

City of DeBary Parks and Recreation Department

RENTAL REQUEST FORM



- Make checks payable to **CITY OF DEBARY** – drivers license number must be written on all checks.
- There will be a \$30 service charge on all returned checks.
- 72 hours notice must be given for all refunds. A \$10 service fee deducted for refund check requests. You will also have the option to credit your account with us or refund to your credit card, with no service fees. No refunds after the rental date.
- Any security deposits will be held until the rental is complete. They can either be picked up or shredded at the discretion of the renter.

Name: _____

Organization: _____

Facility Type (Circle One)

Town Hall w/o Kitchen | Town Hall w/ Kitchen | Pavilion | Ball Field w/o Lights | Ball Field w/ Lights

Date of Reservation: _____

Start Time (including set-up of event by applicant): _____

End Time (including break-down of event by applicant): _____

Park and Facility Name: _____

Purpose of the Rental: _____

Number of People Expected to Attend: _____ Game Prep For Field Rental (\$60.00 fee): YES | NO

Will there be amplified music? YES | NO

***The use of amplified music during outdoor rentals may require the rental to be re-located to another park. Please refer to the Facility Use Policy.**

Will there be inflatables (bounce house, water slide, etc.)? YES | NO

***\$25 water fee for inflatables that need water. All inflatables must have their own generator for power.**

Name of Company: _____ Phone Number of Company: _____

***PUBLIC EVENTS ONLY: Please note that all inflatables must be rented through a licensed and insured company. No personal inflatable equipment is permitted. All insurance requirements must be met prior to the rental date for inflatable use.**

NO STAPLES – TAPE ONLY FOR DECORATIONS. NO CONFETTI OR GLITTER ALLOWED!

**PARTICIPANT HOLD HARMLESS AGREEMENT AND
FACILITY USE POLICY ACKNOWLEDGEMENT
PLEASE READ BEFORE SIGNING**

I/we hereby forever waive, release and hold harmless, the City of DeBary, its employees, independent contractors, volunteers and/or participants from any and all claims arising out of bodily injury, loss of life and/or all other damages to myself or my child or property. I agree and acknowledge that this Release and Hold Harmless will apply and include any claims regardless of the City's own negligence.

I/we have read and have been given a copy of the Facility rental policy and agree to abide by the regulations of the City of DeBary Parks and Recreation Department. Additionally, I/we agree to hold the City of DeBary, employees, and DeBary City Council harmless from any loss, cost, or damage that may be suffered during the use of the City of DeBary facilities.

Signature of Applicant _____ **Date** _____

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FOR OFFICE USE ONLY

Insurance Requirements: Met _____ Not Required _____ TAX ID # _____

Fee Paid: _____ Security Deposit: _____

Security Deposit Receipt # _____

Prepared/Approved By: _____ Title _____ Date _____

Attach any insurance, proof of non-profit certificates, or fee waiver documentation to this application.