

# VERO BEACH RECREATION DEPARTMENT

VERO BEACH COMMUNITY CENTER  
2266 14<sup>TH</sup> AVENUE  
VERO BEACH, FL 32960  
(772) 770-6517 [www.covb.org](http://www.covb.org)

## Permit Application for Single and Double Picnic Pavilion in Park

***This permit allows for an organized, private-party event within the park picnic pavilion***

*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 PICNIC PAVILION WILL BE APPROVED AFTER PROCESSING FEE IS PAID AND YOUR REQUEST IS APPROVED BY THE RECREATION STAFF. 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:** Jaycee Park Humiston Park South Beach Park

**Pavilion Name:** \_\_\_\_\_

Event Day & Date: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number attending \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ zip code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Other Requests: \_\_\_\_\_

### REQUIRED FEES:

\$ _____ Processing Fees
Date Paid: _____

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

Processing Fee \$ \_\_\_\_\_

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 \$ \_\_\_\_\_

**RULES:**

1. Permits must be approved by the Recreation Director or his Representative before issuance.
2. Permits for groups composed of minors will be issued only to adults who accept responsibility for the supervision of minors throughout the rental period.
3. No tickets are to sold at the Park and no admission charges made except as expressly authorized and approved on this permit
4. 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.
5. 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.
6. Use of concession facilities must be expressly approved and authorized on this permit.
7. **No alcoholic beverages may be consumed on this property at any time.**
8. Gambling in any form is not allowed in this or any park area.
9. No loud music or other objectionable noise or amplification is permitted in this area.
10. You must be out of the Park by 10:00 p.m. unless otherwise stated on this permit.
11. Permittee is solely responsible and liable for all accidents or injuries to persons or property resulting from his/her rental and use of Park Pavilion.
12. No amenities are permitted without prior approval.
13. 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.
14. 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. See attached cancellation policy.

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: \_\_\_\_\_

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

**The pavilion will be reserved for the person that has fill out the paperwork and paid the fees this is non transferable.**

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

**Rates for use of a Pavilion**

	<b><u>City Resident</u></b>	<b><u>Non City Resident</u></b>
Single Table Pavilion	<b>\$25.00</b>	<b>\$50.00</b>
Double Table Pavilion	<b>\$50.00</b>	<b>\$75.00</b>

**Plus sales tax**

**The pavilion will be reserved for the person that has fill out the paperwork and paid the fees this is non - transferable. No Bounce Houses / water slides or filling of pools at Beach Parks.**

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

## **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**

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.

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 rentals, which is refundable after inspection of the site and/or equipment.

## **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, Saturday’s (closed Tuesdays & some Sundays). From mid-December to mid-March, the fountain runs Saturdays only from 10:00 a.m. – 3:00 p.m.

## **Large Picnic Pavilion in Riverside Park**

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 in Riverside Park**

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 24’ 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. **No Bounce Houses / water slides or filling of pools at Beach Parks**

### Ocean Beach Parks and Turtle Season

March 1<sup>st</sup> through October 31<sup>st</sup> 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 14<sup>th</sup> 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

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 16<sup>th</sup> 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.