



## Park Rental FAQ's

### **Rental Fee:**

The fee to rent any of the Town's Park (Raymond P. Oglesby and Patrick Behan) facilities is \$200.00: \$125.00 plus \$75.00 clean-up deposit.

### **Form of Payment:**

Please make out a money order to the Town of Pembroke Park. Payment must be received seven days before the rental date.

### **Clean-up:**

Rental facilities must be returned to their original condition or risk losing the clean-up deposit. The Town will post mail the clean-up deposit fee to the person who has signed the contract two (2) weeks after the rental date, if the rental facility is returned to its original clean condition.

### **Third Party Items:**

Bounce houses are permitted, but they will require \$1,000,000.00 liability insurance from the equipment company or provider. ALL petting zoos, animal exhibits, or bounce houses that require water, shall **NOT** be permitted at the Parks.

### **Rental Hours:**

The rental facilities are available from noon to 5:00 PM EST, or noon to 6:00 PM DST. The Renter can arrive one (1) hour before to decorate and stay one (1) hour after rental to clean-up the facility.

**\*\*All applications can be submitted at Town Hall or via email at [swoodbury@tppfl.gov](mailto:swoodbury@tppfl.gov)**

**Pembroke Park Facility Usage Agreement and Permit**

Application Date:

Facility requested (please check one):	<input type="checkbox"/>	Patrick Behan Park 3200 SW 25 Street	<input type="checkbox"/>	Pembroke Park Preserve 3115 SW 52 Avenue
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Date Requested: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Hours (Must include set up and clean up)	Start Time:	End Time:
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Purpose and description of activity: \_\_\_\_\_

Expected number of persons attending: \_\_\_\_\_

Special permission requested for:	Insurance and other special requirements:
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Other terms and conditions: \_\_\_\_\_

Restrictions (if any): \_\_\_\_\_

Name of person responsible:	Title:
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Address: \_\_\_\_\_

Business Telephone:	Work Hours:
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Home Telephone:	Home Hours:
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As official designee of the authorized user I hereby pledge to conform to all the ordinances, regulations and policies established by the Town of Pembroke Park and all applicable County, State and Federal laws, rules and regulations, and any specific use regulation governing the use of the park and recreation facilities and accept full responsibility for any damage done by those I represent.

I also understand that non-compliance with any of the park rules may result in revocation of permit, loss of clean up/ security deposit, and refusal of any subsequent permit application for a period of time up to one year.

Deposits and rental fees are non-refundable. If the rental is cancelled, your fees can be used for another event within a twelve (12) month period of the original rental date.

Applicant's Name	Applicant's Signature	Date
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Director Public Services Signature	Date	Town Manager Signature	Date
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**NO FEES WILL BE COLLECTED UNTIL FINAL APPROVAL BY THE TOWN MANAGER**

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Rental Fee:		Date Paid:		Cash / Check / MO #:	
Deposit Fee:		Date Paid:		Cash / Check / MO #:	
Balance Due:		Date Paid:		Cash / Check / MO #:	
Overtime Fee:		Date Paid:		Cash / Check / MO #:	
Behan Park	001-000340-347200-01-0000	Preserve Park	001-000340-347200-02-0000		
Deposit	001-000000-220901-00-0000				