



PARKS AND RECREATION DEPARTMENT PARTY RENTAL FORM

Receipt Number _____

PARK: _____ EVENT DATE: _____ HOURS: _____

PAVILION _____ EVENT CAPACITY: _____

GROUP NAME: _____

COORDINATOR: _____ TELEPHONE: () _____ - _____

CELLULAR: () _____ - _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PURPOSE OF RENTAL: _____

SPECIAL REQUESTS: _____

A \$100.00 Refundable Deposit and the Rental Fee is required upon signing of the Agreement. The deposit will be refunded upon verification that no damages have been incurred, all trash as been removed, and all rules were complied with.

I. Party / Pavilion Rentals

- a. No person will picnic; lunch, cook, or setup equipment in any area not specifically designated and regulated by the Parks and Recreation Director or his/her designee. If the applicant sets up in a location other than the pre-designated area, Department employees reserve the right to revoke the permit and all deposits and additional monies will be lost.
- _____ b. Only Parks and Recreation Department installed barbecue grills are authorized for use unless otherwise approved by the Parks and Recreation Director or his/her designee.
- c. Party / Pavilion rentals may be made no more than 6 months in advance and no less than 2 weeks prior to date. (Please see "Attachment A" for facility information, pricing, and available rental times) All reservations will be permitted a maximum of six (6) hours in duration. Any additional hour will require a service fee of \$25.00 per hour and must be approved and included in payment at the time of appointment.
- _____ d. Customers will receive a refund if a written request is received two weeks (14 days) prior to the event date. Any requests received less than two weeks (14 days) prior to the event date will only be eligible for a refund of 50% of the amount paid. No refunds will be given if a written request is received the day of or after the event.
- _____ e. **Weather Policy:** Fees will be processed and parties or pavilion rentals must continue regardless of weather conditions. Severe weather conditions are exceptions. If the weather conditions are deemed unsafe by a City of Doral employee, the rental fee and deposit will be refunded upon written request. Written request must be submitted to the Parks and Recreation Department no later than three (3) days after the event date. Rescheduling of the reservation will be allowed (in person) under these same conditions.

- f. The designated area will be reserved for the exact number of hours and may not exceed the maximum number of persons permitted for the rental area. The rental time includes set-up and clean-up.
- g. The sale of any merchandise and/or services is expressly forbidden.
- _____ h. **Alcoholic beverages and gambling, in any form, is strictly prohibited.**
- _____ i. Music in any form must comply with each park's regulations. The use of DJ equipment, P.A. systems, and/or other professional music/sound consoles is not permitted. Any music that disturbs park patrons or neighboring residents is prohibited. Applicant must lower music upon request by the Department. Failure to comply will result in immediate revocation of permit.
- j. **(Doral Central Park Only).** 10' X 10' tents are permitted (1 tent per 12 people with a maximum of 10 tents per rental). Tents that are larger in size will require an additional permit from the building department.
- _____ k. **Animals are not allowed.** Exceptions will be made for service animals upon the approval of the Parks and Recreation Director or his/her designee.
- _____ l. The use of confetti, glass containers, nails, staples, as well as, the hanging of decorations from the ceiling of the pavilion is strictly prohibited.
- _____ m. Mechanical rides, dunk tanks, waterslides, amusement games or any other perfunctory objects are not permitted.
- _____ n. **Bounce Houses and Special Equipment:** All vendors providing any special services must provide the City with a Certificate of Insurance specifically covering the date and facility in addition to, naming the City of Doral as "additionally insured", prior to the event. Certificate will be reviewed by the City's risk management service provider for sufficiency. **All forms must be submitted 10 days after the party rental reservation has been made or otherwise specified by the Parks and Recreation Department.** Once a pavilion has a bounce house reserved, none of the neighboring pavilions may reserve a bounce house. No more than one bounce house per reservation is allowed. The use of multiple bounce houses is strictly prohibited.
- o. Parking is restricted to designated areas. Personal and/or commercial vehicles shall not be driven onto sidewalks, walkways, or grass areas.
- p. Patrons shall observe, obey, and comply with all applicable City of Doral, Miami-Dade County, State of Florida and federal laws, rules and regulations. The enforcement of these rules and regulations is under direct supervision of the park management. The patron shall exercise the privileges of this permit subject to supervision of the park employees.
- _____ q. The Parks and Recreation Director, or their designated representative may cancel or revoke the permit with or without cause; waive the requirements of the rules and regulations; or, in the public interest, make additional conditions regarding the use of City buildings and grounds.
- r. A validated receipt must be presented to authorized personnel on duty if requested.
- _____ s. When vacated, the facility shall be returned in the same condition as received. Party decorations must be removed and all trash and charcoal must be placed in proper receptacles immediately at the conclusion of the event.
- _____ t. Security deposit will be forfeited for any damages, vandalism, missing equipment, failure to clean up after use, or failure to comply with rules and regulations.
- _____ u. No gas powered generators and/or gas tanks of any sort will be allowed at any facility at any time unless otherwise approved by the Parks and Recreation Director or his/her designee.

2. **Fee Waiver Policy**

- a. Fee Waivers are limited to the waiver of one event per year per organization and are granted only for:
 - i. Activities that benefit the Doral community
 - ii. Fee waivers for pavilion rentals must be Doral based organizations composed of a minimum of 75 % Doral residents.
 - iii. 501 (c) (3) Non-for-Profit Organizations*
 - iv. City Co-Sponsored Events (requires City Council approval)

* Must provide proof of 501 (c) (3) Non-for-Profit status at the time of application and request for waiver as well as Level I background checks on volunteers and organizers to the Recreation Facility Supervisor for approval.

3. **Risk of Loss**

In no event shall the CITY be liable, or responsible for any bodily injury, or loss to, or damage to any property, owned by, rented by, or in care of the USER, or PERMITEE, its officers, agents, employees, invitees, or patrons, including or resulting from theft, destruction, or damage of any kind, or nature whatsoever in connection with this agreement.

4. **Indemnification**

USER shall indemnify, defend and hold harmless the CITY, its elected officials, employees, agents and volunteers (collectively referred as "Indemnitees") against all loss, costs, penalties, fines, damages, claims, expenses, including attorney's fees, or liabilities ("collectively referred to as "Liabilities") by reason of any injury to, or death of any person, or damage to, or destruction, or loss of any property arising out of, resulting from, or in connection with the performance, or non-performance of the services contemplated by this agreement which is, or is alleged to be directly, or indirectly caused, in whole, or in part by any act of omission, default, or negligence of the user, its employees, agents, or sub-contractors.

5. Insurance Requirements

I. Commercial General Liability (Primary and Non Contributory)

- A. Limits of Liability
 - Bodily Injury & Property Damage Liability
 - Each Occurrence \$1,000,000
 - Policy Aggregate \$1,000,000
 - Personal & Adv. Injury Liability \$1,000,000
 - Products/Completed Operations \$1,000,000

- B. Endorsements Required
 - City of Doral listed as an additional insured
 - Premises and Operations Liability
 - Contingent and Contractual Liability
 - Primary Insurance Clause Endorsement

II. Workers Compensation (If Applicable)

- Statutory- State of Florida

- Employer's Liability - Limits of Liability
 - \$100,000 for bodily injury caused by an accident, each accident
 - \$100,000 for bodily injury caused by disease, each employee
 - \$500,000 for bodily injury caused by disease, policy limit

III. Automobile Liability (If Applicable) \$ 300,000

- Owned or Scheduled Autos, including
- Hired and Non Owned Autos Exposures
- City of Doral listed as an additional insured

IV. Liquor/Host Liquor Liability (If Applicable) \$1,000,000

- City of Doral listed as an additional insured

The above policies shall provide the City of Doral with written notice of cancellation or material change from the insurer in accordance to policy provisions.

Companies authorized to do business in the State of Florida with the following qualifications shall issue all insurance policies required above:

The Company must be rated no less than "A-" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best Insurance Guide published by A.M. best Company, or its equivalent. All policies or certificates of insurance are subject to review and verification by Risk Management.

The City reserves the right to solicit additional insurance requirements as needed, and request copies of all insurance policies including any and all applicable endorsements

I certify that the above given information is correct and that I have read and understand the rules and regulations governing this permit.

X _____
Signature
Print Name
Date



**THIS FORM MUST BE
RECEIVED BY THE PARKS
& RECREATION
DEPARTMENT NO LATER
THAN:**

PARKS AND RECREATION DEPARTMENT SPECIAL USE REQUEST FORM

RECEIPT NUMBER: _____

PARK: _____ DATE REQUESTED: _____

RENTOR NAME: _____
Last First Middle Initial

ADDRESS: _____ City: _____, FL Zip Code: _____

TELEPHONE: () _____ - _____ CELLULAR: () _____ - _____

**PARTY RENTAL COMPANY MUST COMPLETE THIS FORM AND
PROVIDE THE CITY OF DORAL WITH A CERTIFICATE OF INSURANCE NAMING THE
CITY AS “ADDITIONALLY INSURED”**

COMPANY NAME: _____

COMPANY CONTACT: _____

ADDRESS: _____ City: _____, FL Zip Code: _____

TELEPHONE: () _____ - _____ FAX: () _____ - _____

TYPE OF EQUIPMENT: (Specify dimensions) _____

DELIVERY TIME: _____ PICK-UP TIME : _____ 5:00pm

DELIVERY CONTACT PERSON: _____ PHONE NUMBER: () _____ - _____

SIGNATURE: _____ DATE: _____

Facility Special Use Request- Office Use Only

Date: _____

Staff: _____
Print Name

Signature

Comments: _____

Approved Not Approved Certificate of Insurance

City of Doral
8401 NW 53rd Terrace
Doral, Florida 33166
Phone: (305) 482-9590 Fax: (305) 482-9591



ALL EQUIPMENT USED BY VENDORS IS TO BE REPORTED BY FILLING OUT THE SPECIFICATION FORM AND MUST BE APPROVED BY THE PARKS AND RECREATION DEPARTMENT.

Quantity	Equipment	Dimensions	Current in Amps	Voltage in Voltz	Power in Watts
1	Bounce House	15x15	12	10	100
TOTALS:					

Comments:

Approved Denied

Supervisor

Date



Host your next gathering at one of our beautiful parks!

City of Doral Parks and Recreation Party Rental Facilities

<p><u>Doral Central Park</u> 3000 NW 87 Ave</p>

Picnic Tables <i>(Maximum Seating Capacity 8 per table)</i>	\$50 + tax Resident \$75 + tax Non- Resident
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<p><u>Morgan Levy Park</u> 5300 NW 102 Ave</p>
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20' x 20' Covered Pavilions Maximum 50 people <i>(Maximum Seating Capacity: 16)</i>	\$100 + tax Resident \$125 + tax Non-Resident
20' x 40' Covered Pavilion Maximum 100 people <i>(Maximum Seating Capacity: 32)</i>	\$150 + tax Resident \$200 + tax Non-Resident

<p><u>Doral Meadow Park</u> 11555 NW 58 St</p>
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30' x 30' Shaded Pavilion Maximum 112 people <i>(Maximum Seating Capacity: 32)</i>	\$200 + tax Resident \$250 + tax Non-Resident
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***Email doralparksinfo@cityofdoral.com
or call (305) 482-9590***

Please note that all reservations are on a first come first serve basis and require an additional \$100.00 refundable security deposit. Designated picnic tables / pavilions are available for rent and are officially reserved after all forms have been signed and approved by the Parks and Recreation Department. Please contact us at Morgan Levy Community Center to schedule an appointment to book a reservation for any of our parks. **NOTE: Scheduling an appointment does not indicate reservation of a pavilion. If the appointment is missed, the party coordinator forfeits his/her opportunity and the pavilion becomes open to the public.**