

City of Vero Beach Recreation Department
Community Center
2266 14th Avenue
Vero Beach, FL 32960
772-770-6517

REQUEST FOR THE USE OF ROYAL PALM POINTE PARK*

The undersigned, on his/her own behalf, or as authorized agent of _____, hereinafter "Applicant," respectfully

requests the use of Royal Palm Pointe Park.

Date of Event _____ **Type of Event:** _____

Total Time Requested: _____ - _____ (from set-up/arrival to clean-up/departure)

Estimated Number of people attending: _____

Electric Needed: Yes or No (Please check one)

**** This Park will not be closed off to the public nor will the fountain be turned off without specific approval of the Recreation Director and the City Manager. There is an additional charge for closing off the park to the general public and/or turning off the fountain.***

1. Royal Palm Pointe Park has been designated as a park by the Vero Beach Recreation Department. Running, ball playing, horseplay, or other inappropriate activity will not be allowed.
2. If preparation time is required for the event, this time should be included with the overall request for the use of this facility to avoid any schedule conflicts.

If use is for a wedding, please note ceremony time. _____

3. 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 Royal Palm Pointe Park.
4. 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, or other spectators.
5. There will be no digging, underground installations, tents, 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.
6. If the applicant plans to decorate, all decorations must be removed on the same day as soon as possible after the event is complete. All trash is to be put in the dumpster in the parking lot.
7. No alcoholic beverages may be consumed on this property at any time.
8. No loud music or other objectionable noise or amplification is permitted in this area.
9. This application should be submitted to the Recreation Department 90 days prior to the event.

10. Special Requests: _____

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.

Signed: _____

Print: _____

Address: _____ **Zip:** _____

Telephone #: _____ **E-mail address:** _____

Name of Organization (If any): _____

Website: _____

Address: _____ **Zip:** _____

Public contact phone number (and contact person) for event information _____

APPROVAL BY THE RECREATION DEPARTMENT:

DATE: _____

APPROVAL BY THE CITY MANAGER:

DATE: _____

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

ROYAL PALM POINTE PARK FEES AND INFORMATION

For the safety of all park visitors, **please comply with posted rules and regulations.**

Park Hours

Park Gates and restrooms are opened at 7:00 a.m.

Restrooms close at 7:00 p.m. Park gates are locked at 10:00 p.m.

The fountain will be off every Tuesday year round for routine maintenance.

Fountain Schedule

Regular hours of fountain operation: 10:00 a.m. - 3:00 p.m. Wednesday through Sunday

IRC School District spring & summer break hours: 9:00 a.m. - 7:00 p.m. daily except Tuesdays

The fountain will be off every Tuesday year round for routine maintenance.

Electricity and Water - Electricity is available at outlets throughout the park. Water and drinking fountain water are also available. Charge is \$25.00 no tax for Exclusive use or Public events.

Decorations and Clean Up - Decorations may be used, but must be removed before leaving the area. Use of nails and staples anywhere in the park is prohibited. Only mar-less fasteners such as non-stick painter's tape, plastic "zip-ties," string, ribbon, etc. may be used for fastening decorations. You may need to bring additional trash bags or cans for excess trash. Trash may be disposed of in dumpsters located north of the park entrance.

Parking - Parking is restricted to designated public parking spaces along Royal Palm Boulevard only.

Prohibited – Animals (except service dogs,) bounce houses, tents and water amusements are prohibited.

Public Events - Please call 770-6517. Additional paperwork and fees are required.

Fountain Use and Fees for Groups (cash or check only)

The interactive fountain has a bathing load maximum of 120. To avoid overloading the fountain capacity and for the safety of park visitors, groups are restricted to a maximum of 45 people and only one group at a time will be scheduled. Please call the Recreation Department at 567-2144 to get your group on the calendar.

Groups of 45 or less

- No Charge, but need to be on fountain calendar Please call 770-6517 to get on the calendar.

Lifeguard on duty for groups of 45 or less fountain-goers

- **\$50.00 per hour** - Please call (772) 770-6517 to make arrangements.

Exclusive Use Fees (cash or check only)

Minimum fee for exclusive use	\$700.00 for 2 hours plus 7% sales tax
• Additional hours	\$350.00 per hour plus 7% sales tax
• Attendant on Duty fee	\$25.00 per hour

Please add 7% sales tax to all fees, or submit copy of current tax exemption certificate.

\$300 Damage deposit is required for out of county residents.

\$300.00 Park Damage Deposit for all Exclusive Use or Public events

Alcohol is allowed with permits fees and alcohol deposit paid

YOUR REQUEST FOR THE USE OF ROYAL PALM POINTE PARK IS APPROVED AFTER PROCESSING FEE IS PAID AND REQUEST IS SIGNED BY THE RECREATION DIRECTOR AND CITY MANAGER. **AN APPROVED REQUEST DOES NOT RESERVE THE PARK FOR EXCLUSIVE USE.** FOR EXCLUSIVE USE OF THE PARK, SEE "EXCLUSIVE USE FEES" ABOVE. PROCESSING FEE MUST BE PAID WITHIN TWO (2) WEEKS OF BOOKING DATE. REQUESTS WILL NOT BE FORWARDED FOR APPROVAL UNTIL PROCESSING FEE IS PAID. ALL FEES MUST BE PAID AT LEAST TWO (2) WEEKS BEFORE USE. SEE CANCELATION POLICEY.

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CANCELLATION POLICY

I understand and agree to the following cancellation policy for the rental contract/permit for the

Royal Palm Point

- Canceling the contract/permit (7) seven calendar days or less, prior to the scheduled date results in **NO REFUND**. Full payment is kept by the City of Vero Beach.
- Canceling the contract/permit between (8) eight and (28) twenty-eight calendar days prior to the scheduled date results in a forfeiture of **50% OF THE RENTAL TOTAL**. Any balance will be refunded by the City of Vero Beach after a refund request is submitted.
- Canceling the contract/permit between (29) twenty-nine and (56) fifty-six calendar days prior to the scheduled date results in a forfeiture of **25% OF THE RENTAL TOTAL**. Any balance will be refunded by the City of Vero Beach after a refund request is submitted.
- Canceling the contract/permit between (8) eight calendar weeks will have an administrative charge of **\$50.00 plus tax**, if applicable. All other monies collected will be refunded by the City of Vero Beach after a refund request is submitted.

If weather is a factor the Director of Recreation will determine the refund.

X _____
Signature of Permittee Date

Authorized Signature for the City of Vero Beach Date