

BAL HARBOUR

- VILLAGE -

PARKS & RECREATION - RENTAL APPLICATION

Resident's Name: _____

Email Address: _____

Address: _____

Contact Number: _____

Description of Event: _____ Estimated # of guests _____

RENTAL SERVICE & FEES

Application must be returned to the recreation center during hours of business; Monday-Friday 9:00 AM and 4:00PM. Event date availability is on "first come, first serve" base. Receiving this application is not a guarantee of acceptance for rental. All required payments and/or documents must be included with your application.

Date of Rental: _____

Hours of Rental: from _____ to _____ (includes setup& cleanup 6 hours)

Is there a vendor? _____ If yes: Company Name: _____

*Liability Insurance insured name "Bal Harbour Village"

RENTAL FEES

Space fee per area \$ 125 Please select area/s for rental: Gazebo Basketball Court

Refundable Security Deposit \$ 200

Additional Services:

Chairs \$1- Quantity _____

Table/s \$5-Quantity _____

BHV Staff ___ assistant/s for setup/breakdown @ \$25 per hour _____ hours

TOTAL RENTAL FEES: _____

_____ I HEREBY ACKNOWLEDGE RECEIPT OF THE ATTACH RULES AND REGULATIONS OF BAL HARBOUR VILLAGE PARK AND AGREE TO ABIDE.

Cancellation must be requested 5 business days in advance to receive a full refund, minus \$25 administrative refund fee. No refunds thereafter.

Resident signature: _____ Date: _____

*****Official Use Only*****

Rental Fees Check Received: YES NO Check # _____

Vendor Certificate of Liability Received: YES NO N/A

Reservation received/reviewed by: Parks/Recreation Staff Name _____

Employee/s Assign to Event: _____

Approved by _____, **Parks & Public Space Director**