

Facility and Park Use Questionnaire

The County encourages use of its public parks and facilities for events and gatherings of all sizes. In some cases, fees may apply. In order to ensure the appropriate provisions are in place to provide you with the best service possible, please complete all required sections of this questionnaire.

Permit # _____
Office Use Only

Contact Information (Section 1 - required)

Please provide the information for the person presenting the event and signing the questionnaire below:

Group/Organization (if applicable): _____

Tax Exempt organization? YES NO If yes, please attach a copy of your tax exempt certificate.

If Tax Exempt and charging fees or admission, please explain what revenue will be used for: _____

Name of Individual Responsible: _____ Phone #: _____

Address: _____ Date of Birth: _____

Email: _____ Secondary Phone #: _____

Event Information (Section 2 - required)

Event Name: _____ Type of Event: _____

Date of Proposed Event: _____

When requesting the time of your event, please include your set-up/breakdown time along with the time of the event from start to finish.

Hours of Proposed Event: _____ to: _____ Expected Attendance: _____

Please check the facility desired below:

Facility Rooms	Max Capacity	Size (sq. ft.)
Ann & Chuck Dever Regional Park Pool – Meeting Room	40	600
Ann & Chuck Dever Regional Park Recreation Center-Small Multi-Purpose Room	130	2034
Ann & Chuck Dever Regional Park Recreation Center-Large Multi-Purpose Room	155	2435
Ann & Chuck Dever Regional Park Recreation Center-Large-Multi-Purpose Room A – (rear of building)	77	1217
Ann & Chuck Dever Regional Park Recreation Center-Large-Multi-Purpose Room B – (front of building)	77	1217
Carmalita Park – Meeting Room	60	1063
Centennial Park - Small Multi-Purpose Room	83	1245
Centennial Park - Large Multi-Purpose Room	107	1602
Harold Avenue Recreation Center – Meeting Room A	80	1225
Harold Avenue Recreation Center – Meeting Room B	80	1225
Port Charlotte Beach Recreation Center – Room A	65	975
Port Charlotte Beach Recreation Center – Room B	222	3607
Port Charlotte Beach Recreation Center– Room A & B	287	4582
Port Charlotte Beach Recreation Center – Deck	200	3477
South County Regional Park Recreation Center – Large Meeting Room	70	1052
South County Regional Park Recreation Center – Small Meeting Room	35	524
Tringali Park Recreation Center – Arts & Crafts Room	25	500

Tringali Park Community Center – Multi Purpose Room	160	2580
Tringali Park Community Center – Meeting Room	25	500
Gymnasiums	Max Capacity	Size (sq. ft.)
Ann & Chuck Dever Regional Park Recreation Center - Gym	355	9460
Centennial Park – Gym	355	9976
Harold Avenue Regional Park – Gym A	480	8262
Harold Avenue Regional Park – Gym B	533	8262
South County Regional Park – Gym	500	8320
Tringali Park – Gym	510	9450
Pavilions/Picnic Shelters	Max Capacity	Size (sq. ft.)
Bayshore Park – Amphitheater Shelter	48	2200
Bayshore Park – Fireplace Pavilion	100	2200
Bissett Park	64	800
Englewood Beach – Pavilion 1 (Peninsula)	128	2400
Englewood Beach – Pavilion 2	48	980
Englewood Beach – Pavilion 3	48	980
Franz Ross Park	60	1800
Harbor Heights Park – Large	72	1600
Hathaway Park	80	1700
Kiwanis Park – Gazebo and Pavilion (2)	32	200/ea.
Lake Betty Park – Pavilion 1	16	200
Lake Betty Park – Pavilion 2	16	200
McGuire Park – Pavilion 1	20	360
Port Charlotte Beach – Pavilion 1	48	800
Port Charlotte Beach – Pavilion 2	48	800
Randy Spence Park	32	300
Rotonda Park	72	1600
South Gulf Cove Park	48	980
Open Spaces		
Amberjack Environmental Park		
Ann & Chuck Dever Environmental Park		
Ann & Chuck Dever Regional Park		
Bay Heights Park		
Bayshore Park – North End Open Space		
Bayshore Park – South End Open Space		
Bissett Park		
Cape Haze Pioneer Trail Park		
Carmalita Park		
Cedar Point Environmental Park		
Centennial Park		
Charlotte Sports Park		
Englewood Beach		
Franz Ross Park		
Harbor Walk		
Harbor Heights Park		
Harold Avenue Regional Park		
Hathaway Park		
Higgs Park		
Kiwanis Park		
Lake Betty Park		
Maracaibo Park		
McGuire Park		

Port Charlotte Beach Park
 Port Charlotte Beach Park – Deck
 Randy Spence Park
 Rotonda Park
 South County Regional Park
 Tippecanoe Environmental Park

FACILITY RENTAL FEES

Amenities and meeting rooms are available to the public on a first come, first served basis, as available. There are rental fees to users for reserved exclusive use based on the following categories:

Category 1: Any individual renting facilities for a private function or a recreational class or a not-for-profit organization renting facilities for an organizational function, to raise funds for charity, or for the maintenance of an organization.

Category 2: Commercial, business, or individual renting facilities for the purpose of publicity, advertising, sales, or any other for-profit purposes.

Rental Type 1: Outdoor Buildings

Outdoor building rentals encompass group picnic shelters, gazebos and the outdoor classroom/amphitheater. Rental rates are determined based on the following square footage:

	<u>Category 1</u>	<u>Category 2</u>
Size 1 400-1500 square feet (4-hour minimum)	\$10.00/hour	\$20.00/hour
Size 2 1600-2500 square feet (4-hour minimum)	\$20.00/hour	\$40.00/hour

100% of payment is required with contract. Two (2) weeks (14 days) advanced notice is required for all outdoor rental contracts.

Rental Type 2: Open Space/Parking Lot

Open Space rentals encompass parking lots, decks, and large space festivals for events or activities.

Open Space Fees

	<u>Category 1</u>	<u>Category 2</u>
100 or less people (2-hour minimum)	\$15.00/hour	\$30.00/hour
101 – 500 people (2- hour minimum)	\$30.00/hour	\$60.00/hour
501 – 2000 people (2-hour minimum)	\$65.00/hour	\$130.00/hour
2001 – 5000 people (2-hour minimum)	\$100.00/hour	\$200.00/hour

Parking Lot Fees

Parking Lot (if part of a facility rental) \$150.00/day
 Parking Lot (if use is the entire rental) \$450.00/day

Renter will be instructed to contact Parks & Natural Resources (PNR) a minimum of two (2) weeks in advance if requesting PNR staff support for Open Space rental such park access through locked gates or for support to move equipment/supplies to location within park (staff labor fees may apply).

Rental Type 3: Building Rental

Excluding rental of gymnasiums, Charlotte Sports Park, or Charlotte Harbor Event and Conference Center. Rental rates are determined based on the following square footage:

	<u>Category 1</u>	<u>Category 2</u>
Room Size 1: 0-600 square feet	\$9.50/hour	\$18.75/hour
Room Size 2: 601-1500 square feet	\$25.00/hour	\$50.00/hour
Room Size 3: 1501-2800 square feet	\$47.00/hour	\$93.75/hour
Room Size 4: 2801 square feet or more	\$62.50/hour	\$125.00/hour

*Damage Deposit - \$100.00 per one-time event rentals (over 30 people and/or use of alcohol)
A damage deposit will be required and must accompany the returned contract. This deposit is refundable after facility inspection.*

Room Set-up/Clean-up (Category 1 and 2)

Room 1 \$15.00	Room 2 \$30.00	Room 3 \$45.00	Room 4 \$60.00
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Rental Type 4: Gymnasium

Gymnasiums are multipurpose facilities and may be used for a variety of activities. Two different rates are charged for the gymnasium usage. A gymnasium used for a purpose other than an athletic activity (for example an Auditorium, Banquet Room, or Meeting Room) is charged the special rate listed below when compared to a gymnasium used for athletic activities.

	<u>Category 1</u>	<u>Category 2</u>
Gym/Athletics Activity	\$24.00/hour	\$49.00/hour
Gym/Special Activity other than athletic	\$35.00/hour	\$70.00/hour

Note: Additional staff labor fees of \$20.00 per hour with a four (4) hour minimum and \$30 per hour for overtime with a four (4) hour minimum may apply based upon the nature and size of the event. These labor fees will be solely determined by Community Services and based upon current staffing levels. Set-up/Clean-up Fees may apply.

Event Features (Section 3 - required)

Please circle or write in the appropriate answer below:

- 1) Will you or any company or individual hired by you:
 - a. Require lighting?
 - b. Require electricity?
- 2) Do you require assistance from Parks staff (i.e. gates opened, moving equipment/supplies)?
 - a. If yes, specify any assistance your event may require from Community Services personnel (staff labor fees may apply).

- 3) Would you like to request any additional equipment?
 - a. If yes, specify any additional equipment/needs your event may require from Community Services.

- 4) Will you be charging admissions or soliciting donations for your event?
- 5) Will you or any company or individual hired by you:
 - a. Sell food or beverages
 - b. Provide live music or large scale entertainment?
 - c. Provide or erect mechanical or inflatable structures during the event?
 - d. Erect tents, canopies or other temporary structures during the event?
 - e. Require street or public property closings, or additional traffic control?
 - f. Require additional safety and security personnel? (Fire or Police officers?)
 - g. Require Emergency medical personnel onsite?
 - h. Consume alcoholic beverages at your event?
 - i. Sell alcoholic beverages at your event?
- 6) Will you have animals or livestock (other than dogs on leash or service animals)?

Rental Details (Section 4 - required)

Please read and initial each of the following acknowledging understanding:

- _____ All Rentals must be booked and paid for no less than 14 days prior to booking date. Payment not made 14 days prior to reserved date may result in cancellation of event.
- _____ A certificate of liability insurance policy for no less than \$2,000,000 aggregate/\$1,000,000 per occurrence is required for rentals including, but not limited to, the use of the following: bounce house, climbing wall, presence of animals (e.g. petting zoo), and consumption of alcohol (liquor liability required). Proof of liability coverage must be furnished at least 14 days prior to the reservation date or all rental payments are forfeited. (see page 5 and 6 for the exact verbiage required on certificate and example).
- _____ The client is responsible for putting trash inside the trash cans, taking any decorations down, and any equipment brought in must be taken out. End time on contract is time client needs to be OUT OF RENTED PARK FACILITY.
- _____ Organizers are aware that they are not to distribute any type of marketing/promotional materials related to the requested facility rental until full payment has been made, a certificate of insurance has been provided (if required), and a completed rental permit with authorized signatures has been obtained.
- _____ Requests to cancel a reservation inside of 14 days will result in the forfeiture of rental fees paid.

Pavilion/Open Space Rentals (Section 5 – required for this type of rental)

Please read and initial each of the following acknowledging understanding:

- _____ 100% payment is required at the time of booking to secure a rental date for any outdoor facility.
- _____ Under certain circumstances, rentals may be subject to a damage deposit.

_____The minimum rental time for Pavilions is four (4) hours and the minimum rental time for Open Space is two (2) hours.

_____If deemed necessary, I will meet with Parks personnel at least 14 days prior to my event.

_____Park staff resources are limited and outdoor park facilities are open to the public during normal park hours. Charlotte County Community Services cleans and removes trash prior to a facility reservation, but does not guarantee the cleanliness/condition of any reserved pavilion or open space.

_____If I arrive at a facility I have reserved and find it is being used by another group, I will need to present my signed permit and request the group relinquish the facility. In the event the group refuses, I understand I am to contact the Charlotte County Sheriff's Office at (941) 639-2101.

_____No Refunds will be issued due to lack of pavilion cleanliness, inclement weather, or failure on the part of the renter to use the pavilion on the date reserved.

Facility Room Rentals (Section 6 – required for this type of rental)

Please read and initial each of the following acknowledging understanding:

_____Due up front is 25% of the total rental (set-up fee included) and \$100 refundable damage deposit.

_____Equipment owned by our facility CAN ONLY BE SET-UP BY OUR STAFF. If you are requesting changes to the set-up, please inform the staff available for assistance. Set up must meet fire codes.

_____The start time paid for is the time client and anyone associated with your event will have access to the facility. There is no grace period before or after.

_____The County does not provide decorations, linens, table settings, dinnerware or silverware.

_____Candles are allowed with appropriate heat shield. No open flame, pyrotechnics, or Asian sky lanterns.

_____Client must supply your own step ladders and step stools. You will not be allowed to use the facility's ladders or stand on county property.

_____When decorating for event; no nails allowed. A minimum number of thumb tacks or push pins is preferred. Please check with staff for anything that will put holes in the wall. No Duct Tape, Fog Machine, or Dry Ice devices allowed. (Acceptable items for decorating: Thumb Tack/Push Pin, Paper Clips, Zip ties, Damage free hanging hooks i.e. Command).

_____I understand that I am obligated to notify the rented park facility if I will be renting or bringing in outside equipment (furniture, flowers, cake, DJ equipment...) and what the drop off and pick up arrangements are. When setting up the drop off and pick up of rental equipment, make sure the rental company understands that specific times must be scheduled within your contract beginning and end time; as we have limited office hours and other events may be scheduled at the facility. Please consider our facilities have limited storage and there may be an event the day before or the day following your event. Rental equipment must be out of building at the end of your event. Client is responsible for rental equipment and making arrangements for pick up and drop off and also must inform facility staff on site of such arrangements. Staff at facility will not sign for deliveries. Someone associated with your party must be here to sign for deliveries.

Signature (Section 7 - required)

The information contained in this questionnaire will be used to prepare a cost estimate. I have read and completed all required sections of the Rental Questionnaire in its entirety. I understand the information given in the rental details section of this form and the Facility Rules (page 7). I hereby agree and understand that it is my responsibility to ensure compliance with all policies, rules, regulations, and guidelines of Charlotte County Community Services and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of reservation and/or revocation of the permit. I understand that this information may be revised or expanded upon at a later date.

Signature: _____ Date: _____

CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

- ✓ A certificate of liability insurance policy, in an amount no less than \$2,000,000* aggregate and \$1,000,000 per occurrence is required for rentals including, but not limited to, the use of the following: bounce house, climbing wall, presence of animals (i.e. petting zoo), and the consumption of alcohol.
 - *If a renter desires to sell alcohol to attendee's, then a higher level of insurance will be required. Charlotte County Risk Management will determine the appropriate level of liquor liability required.
 - If a customer desires to have a vendor provide a bounce house, climbing wall, or animals, then the renter would be required to have their provider (vendor) of these services present evidence of insurance to the County. Vendors may contact Charlotte County Risk Management to keep certificate of insurance on file with the County.

The proof of coverage must be furnished as follows:

- ✓ Charlotte County BCC must be named as **additional insured** on Commercial General Liability coverage. (A specific County department shall not be named.)
- ✓ The County requires a certificate with Additional Insured Endorsement naming "Charlotte County, a political subdivision of the State of Florida, its elected officials, officers, employees, agents, representatives, and volunteers" as an additional insured.
- ✓ Under DESCRIPTION OF OPERATIONS on the insurance certificate; please list:
CHARLOTTE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, ITS OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, AND VOLUNTEERS ARE ADDITIONAL INSURED AS RESPECTS THE INSURED'S NEGLIGENCE RESULTING FROM THE INSURED'S USAGE OF OWNED OR CONTROLLED PREMISES OF THE CERTIFICATE HOLDER. THE ADDITIONAL INSURED STATUS ONLY APPLIES DURING SUCH TIMES THAT THE INSURED IS UTILIZING SAID PREMISES.
 - In the same DESCRIPTION OF OPERATIONS area, please list the Name of Event and Event date(s) including load-in and load-out days.
- ✓ Under Certificate Holder, certificate **needs** to read as follows:
Charlotte County, a political subdivision of the State of Florida
18500 Murdock Circle
Port Charlotte, FL 33948

Revised 5/3/2019



CERTIFICATE OF LIABILITY INSURANCE

TRICI-1 OP ID: KD

DATE (MM/DD/YYYY)
08/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mark D. Stichter	CONTACT NAME Mark D. Stichter #A254831 PHONE (A/C No.): 239-936-8844 FAX (A/C No.): 239-275-4446 E-MAIL ADDRESS: info@stewartandsonsinsurance.com
INSURED Don Reynolds 212 Park Street Port Charlotte, FL 33980	INSURERS AFFORDING COVERAGE INSURER A: Cincinnati Indemnity Co. NAC # 23280 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL (INSR)	SUBROGATION (S/R)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER:			CAP5187508	10/04/2018	10/04/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Charlotte County, a political subdivision of the State of Florida, its officers, agents, employees and volunteers are additional insured as respects the insureds negligence resulting from the insureds usage of owned or controlled premises of the certificate holder. The additional insured status only applies during such times that the insured utilizes the premises

CERTIFICATE HOLDER Charlotte County a political subdivision of the State of Florida 18500 Murdock Circle Port Charlotte, FL 33948	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Mark Stichter</i>
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ACORD 25 (2014/01)

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FACILITY RULES

Charlotte County Community Services strives to provide an environment for the recreational enjoyment of all patrons. In an effort to ensure a safe and enjoyable experience, the following general rules shall apply to all individuals.

Welcome to our facility!

Please DO:

- Conduct yourself in a way which is respectful to yourself and others by abiding to our Code of Conduct.
- Respect all County property and the property of others.
- Ensure your area of usage is properly cleaned upon departure.
- Limit play to designated areas.
- Wear appropriate attire based on specific location rules.
- Abide by all rules and regulations as outlined in the Community Services Code of Conduct.
- Provide us with your feedback so we can continually enhance our programs and services.
- Get Up, Get Out, Get Active!

Please DO NOT:

- Engage in disruptive or disorderly conduct that could endanger yourself or others.
- Use profanity and/or abusive language.
- Cause facility damage or deface County property.
- Leave young children unsupervised.
- Utilize our facility while under the influence of drugs or alcohol.
- Use tobacco products or e-cigarettes while inside this facility.
- Bring animals (except authorized service dogs) into the facility or leave animals unattended outside the facility.

We thank you for your patronage!

Our facilities operate in accordance with all County, State, and Federal policies and ordinances. In partnership with the Charlotte County Sheriff's Office (CCSO), Charlotte County reserves the right to take immediate action for any patron not complying with the required regulations of this facility and will render decisions on any rule or regulation not specifically stated in the above Facility Rules.