

Palmetto Historical Park P.O. Box 1192 Palmetto, Florida 34220-1192	Phone: (941) 723-4991 Fax: (941) 721-6828 E-Mail: lynn.pope@manateeclerk.com
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PALMETTO HISTORICAL PARK RENTAL APPLICATION / AGREEMENT

Please complete this application with as much detail as possible. Return completed application with ALL appropriate rental fees via mail to the address above, or in person to 515 10th Ave W. Palmetto

Name of Applicant:		Name of Organization	
		<input type="checkbox"/> For Profit <input type="checkbox"/> Not For Profit	
Address:	City:	Zip Code:	
Phone (daytime):	Phone (evening):	Phone (cell):	E-Mail Address:
Contact 1 (if other than applicant):	Phone (daytime):	Phone (evening):	
Contact 2 (if other than applicant):	Phone (daytime):	Phone (evening):	
Anticipated attendance:	Minimum	Maximum	
Date(s) of Use:		Day(s) of week:	
Start time (include decorating/setup time):		End time (include cleanup time):	

Is this a fundraising event? Yes No
 Is an entry fee, ticket or registration fee required? Yes No
 Are any other fees associated with this event? Yes No
 If yes to any of the above, please explain how funds will be used.

Please check all that apply to this event:

- Baby/Bridal Shower Birthday Party Church Function/Social Family Gathering/Reunion
- Field Use (Games or Practices) Field Use (Recreational) Meeting Picnic Clinic
- Political Function Tournament Wedding or Reception Youth League Meeting
- Electric (if available) Water (if available) Other (describe):

Palmetto Historical Park & Rental Fees

Please check ALL facilities being requested for use and circle the application fees.

Carnegie Library

- Basement Floor Only FEES: \$130.00 First 3 Hours/ \$40.00 each additional hour
- Basement Floor & Grounds FEES: \$140.00 First 3 Hours/ \$45.00 each additional hour
- Chapel \$100.00 Security deposit FEES: \$50.00 an hour

NOTE: A SPECIAL FUNCTION PERMIT AND ADDITIONAL SECURITY DEPOSIT ALSO MAY BE REQUIRED PURSUANT TO CHAPTER 19, ARTICLE VI. OF THE CITY CODE OF ORDINANCES. RENTAL OF CITY FACILITIES FOR MORE THAN FIVE (5) DAYS IN ANY THIRTY (30) DAY PERIOD SHALL REQUIRE CITY COMMISSION APPROVAL. FEES FOR LONG TERM RENTAL OF CITY FACILITIES SHALL BE BASED ON THE ADDITIONAL OPERATION AND MAINTENANCE COSTS INCURRED BY THE CITY IN CONNECTION WITH SUCH LONG TERM USE.

Security Deposit: \$50.00 per facility unless a different amount is specified above. This amount is payable at time of reservation and is refundable upon the Completion of a favorable inspection. Up to 100% of the security deposit may be retained for damage and/or clean up if deemed necessary by management. In addition, the applicant shall be responsible for payment of cleaning/damage charges in excess of the security deposit.

Total Fees Enclosed: \$ _____ Cash or Check # _____ for Rental Fees _____ for Deposit(s) _____

A Drivers License # is required for ALL checks for the person whose name is on the check:

State _____ # _____

Applicant fully understands that submittal of this application does not confirm my/our request and that **ALL Rental Fees and Taxes Must Be Included With This Application.** I/We further understand that ALL requests are subject to staff approval and are processed on a first come first served basis. Upon review, a designated staff member will notify me or one of my contacts regarding the status of this request and whether or not there is any additional information required, or if any rental fees and/or deposits still remain to be paid. I/We also acknowledge that I/We have received a copy, read, understand and fully agree to all of the items and terms outlined in the Facility Rental Agreement, including how to proceed in the event of any emergency needing immediate attention during the event. I/We further affirm that the information contained in this application is true and correct to the best of my/our knowledge.

Signature of Applicant: _____ **Date:** _____

Please make ALL checks payable to the Palmetto Historical Commission

FOR OFFICE USE ONLY

Date Rec'd:	Approved or Denied
Fees Collected:	Receipt #/s:
Palmetto Historical Commission	_____
Palmetto Parks and Recreation Department	_____

**PALMETTO HISTORICAL PARK
APPLICANT ACKNOWLEDGEMENT**

The Applicant, _____, hereby acknowledges and agrees to the following:

- All rental fees and taxes must be included with this application
- Submittal of the application does not confirm reservation dates
- Reservation requests are subject to City approval and are processed on a first come, first served basis
- Applicant has been provided with a copy of the Palmetto Historical Park Facility Rental Rules and Regulations and agrees to abide by same

Applicant hereby affirms that the information contained in this application is true and correct, acknowledges receipt of a copy of the application, and agrees to all of the terms and conditions as outlined in the Facility Rental Agreement, including how to proceed in the event of an emergency during the event.

In the case of an emergency contact the Palmetto Police Department at 941-723-4587.

The applicant hereby agrees to indemnify and hold harmless the Palmetto Historical Commission and the City of Palmetto, their agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly or indirectly arising from or related to the use of the Palmetto Historical Park Facility permitted under this rental agreement.

The undersigned applicant certifies that he or she accepts responsibility on behalf of his/her organization / group and it's guests for any damage or theft sustained by the Palmetto Historical Park (premises, landscaping, equipment, furniture) because of occupancy of the Palmetto Historical Park Facility by the organization.

I have read and agree to comply with the rules and regulations stated in or incorporated into this rental agreement. The cost of any special cleaning or damage to the Park Facility, equipment of grounds due to the scheduled activity or event will be deducted from the security deposit provided for herein. In the event that such costs exceed the amount of the security deposit, the undersigned agrees to be personally responsible for the payment to the Palmetto Historical Commission of any overages.

By: _____

Print name: _____

Date: _____