

# VERO BEACH RECREATION DEPARTMENT

2266 14<sup>TH</sup> AVENUE  
VERO BEACH, FL 32960

(772) 770-6517 OR (772) 567-2144 [www.covb.org](http://www.covb.org)

## Permit Application for Riverside Park Grand or Large Picnic Pavilion

Location: **RIVERSIDE PARK**    \_\_\_ Grand Pavilion    \_\_\_ Large Picnic Pavilion

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

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

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

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

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

**Electricity:**    \_\_\_ YES    \_\_\_ NO    Electricity is available for a \$25.00 charge with a \$50.00 refundable key/damage deposit.

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

### REQUIRED EVENT FEES:

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

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

Electric Fee \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_  
(Out of County, Alcohol, 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 be sold at the Park and no admission charges made except as expressly authorized and approved on this permit.
4. Use of concession facilities must be expressly approved and authorized on this permit.
5. No group shall conduct any activity causing extra work for maintenance crew unless a previous agreement has been made to pay for such extra work.
6. **NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO THE AREA WITHOUT APPROVED PERMIT AND DAMAGE DEPOSIT !!!!**
7. Gambling in any form is not allowed in this or any park area.
8. You must be out of the park by 10:00 p.m. unless otherwise stated on this permit.
9. Permittee is solely responsible and liable for all accidents or injuries to persons or property resulting from his/her rental and use of the Park and Pavilion.
10. No amenities are permitted without prior approval.
11. See attached cancellation policy.

**Waiver and Indemnification of Liability**  
**for Use of Rented Facilities or Equipment Owned by the City of Vero Beach**

I UNDERSTAND THAT THE USE OF THE RENTED FACILITY OR EQUIPMENT ENTAILS CERTAIN RISKS AND HAZARDS. Further, I agree that any injuries that I, my family, friends, or other guests may suffer as a result of the use of it are my legal responsibility. Therefore, I waive my right to sue or otherwise hold any of the following persons responsible for any resulting injuries: 1) The City of Vero Beach, 2) any of its employees, and 3) Any persons volunteering on the City's behalf. In addition, I indemnify the above from injuries that I or any of my guests receive from the use of the rented facility and/or equipment, and to this Waiver and Indemnification.

**My signature below means that I have read, understand, and agree to this Waiver and Indemnification.**

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I agree to all aforementioned items and non-compliance with any will suspend my privileges with the City of Vero Beach Recreation Department.

Signature of Applicant:   X   \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Recreation Department Representative: \_\_\_\_\_

**This is your permit. Please have it with you during your use of the Grand Pavilion.**  
***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.***

**City of Vero Beach Recreation Department**

2266 14<sup>th</sup> avenue Vero Beach, FL 32960  
(772) 770-6517 FAX (772) 778-6515

**CANCELLATION POLICY**

I understand and agree to the following cancellation policy for the rental contract/permit for the Vero Beach Community Center, Bethel Creek House, Riverhouse and the Grand or Picnic Pavilion.

- 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.

  X    
\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature for the City of Vero Beach

\_\_\_\_\_  
Date

## CITY OF VERO BEACH RIVERSIDE PARK RENTAL PAVILION FEES

The Recreation Department will hold your date for one week after booking. Application form must be completed and all monies must be paid to guarantee your date. There is a \$100 refundable damage deposit required for Out-of-County residents. Pavilion rentals are subject to a cancellation fee per the attached cancellation policy.

### GRAND PAVILION INFORMATION

Rental of the Grand Pavilion is restricted to the raised grassy area immediately surrounding the pavilion. Approximately 40' (two rows of parked cars) in the flat, unimproved field immediately surrounding the raised grassy area may be used for parking. One large and two smaller gazebos are connected together to form one open-air pavilion. Located on the north end of Riverside Park with access to the north end of Riverside Park's large unimproved area. (**Grand Pavilion rental does not include use of the large unimproved area. An additional form and specific approval by the City Manager is required. Please see map of Riverside Park attached.**) Diameters are 25 feet for the large gazebo, and 21 feet for the 2 smaller gazebos. Each gazebo has cupola ceiling lighting. Ideal for more formal occasions such as weddings, banquets, luncheons, awards, etc. Table seating can accommodate 75 to 100 people comfortably; Chapel-seating rows with center isles can accommodate 150 comfortably. Tables and chairs are NOT provided.

#### Grand Pavilion Fees

*(sales tax will be added to all rental fees or submit current copy of tax exemption certificate.)*

##### City Resident

\$ 150.00 up to four hours

\$ 250.00 full day

##### Non-City Resident

\$ 175.00 up to four hours

\$ 300.00 full day

##### City Resident - HOLIDAY

\$ 250.00 up to four hours

\$ 350.00 full day

##### Non-City Resident -HOLIDAY

\$ 225.00 up to four hours

\$ 400.00 full day

Electric is available for a fee of \$25.00, with a \$50.00 key/damage deposit.  
Events lasting past dusk or 7:00 pm need restroom key with a \$50.00 key deposit.  
\$100.00 damage deposit required for out of county residents.

### LARGE PICNIC PAVILION INFORMATION

Open air pavilion, 30 x 60 feet rectangular concrete slab with roof and open-air sides. Located beside the Indian River on the west side of Riverside Park and directly west of restrooms and water fountain. Has charcoal grills for cooking. Adjacent to sand volleyball court. Ideal for casual gatherings, barbeques, company picnics, and other similar events. Tables and chairs are NOT provided.

#### Large Picnic Pavilion Fees

*(sales tax will be added to all rental fees or submit current copy of tax exemption certificate.)*

##### City Resident

\$ 150.00 up to four hours

\$ 250.00 full day

##### Non-City Resident

\$ 200.00 up to four hours

\$ 300.00 full day

##### City Resident - HOLIDAY

\$ 200.00 up to four hours

\$ 300.00 full day

##### Non-City Resident -HOLIDAY

\$ 250.00 up to four hours

\$ 350.00 full day

Electric is available for a fee of \$25.00, with a \$50.00 key/damage deposit.  
Events lasting past dusk or 7:00 pm need restroom key with a \$50.00 key deposit.  
\$100.00 damage deposit required for out of county residents.

**CITY OF VERO BEACH**  
**PAVILION GENERAL INFORMATION**

**ELECTRICITY**

There is a \$25.00 charge for electricity used during your rental; with a \$50.00 damage deposit for the key that allows access to the electrical boxes at the Grand and Large Picnic Pavilions. All payments must be in credit card, cash or check form only. The key can be picked up from the Vero Beach Community Center 2266 14<sup>th</sup> Avenue Vero Beach, FL 32960 on the Friday before your rental. You will be responsible for turning the electric off and locking the electrical boxes at the end of your event, and returning the key the week following the rental for your deposit refund.

**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, ribbon and other mar-less fasteners 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 billed for clean-up expenses.

**TENTS**

10x10 or 12x12 feet "pop-up" tents or canopies with no sides are permitted by specific approval provided the stakes to secure such are *no longer* than 10 inches. 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.

**PARKING**

Parking for the Large Picnic Pavilion is available in the parking spaces that run along the road on the west side of the park parallel to the Indian River. Parking for the Grand Pavilion is allowed on the flat grassy field (the unimproved area) in front of the pavilion approximately 75 feet away from the pavilion itself. Parking is not allowed on the St. Augustine grass that immediately surrounds the pavilion, extending approximately 75 feet out from all sides of the pavilion.

**REST ROOMS**

Open at 7:00 a.m. and close at approximately 8:30 p.m. For after hours use a key may be obtained prior to the event from the Recreation Department with a \$5.00 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.

**PROHIBITED**

There are no dogs, ponies, or animals of any kind allowed in the parks without prior written approval and insurance must be provided to us. Tents or canopies larger than 10'x10' or 12'x12', or tents with sides, bounce-houses, and water amusements are prohibited without specific approval. Alcohol is prohibited without prior approval and issuance of an alcohol permit with required deposits. Separate fees apply.

**TICKET SALES AND ADMISSION FEES**

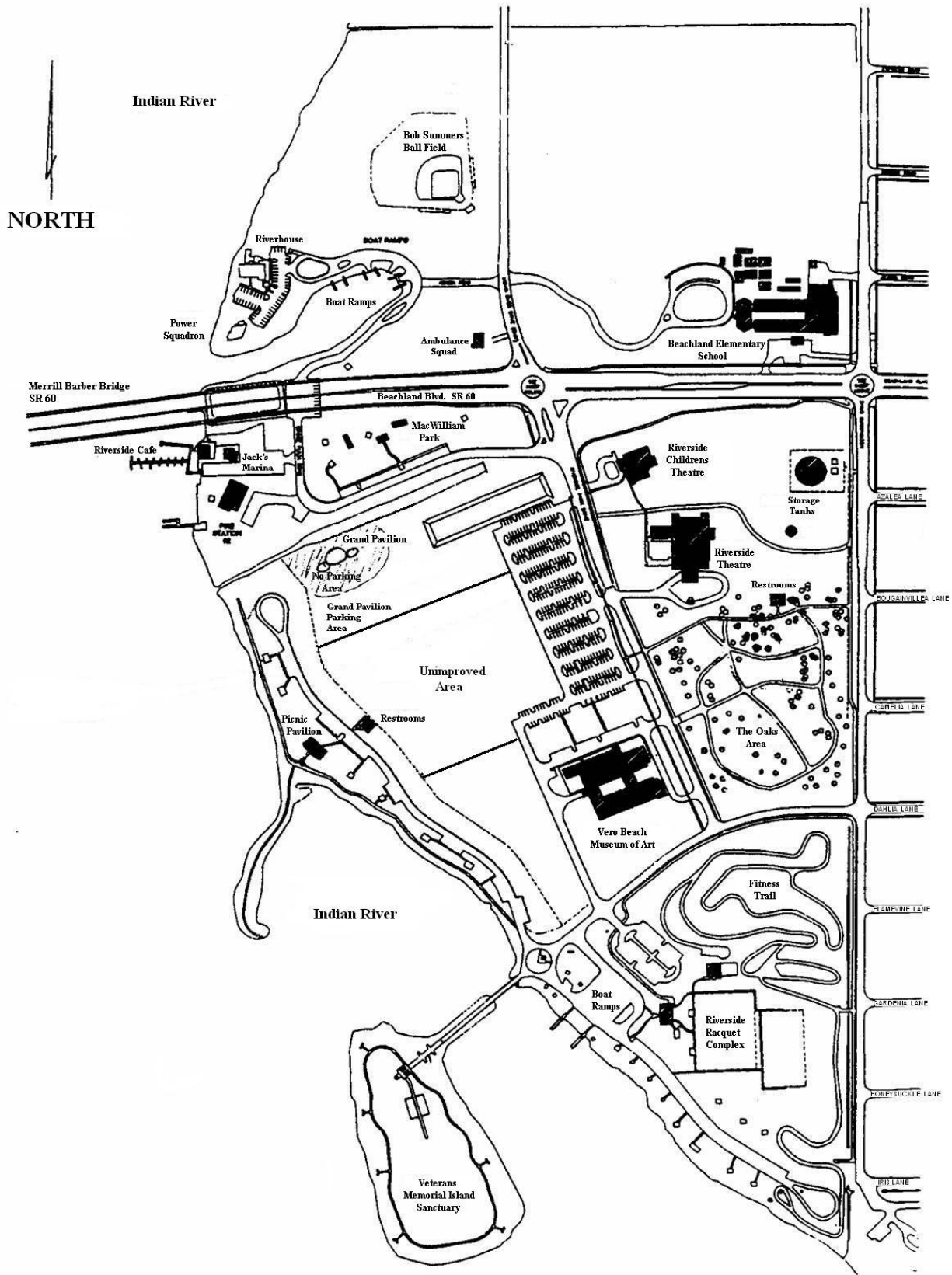
Before having an event where tickets are sold or admissions are charged, you must meet the approval of the Recreation Director and the City Manager. The fee for usage will depend on your individual event.

**EMERGENCY CONTACTS**

Park workers are usually on the grounds Saturday and Sunday until 2:30 p.m. If you encounter any problems during your use of the rented facility, please use the emergency numbers listed on the bottom of your permit or call 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 978-4500, Monday thru Friday, 8:00 a.m. to 4:00 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, and the Grand and Picnic Pavilion locations.