

Town of Longboat Key
Bayfront Park Recreation Center
4052 Gulf of Mexico Drive
Longboat Key, FL 34228
941-316-1988, Ext. 2212

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: Multi-purpose Room Downstairs
 Basketball Court Ballfield
 Tennis Courts Shuffleboard

Special Requests: _____

(For office use only)

Certificate of Insurance Required: _____ Yes _____ No

Date Deposit Received: _____ Receipt # _____

Date Rental Fees Received: _____ Receipt # _____

Comments: _____

Rental Application

The Town of Longboat Key (the Town) is excited you have chosen Bayfront Park Recreation Center for your rental needs. The security deposit is due now 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 as set forth below:

- You are responsible for set-up and clean-up.
- All trash must be emptied and disposed of properly. The dumpster is located to the south of the basketball court.
- Please do not open any windows.
- You will sign key agreement and abide by it.
- You are responsible for all damages that may occur during your event. A security deposit is required and will be refunded as long as there is no damage. You will receive your refund in the mail.
- Any type of entertainment must be pre-approved including live or recorded performances or video tapes.
- You and/or organization agree to indemnify and hold and defend the Town of Longboat Key, Florida, and it's agents and employees from all suits and actions, including attorneys' fees and all cost of litigation and judgements of any name and description arising out of or incidental to use of the Town premises, whether or not due to or caused by negligence of the Town, excluding only the sole negligence of the Town. 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 the following is done:

1. Turn off the warmers to the coffee maker.
2. Set both AC units back to 73 degrees or Heat to 68 degrees.
3. Check the bathrooms.
4. Put away all tables and chairs.
5. Put away all equipment/supplies into the appropriate areas.
6. Clean-up 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 multi-purpose room.
10. Lock all doors.

***In case of an emergency call 911**

Thanks again for choosing Bayfront Park Recreation Center.

Mark Richardson
Town of Longboat Key Streets,
Facilities, Parks & Recreation
Manager
941-316-1988 x2212 (work)