

## CITY OF VERO BEACH RECREATION DEPARTMENT PICNIC PAVILION PROCEDURES:

The City of Vero Beach provides several parks for picnic enjoyment. While pavilions are available on a first-come, first-served basis, it is suggested reservations be made in order to secure specific dates. **Reservations must be made by 10:00 a.m. the Friday before your event.** The weekly reservation sheet will be posted by the water fountains at the south side restroom area every Friday after 1:00 p.m. Please check the reservation sheet before you set up at a pavilion in the event that the pavilion is already reserved. To find out more about renting a pavilion at one of the parks, please call (772) 978-4500.

To reserve a single or double covered picnic pavilion at Humiston, Jaycee or South Beach Parks please follow the guidelines below:

- 1) Select the park and pavilion you would like to reserve.
- 2) Call (772) 978-4500 to check for availability and make an appointment to fill out the permit and submit payment.
- 3) Be sure to have the permit with you the day of your event.

### General Pavilion Rental Rules:

**Failure to follow any of these rules will result in loss of payment and immediate revocation of pavilion permit.**

**\*\*Please note that there is no electricity or water available at the Pavilions.\*\***

1. Permits must be approved by the Recreation Director or his Representative before issuance.
2. Permit Holders have priority. Be sure to have your permit on hand during use of a pavilion. Call the City of Vero Beach Police Department at (772) 978-4600 should any problems arise.
3. **Vehicles must park in designated areas ONLY. No vehicles are permitted to drive on or park on the grass anywhere in the park.**
4. Permit Holder is responsible for damages to pavilion site during rentals.
5. Permit Holders are responsible to keep the park clean for others who will be using the pavilion and park. 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. Please bring trash bags. Dumpster is located in each park.
6. No grills are to be brought into the Park area for use. No fires are allowed, no tiki torches, no trailer cookers or any gas or bbq grills/ cookers may be brought into the parks.
7. Animals and Amusement Rides are prohibited. Bounce Houses are permitted at select parks. Please call (772) 770-6517 to inquire about parks that allow bounce houses and inflatables. Proof of liability insurance from the Bounce House vendor is required naming the City as additionally insured. A generator must be provided by the insured/vendor for bounce houses.

**8. Amplified music and DJ's are prohibited.** This includes, but is not limited to: speakers, public address systems, bullhorns, and stereo noise audible more than 100 feet from the source.

9. Supervision of all children is required. Permits for groups composed of minors will be issued only to adults who accept responsibility for the supervision of minors throughout the rental period.

10. The consumption and possession of alcoholic beverages are prohibited in the parks.

11. No tickets are to be sold at the Park and no admission charges made except as expressly authorized and approved on your permit.

12. Use of concession facilities must be expressly approved and authorized on your permit.

13. Gambling in any form is not allowed in this or any park area.

14. No use of the water is allowed for the filling pools or attaching of a hose or using water for water sides.

12. All tents require specific approval.

15. You must be out of the Park by 10:00 p.m. unless otherwise stated on your permit.

16. 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.

17. 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.

18. 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.

## Fees & Payment

Patrons may reserve pavilions at these sites for a fee. Fees and availability are determined by residency status and pavilion size. Patron must present proof of residency at time of reservation. Patron must reserve and pay for pavilion in person at the Vero Beach Community Center - 2266 14<sup>th</sup> Avenue, Vero Beach, FL 32960. All sales are final and pavilion fees are non-refundable.

### Single Pavilion

City Resident - \$25 + tax

Non-City Resident - \$50 + tax

### Double Pavilion

City Resident - \$50 + tax

Non-City Resident - \$75 + tax

\*Payment reserves the pavilion from park opening to park closing the day of your event only.