

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: Recreation Center Pickle Ball Court
 Basketball Court Open Field/Pavilion
 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: _____

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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)