

Please check correct box

**EVENTS (MORE THAN 100 PEOPLE)**

NOT FOR PROFIT  FOR PROFIT

**Park Usage Agreement and Reservation Form**

CDD 1 - Summerfield Community Park, 6402 Lakewood Ranch Boulevard

CDD 2 - Country Club/Edgewater Park, 8256 Legacy Boulevard

CDD 4 - Greenbrook Adventure Park, 13010 Adventure Place

I, \_\_\_\_\_ agree to pay **CDD** \_\_\_\_\_ the sum of **\$20/hr for “not-for-profits” and \$50/hr for “for-profits”** for the exclusive use of a portion of the facilities of the above referenced Park from \_\_\_\_ a.m./ p.m. until \_\_\_\_ a.m. / p.m., on the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.  
**(Maximum of nine months in advance)**

Please check the applicable sections: **(\$20/hr or \$50/hr as applicable, per section checked)**

<b>CDD1 - Summerfield Community Park</b>	<b>CDD2 - Country Club/Edgewater Park</b>	<b>CDD4 – Greenbrook Adventure Park</b>
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Pavilion	<input type="checkbox"/> Pavilion
<input type="checkbox"/> Soccer Field/Baseball Diamond	<input type="checkbox"/> Volleyball Court	<input type="checkbox"/> Volleyball Court
<input type="checkbox"/> Basketball Court	<input type="checkbox"/> Multi-Purpose Field	<input type="checkbox"/> Soccer Field 1
<input type="checkbox"/> Tennis Court	<input type="checkbox"/> Basketball Court	<input type="checkbox"/> Soccer Field 2
<input type="checkbox"/> Volleyball Court		<input type="checkbox"/> Baseball Diamond
		<input type="checkbox"/> In-line Skate Park
		<input type="checkbox"/> Basketball Court

Print Name \_\_\_\_\_ Type of Function \_\_\_\_\_

Doing Business As: \_\_\_\_\_ Recurrence: \_\_\_\_\_

Address \_\_\_\_\_ Rental Fee \_\_\_\_\_ Check# \_\_\_\_\_ Cash \_\_\_\_\_

Phone \_\_\_\_\_ Deposit \_\_\_\_\_ Check# \_\_\_\_\_ Cash \_\_\_\_\_

If Applicable, Access Card Number \_\_\_\_\_ Received By: \_\_\_\_\_

Email Address \_\_\_\_\_

Number Attending \_\_\_\_\_ Total Amount Due \_\_\_\_\_

**\*\*\*Note for Staff: Please scan and email this form to the Field Office Manager.\*\*\***

**DEPOSIT INFORMATION**

**MAKE CHECKS PAYABLE TO ONE OF THE BELOW:**

**Summerfield Community Park - CDD 1**

**Country Club/Edgewater Park - CDD 2**

**Greenbrook Adventure Park - CDD 4**

**Deposit Refunded To:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ON THE BACK OF THIS FORM, PLEASE READ AND INITIAL TO ACKNOWLEDGE YOUR UNDERSTANDING OF EACH OF THE POLICIES.**

**Park Usage Agreement and Reservation Form: Policies**  
**Summerfield Community Park - CDD 1**  
**Country Club/Edgewater Park - CDD 2**  
**Greenbrook Adventure Park - CDD 4**

**Please read and initial to acknowledge your understanding of each of the following policies:**

\_\_\_\_\_ **A copy of liability insurance,** naming the appropriate CDD as “Additional Insured” in the amount of no less than \$1 million, must be provided to Town Hall at least fourteen (14) days prior to the event.

\_\_\_\_\_ If using contracted equipment such as pony rides, moonwalks, climbing walls, etc., either yourself or the vendor using the equipment must provide the above-mentioned liability insurance coverage to Town Hall in the above-mentioned time frame.

\_\_\_\_\_ If you use any equipment that requires large amounts of electrical power such as a moonwalk, bounce house, waterslide, etc., you will be required to provide your own gas generator and/or water.

\_\_\_\_\_ The Community Parks are owned by CDD1, CDD2, and CDD4. **The Districts will not be liable for any injury that could result from using any of the equipment or facilities within the Park.**

\_\_\_\_\_ **A separate deposit of \$500.00 is required at the time of the reservation.** This fee includes an access card for the restrooms. Upon inspection, if the facility has been restored to its previous condition and the access card has been returned, the deposit will be available for pick up on the business day following the event.

\_\_\_\_\_ Failure to relinquish the facility at the end of the reserved time will be grounds for forfeiture of the deposit.

\_\_\_\_\_ The Reservation Fee will be refunded only if the event is cancelled at least 5 days prior to the scheduled date of the event.

\_\_\_\_\_ **There will be a pre-event meeting the week prior to the event (to be scheduled with the Maintenance Staff), to review the logistics of the event, including but not limited to parking, restroom facilities, food/water, etc.**

\_\_\_\_\_ There will be a pre-event and post-event inspection of the site on the day of the event to review the condition of the site.

\_\_\_\_\_ You will be responsible for leaving the portion of the Park, which you have rented for the hours previously noted, in the condition received (trash removed, no equipment missing or damaged, etc).

\_\_\_\_\_ Trash needs to be thrown in the dumpster located in the parking lot and trash bags need to be replaced. Trash bags are located in the pavilion for your use.

\_\_\_\_\_ Alcohol is strictly prohibited. Water for Events/Activities is not provided by the Districts except for the use of bathrooms and drinking fountains.

\_\_\_\_\_ **This “permit” form must be available at the site on the day of the event.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_