



# PROP SHOP FACILITIES RESERVATION FORM

NAME/GROUP: \_\_\_\_\_ PHONE(1): \_\_\_\_\_ PHONE(2): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

FUNCTION DESCRIPTION: \_\_\_\_\_

IS THE RESERVATION FOR A NON-PROFIT? YES  NO  IF "YES" PROVIDE TAX EXEMPT #: \_\_\_\_\_

PLEASE IDENTIFY WHICH FACILITY YOU WILL BE RENTING AND WHAT TIME FRAME. (Check all that apply.)

WOOTON PARK FACILITY	½ DAY TIMES & RATES	FULL DAY TIME & RATES
<input type="checkbox"/> Picnic Pavilion	<input type="checkbox"/> 9am-1pm = \$60.00* <input type="checkbox"/> 1:30pm-5:30pm = \$60.00*	<input type="checkbox"/> 9am-5pm = \$90.00*
<input type="checkbox"/> Center Gazebo	<input type="checkbox"/> 9am-1pm = \$40.00* <input type="checkbox"/> 1:30pm-5:30pm = \$40.00*	<input type="checkbox"/> 9am-5pm = \$60.00*
<input type="checkbox"/> Splash Park Pavilion	<input type="checkbox"/> 9am-1pm = \$60.00* <input type="checkbox"/> 1:30pm-5:30pm = \$60.00*	<input type="checkbox"/> 9am-5pm = \$90.00*
<input type="checkbox"/> Splash Park Gazebo	<input type="checkbox"/> 9am-1pm = \$40.00* <input type="checkbox"/> 1:30pm-5:30pm = \$40.00*	<input type="checkbox"/> 9am-5pm = \$60.00*

\* Plus sales tax of 7% for non-tax exempt groups

Are there any safety/security precautions required? YES  NO  If "YES" Please Explain: \_\_\_\_\_

### RULES & REGULATIONS GOVERNING THE USE OF CITY OF TAVARES FACILITIES

1. **SCHEDULING:**
  - a) Reservations will be made on a first come, first serve basis. No individual or group shall have precedence over another, except Government functions wherein an entire facility is used.
  - b) The individual making the reservation must appear in person at the Prop Shop to complete the reservation form, pay in full and receive copies of reservation form and rules in order for the reservation to be confirmed.
  - c) Reservations should be made at least (2) weeks in advance but may not be made more than one year in advance.
  - d) Long-term reoccurring reservations may be made, however no group may use the facilities more than once a week on a reoccurring basis.
2. **GENERAL RULES:**
  - a) The use of tobacco products is strictly **PROHIBITED** in the Wooton Park playground and Splash Park area encompassing the "Playground Partners" facility.
  - b) Consumption of alcoholic beverages is allowed within the Downtown Waterfront Entertainment District. (Restrictions apply – see Ord. No. 2009-28, § 1, 9-2-09, Sec. 10.5-503)
  - c) Any person or organization that abuses any City facility will be held accountable for the cost of repairs and/or replacement required to correct the damage. Such person or organization may also be denied further use of these facilities and may be subject to criminal charges.
  - d) Person/group is responsible for decorations and the cleanup of facility.
  - e) The use of facilities for any chance or gambling in any form is prohibited.
  - f) Prop Shop operating hours: 9am-5pm / Wooton Park operating hours: 7am – 11pm
  - g) Emergency government events will take precedence over any prior reservation. In the event this occurs, all efforts will be made to accommodate person/group involved.
  - h) The responsible party agrees to indemnify and hold City of Tavares harmless for all claims and liability, costs, expenses and legal fees that the City may incur as a result of the use of the City property on the date set forth.
3. **SPECIAL EVENT PERMIT:** Activities that meet any of the following criteria will require a Special Events Permit Application and proof of insurance.
  - a) Any activity where 300 or more people will be in attendance.
  - b) Examples of Special Events include, but are not limited to: Parades, Festivals, Carnivals, Runs/Races/Walks, Art Shows, Concerts, Special Musical Presentations, Street Dances, Photography Shoots, Contests/Competition/Sporting Events and Fireworks Displays.
  - c) Amplified music or entertainment
  - d) Any activity where the participants will pay an entrance fee.
  - e) Any activity involving food preparation and/or consumption with the intention to sell or disperse outside of your group.
4. **EXCEPTIONS:** Questions or problems not covered herein will be referred to the Aviation Manager, Matthew Elia 352-253-4267.

I have read and understand all of the rules and regulations governing the use of the City of Tavares facilities. I Agree to indemnify and save harmless the City of Tavares from and against all claims, suites, damages, cost, losses and expenses in any manner resulting from, arising out of, or connected with their events, as a result of the use of the above rented premises.

Signature of Representative \_\_\_\_\_ Date \_\_\_\_\_

Staff Approval \_\_\_\_\_ Date \_\_\_\_\_

STAFF USE ONLY			
Permit Required: YES <input type="checkbox"/> NO <input type="checkbox"/>	Insurance Required: YES <input type="checkbox"/> NO <input type="checkbox"/>	Received Date: _____	
Facility Rental: _____	Date Paid _____	Amount Paid \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Credit <input type="checkbox"/> Check # _____

\*\*No refunds will be given for inclement weather. 48 hours' notice on cancellations required.\*\* \_\_\_\_\_ (Initials)