

**Indian River County Parks Division  
Pavilion Reservation Application**

5500 77<sup>th</sup> Street • Vero Beach, FL 32967

Phone (772) 589-9223

www.ircgov.com/parks

Date of application: \_\_\_\_\_

I hereby request the reservation permit for the following pavilion(s):

- |   |  |
|---|--|
| <input type="checkbox"/> Kiwanis Hobart Park Pavilion 1: \$75 + tax | <input type="checkbox"/> Dale Wimbrow Pavilion: \$25 + tax                   |
| <input type="checkbox"/> Kiwanis Hobart Park Pavilion 2: \$65 + tax | <input type="checkbox"/> Gifford Park Large Pavilion: <u>permit required</u> |
| <input type="checkbox"/> Round Island Riverside: \$25 + tax         | <input type="checkbox"/> West Wabasso Pavilion 1: <u>permit required</u>     |
| <input type="checkbox"/> South County Large Pavilion: \$65 + tax    | <input type="checkbox"/> West Wabasso Pavilion 2: <u>permit required</u>     |
| <input type="checkbox"/> South County Small Pavilion: \$25 + tax    | <input type="checkbox"/> Special Event: \$100 + tax                          |

**\*\*If you are tax exempt you must supply a copy of your Florida Consumers Certificate of Exemption\*\***

Requested date(s): \_\_\_\_\_ Type of event: \_\_\_\_\_

Requested time (include set-up & clean-up): \_\_\_\_\_ Expected number of people: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Please check any that apply to your event:

- |                                      |   |
|--------------------------------------|---|
| _____ Amplified sound                | _____ Bounce House (requires insurance) |
| _____ Water slide                    | _____ Tents (see note below)            |
| _____ Other (please describe): _____ |   |

Any tents used that are larger than 10x10 will require a Special Events & Tents Sales permit from the Indian River County Fire & Life Safety Bureau which we can supply to you. Fees will apply. ([www.irces.com/Fire\\_Division/Documents/Special\\_Event\\_Permit.pdf](http://www.irces.com/Fire_Division/Documents/Special_Event_Permit.pdf))

*Your signature acknowledges that you have read and understand the attached rules and regulations. Further, the applicant certifies that he/she is authorized to obligate the organization or group he/she is making this request the ensuring compliance with these rules. The applicant hereby agrees to protect, indemnify, defend, save and hold harmless Indian River County, Florida from all claims, demands, liabilities, any suits of any nature whatsoever arising out of, because of, or due to this license, or due to any act or occurrence of mission or commission of the applicant, its agents or employees.*

X \_\_\_\_\_  
Applicant

Date \_\_\_\_\_

Office staff only

PAYMENT METHOD: CASH \_\_\_\_\_ CHECK \_\_\_\_\_ CARD \_\_\_\_\_

**APPROVAL:**

Agreement for the use of a pavilion in a county park has been approved, subject to the conditions stated herein:

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

\_\_\_\_\_  
Authorized Parks Division Representative

## General Park Rules

- This pavilion reservation agreement entitles the requestor to use a specified pavilion in a county park for a specific organized event. It does not allow for the exclusive use of the park.
- Normal park hours of sunrise to sunset apply.
- Preparation and clean-up time must be included on this request.
- Please, no confetti to be used as decoration due to this being outdoors and things tend to get blown away
- Parking for the applicant and his/her guests is allowed only in designated areas, parking in grass or mulched areas is not permitted. Reserving spaces is not permitted.
- The applicant shall be responsible for the complete clean-up of the area after the event. This clean-up will include all foreign matter that has been transported to the area by the applicant, its guests, or other spectators. The parking area is to be specifically included in the clean-up process. All refuse will be placed in authorized receptacles or completely removed from the park or facility grounds.
- There will be no digging, underground installations, tents or temporary building installations, or pruning of foliage without prior specific permission of the Parks Superintendent or designee. Authorization must be obtained in writing in advance of any action of the above on the part of the applicant. All applicants with authorization who plan to do this type of activity must confirm location of any underground facilities / utilities by contacting the following agencies.
- Alcoholic beverages are not permitted on any County Park.
- No loud music or other objectionable noise or amplification is permitted without prior permissions and permits.
- No overnight parking or camping.
- Bounce houses and/or water slides will be required to submit certificates of insurance.
- The applicant is fully responsible for the actions of all members and guests associated with this event and for ensuring compliance with all laws and ordinances that are in effect for this area.
- In using this pavilion, the applicant agrees to indemnify and hold harmless Indian River County for all liability, costs and fees incidental to, and loss or damage the county may suffer as a result of claims against it arising because of this event.

## REGARDING INSURANCE REQUIREMENTS

Indian River County requires liability insurance for public events and some private events. In order for your event to be approved, proof of insurance must be provided to us *exactly* as outlined below. We ask these documents be received 30 days before the date of an approved event. If not received, Indian River County has the right to cancel your event.

- A Certificate of Insurance with endorsement is required from your insurance company. This must show Indian River County, Florida as the additional insured, and must list the event name, location where it is being held, and dates from set-up through clean-up in the description area.
- Your insurance company must endorse your policy and we must receive a copy of this endorsement. Be aware that your insurance company may charge you a fee for this service.
- Please provide these documents to the IRC Parks Division at 5500 77<sup>th</sup> Street, Vero Beach FL 32967. For your convenience, it can be mailed to said address. Once received the county will review these documents for approval. If information is missing or incorrect, you will be notified.

Except as otherwise stated, the amounts and types of insurance shall conform to the following minimum requirements: Commercial General Liability – Minimum limits of \$1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability.

*Should you encounter any problems during your rental please contact the Indian River County Sheriff  
Department non-emergency number at (772) 569-6700.  
If an emergency please call 911.*