

Town of Longboat Key
Bayfront Park
4052 Gulf of Mexico Drive
Longboat Key, FL 34228
941-316-1988

Please remit all payments to:
Town of Longboat Key
and mail payments with application to:
Public Works Department
600 General Harris Street
Longboat Key, FL 34228

Rental Application

Organization: _____ Date: _____

Contact Name: _____

Address: _____ City: _____ Zip: _____

Phone: (H) _____ (W) _____ (Cell) _____

Email: _____

Event Date: _____ Event Time: _____

Type of Function: _____ Approx. Attendance: _____

Entertainment: _____ Caterer/Food Vendor: _____

Please check facilities needed:

- | | | |
|--|--|---|
| <input type="checkbox"/> Recreation Center | <input type="checkbox"/> Pickle Ball Court | <input type="checkbox"/> Basketball Court |
| <input type="checkbox"/> Tennis Courts | <input type="checkbox"/> Open Field | <input type="checkbox"/> Pavilion <input type="checkbox"/> Shuffleboard |

Special Requests: _____

(For office use only)

Certificate of Insurance Required: _____ Yes _____ No

Date Deposit Received: _____ Receipt # _____

Date Rental Fees Received: _____ Receipt # _____

Comments: _____

Bayfront Park Rental Application

The Town of Longboat Key (the Town) is excited you chose Bayfront Park Recreation Center for your rental needs. The security deposit is due with your application and the rental fees are due no later than two weeks prior to your event. In using the Recreation Center, you accept full responsibility for your function and the rules and regulations set forth below:

- You are responsible for setup and cleanup.
- All trash must be disposed of properly. The dumpster is located to the south of the basketball court.
- Please do not open any windows.
- The Key Agreement will be signed and adhered to.
- You are responsible for all damages that may occur during your event. A refundable security deposit is required as long as there no damage occurs. You will receive your refund in the mail.
- Any type of entertainment must be preapproved, including live or recorded performances or video tapes.
- You and/or your organization, will indemnify, defend and hold harmless, the Town of Longboat Key, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event. The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apparat from the foregoing written agreement have been made. The undersigned agrees to pay all required fees and charges and will abide by all the rules and procedures presented therein and noncompliance may result in denial of current or future events. Based upon the type of function being held, we may request you to provide liability insurance and name the Town as an additional insured.
- Insurance requirements for food vendors and caterers: Acord Certificate of Insurance with \$500,000 combined single limits in general liability to include products liability, and endorsed as naming Town as an additional insured for the purposes of the specific event, shall be provided to, and accepted by, the Town's risk manager in advance of the event.
- **You are responsible for compliance with all Federal, State and Local laws and ordinances, including but not limited to alcohol consumption, parking, noise levels and permits.**

I, _____, agree and accept the above and assume
(Print name)
responsibility individually and on behalf of my organizational event.

Signature

Date

Witness

Date

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Event Closing Procedures

Thank you for using the Bayfront Park Recreation Center for your event. I hope you had a great experience. When your event is over, please make sure to:

1. Turn off the warmers to the coffee maker.
2. Set both AC units back to Cool at 73 degrees or Heat at 68 degrees.
3. Check the bathrooms.
4. Put away all tables and chairs.
5. Put away all equipment/supplies into the appropriate areas.
6. Cleanup the facility.
7. Take all trash to the dumpster in the fenced area south of the basketball court.
8. Turn off all lights and fans.
9. Leave keys in the top center drawer of the office desk facing multipurpose room.
10. Lock all doors.

In case of an emergency, call 911.

*Thanks, again, for choosing
Bayfront Park,*

Mark Richardson
Town of Longboat Key
Streets, Facilities, Parks & Recreation Manager
600 General Harris Street
Longboat Key, FL
941-361-6411, x 2212 (work)