



**City of Delray Beach**  
**Parks and Recreation Department**  
*West Atlantic Avenue - 5<sup>th</sup> Avenue Plaza Park*



**Applicant Name:** \_\_\_\_\_ **Phone:** (daytime) \_\_\_\_\_ (cell) \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 Street City, State, Zip

*This is an open park and the area reserved does not prohibit the public from accessing the reserved area. This park includes a stage, benches, and open area. Park hours are 8 a.m. – dusk unless prior approval on permit.*

**Will Stage be needed:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Lights:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Time: From:** \_\_\_\_\_ am/pm **To:** \_\_\_\_\_ am/pm \_\_\_\_\_

**Type of Activity:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ **Age Group:** \_\_\_\_\_

- **Amplified Music** \_\_\_\_\_ *Must have noise waiver from City Manager*
- **Grills** \_\_\_\_\_ *Must have fire extinguisher for each grill*
- **Selling or providing food or goods?** Yes \_\_\_\_\_ No \_\_\_\_\_ **Type?** \_\_\_\_\_

**Is organization non-profit?** (If yes, please attach copy of IRS tax exempt certificate) Yes \_\_\_\_\_ No \_\_\_\_\_

**Will there be fees charged?** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what are they? \_\_\_\_\_

**Comments:** \_\_\_\_\_

**PARK RULES AND REGULATIONS**

- 1.) All rental fees must be paid at application time (at least 2 business days prior to the event).
- 2.) Alcoholic beverages are prohibited at all City parks and facilities unless waived by the City Manager per code.
- 3.) No motorized vehicles are allowed in the park beyond the parking area unless authorized for the event set-up. If you need to have the bollards removed to access area, previous arrangements must be made.
- 4.) The area must be left in the same condition as when you arrived.
- 5.) In order to receive a refund, a 48 hour notice is required. The cancellation and refund request must be put in writing.
- 6.) No pony rides, golfing, silly string or anything that leaves debris behind will be allowed in the park.
- 7.) Tents without stakes (held down by sandbags) may be allowed with the approval from the Parks and Rec Department.
- 8.) A certificate of insurance or special event application may be required for some events or activities.
- 9.) This is an open public park. The general public cannot be prohibited from accessing the reserved area (unless fenced off by permit for a special event). Please be sure you have your copy of this permit on-site.

**RELEASE WAIVER**

I, the undersigned, intending to be legally bound, do hereby for myself, family, guardians, charge/charges, heirs, executors and administrators, waive and release any and all rights and claims for damages, which I/we may have against the City of Delray Beach, their representatives, successors and employees for any injuries which I/we may suffer in connection with my/our use of this facility. At various times the City of Delray Beach videotapes and photographs events to be submitted to the local media. By using this facility, I/we hereby authorize the City of Delray Beach to reproduce, copy, exhibit, publish, broadcast, or distribute any and all such tapes or photographs. I have read the above and understand the rules and regulations that have been made available to me.

\_\_\_\_\_  
 Applicant Signature Date

\_\_\_\_\_  
 Recreation Department Approval Date

**OFFICE USE ONLY:**

Fee Paid: \_\_\_\_\_ Rec Trac #: \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRIBUTION:** Customer ( ) ; Park Rangers ( ) ; Public Works ( ) ; Assistant City Manager ( ) ; Police Dept. ( )

Parks Maintenance ( ) Fire Dept. ( )