Emergency Contacts

Park workers are available on the grounds Saturday until 9:30 a.m. and Sunday until 2:00 p.m. In case of an emergency during your event, please contact the City of Vero Beach Police Department non-emergency number at 978-4600 or the Recreation Department Supervisor on Duty at 538-1397.

Additional questions

Please call the City of Vero Beach Recreation Department at 770-6517, Monday thru Friday, 9:00 a.m. to 5:00 p.m. We will be happy to answer any questions you may have.



Overhead of the Riverside Park area showing the Unimproved and Oaks Areas, the Grand and Picnic Pavilion locations.