



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435

(561) 732-2635 Main ♦ (561) 737-8359 Fax

oceanridgeflorida.com ♦ info@oceanridgeflorida.com

Facility Use Application Chambers/Community Room

Organization Name/Contact Person: _____

Address: _____

Phone: _____

Date and Time Requested: Date: _____

Time: _____ until _____

Purpose of Rental: _____

Please provide a detailed description of the event, activities to be held and equipment you or a vendor will be bringing to the event: (use additional sheet if necessary) _____

Number of people attending function: _____

Function open to public yes no

Will there be an admission fee or donation yes no

Use of Courtyard Requested yes no

Alcohol Present yes no

Assistance Requested for Setup/Tear down yes no

Request Parking Control or Police Services yes no

Categories of permitted use (check one):

Civic – Town sponsored events and events held by groups that provide a service to the Town and are governed by a Board and Bylaws such as Property Owners Associations, the Garden Club, and similar civic uses.

Sponsored Uses – non-profit events/programs sponsored by a Town resident or other governmental agency as approved by the Town Commission.

Resident Uses – meetings, lectures, discussion groups and other similar informational type events.

Other – uses or events not described above as permitted within the sole discretion of the Town Manager or Town Commission. List here: _____

Use Conditions:

The facilities are unsuitable for and shall not be provided for major private social events such as weddings, banquets, birthday celebrations, anniversary parties, retirement parties, political fundraising or campaign events, and other similar events.

Use request that requires staff supervision must be submitted at least three (3) weeks prior to the event date.

The Town reserves the right to cancel the Use Agreement in the event of a severe weather watch or warning posted within seven (7) days of the reservation date, or when other acts of God, catastrophe or unforeseen circumstances beyond the Town's control are present.

Admission fees or donations will not be permitted unless approved by the Town prior to the event. The sale of goods, services, food or beverage is not permitted unless approved by the Town prior to the event.

No kitchen facilities will be made available. Town chairs and tables may be used at no cost. Town Tables must be covered during their use.

The User shall be responsible for the condition of the facility, its furnishings and equipment. The User will assume the cost of cleaning, repairing, or replacing any Town property that is not returned in pre-rental condition. The User is required to pay a \$200 damage deposit. Part or all of this deposit may be refunded, depending upon the condition of the facility after the event.

No outside equipment is permitted unless approved by the Town prior to the event. The User shall be responsible for setup and breakdown of chairs, tables, equipment, etc. within the reservation period. Should the User require assistance from Town staff for setup and/or breakdown, a flat fee of \$25.00 shall be charged for setup and a separate \$25.00 fee shall be charged for breakdown should the User have notified the Town for the need of Town staff assistants. If such assistance is needed for either setup or breakdown without notice having been provided to the Town, a fee of \$25.00 per hour or any portion thereof shall be charged and must be paid prior to the return of any deposit on hold.

Parking Control or Police Services may be required for certain events. If you request or are required to obtain Police Services, there will be a three hour minimum charge at the rate of \$45.00 per hour per Officer on normal days, or \$60.00 per hour per Officer on holidays. The charge for a police vehicle will be \$15.00 per hour. The application to request special duty detail Officers will need to be filled out in addition to this application, and can be found on the Town website at www.oceanridgeflorida.com.

The User shall supervise the event or activity to ensure that there is no abuse of the facility, nor any violation of the laws of the State of Florida and the Charter and Ordinances or other regulations of the Town of Ocean Ridge. State and local laws apply with regard to alcohol consumption. Users are permitted to have alcohol on the premises ONLY if indicated on the Use Application. The sale of alcohol is only permitted upon presentation of proper documentation provided to the Town a minimum of thirty (30) days prior to the event. The User assumes all liability for serving and consumption of alcohol to and by guests. The Town assumes NO responsibility for any inappropriate behavior resulting from consumption of alcoholic beverages by the guests of any event at the Town Facility.

No alcohol use shall be approved if any attendees are under twenty-one (21) years of age. It is the User's responsibility to police the age restriction. If it is determined that any attendees at a function including the use of alcohol are under the age of 21 years, the Town retains the right to terminate the use immediately.

Events expected to exceed 100 (118 maximum) persons in attendance shall require Town Manager approval. Events involving children age 17 and under will require adult supervision at a ratio of 1 adult per 10 children.

Users whose activities are determined by the Town to be of a high risk nature or who utilize vendors for their event or have alcohol present shall be required to list the Town as an "additional insured" in a policy providing \$500,000 single limit bodily injury and property damage liability coverage. This should be provided a minimum of seven (7) days prior to event. Failure to comply with this section may result in the cancellation of your facility use.

User understands that the Town facilities are a non-smoking building.

Indemnification:

To the fullest extent permitted by laws and regulations, User agrees to indemnify, defend, save and hold harmless the Town and its respective officers, agents and employees, from all claims, damages, liabilities, losses, causes of action, liens or judgments of any kind or nature whatsoever which may arise out of, in connection with, or because of the use, maintenance, or operation of the facilities. User shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection therewith, including but not limited to reasonable attorney's fees and costs to defend all claims or suits, in the name of the Town when applicable. Such indemnification shall not be limited to the amount of insurance available from any source. Nothing contained herein is intended nor shall be construed to waive the Town's rights and immunities under the common law or Florida Statutes 768.28, as amended from time to time. The provisions of this Paragraph shall survive the execution, delivery and performance of this Agreement.

User Fees:

Use begins at the time the User takes possession of the facilities and use ends when all participants and vendors have vacated the premises.

The facility shall be inspected by the facility supervisor both before and after use. If clean-up is necessary it will be done by the User. If the User requests Town assistance with the clean-up, then the User will accept the financial obligation for this action and an additional fee of \$25.00 per hour will be charged, with a minimum charge of one hour.



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The Applicant, by endorsement, certifies that the information provided is true and correct and that he/she has read and understands the regulations governing the use of the Community Room, and/or Commission Chambers and agrees to comply with such regulations. Failure to comply with the rental conditions may prohibit future facility rentals.

Signature of Applicant

Date

Requested Use Approved

Town Manager or Designee

Date