



Special Event Permit

(Separate permit for each event)

Group/Company Name _____ **Contact Person** _____

Phone Home _____ **Cell** _____

Address _____

City _____ **State** _____ **Zip** _____

E-Mail Address _____

Event Details - Provide detailed description of event/activity _____

Date(s) Requested _____ **Park Requested** _____

Type of Activity: please check one

| | |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Festival/Concert |
| <input type="checkbox"/> | Community Event |
| <input type="checkbox"/> | Corporate Picnic |
| <input type="checkbox"/> | Free speech/demonstration |
| <input type="checkbox"/> | *Other: |

* Use that impacts regular park operations or general park usage.

| Park Name | Address | Amenities |
|------------------------------------|--------------------------------|--|
| Bostwick Community Park | 125 Tillman St. Palatka | Playground, Covered Pavilion |
| East Palatka Community Park | 223 Putnam Co. Blvd E. Palatka | Softball Field, Basketball Court, Horseshoe Pits |
| Etoniah Community Park | 620 Bardin Rd. Palatka | Picnic Pavilions, Playground, Sand Volleyball Court, Basketball Court, Multipurpose Field |
| Florahome Community Park | 103 Oak St. Florahome | Softball Field, Basketball Court, Playground, Trailhead |
| Francis Sports Complex Dog Park | 8010 St. Johns Ave | Varies Dog Obstacles, Water Facility, Dog Waste Bags Station |
| Johnson Community Park | 151 S. County Rd. 21 Hawthorne | Softball Field, Basketball Court, Playground, Sand Volleyball Court |
| Lake Como Park | 147 Euclid Ave Lake Como | Basketball Court, Playground |
| Melrose Heritage Park | 205 Park St. Melrose | Green Space Area, Playground, Gazebo |
| San Mateo Community Park | 164 Currie Rd. San Mateo | Softball Field, Tennis Court, Multipurpose Field, Playground |
| Tanglewylde Nature Park | 299 West River Rd. Palatka | Picnic Pavilion |
| West Putnam Recreation Complex | 170 County Rd. 315 Interlachen | Softball Field, Soccer Field, Basketball Court, Picnic Pavilion, Skate Park, Band Shell & Amphitheatre, Playground |

| | | |
|-----------------|-------------------------|--|
| Woods Road Park | 131 Woods Rd. San Mateo | Basketball Court, Playground, Multipurpose Field |
|-----------------|-------------------------|--|

PCPRD reserves the right to cancel any event with at least thirty (30) days' notice or at any time a group or individuals violate the policies of PCRD or Putnam County.

Please Note: No refunds will be given if agreement is violated or breached by facility user/group.

General Terms:

All events held Putnam County Parks and Recreation property or facilities remain under control of the Department, with the final word in decisions about whether the event should be held or continued in times of inclement weather, civil disturbance or other conditions deemed unacceptable by the staff.

Other Guidelines (financial/misc.):

- Alcoholic Beverages and/or illegal substances are prohibited on County/PCPRD property. Appropriate Law Enforcement agencies will be notified when violations occur and appropriate action against all involved parties will apply.
- **All bookings must be made 72 hours in advance and paid for at this time.**
- Repeat or multiple bookings must be approved by PCPRD.
- Normal hours vary for each facility, check with PCPRD for specific times.
- Permit to use the facilities is not transferrable without written permission of PCPRD.
- PCPRD reserves the right to require supervision/security which will be paid by the Permittee.
- Specific, prior permission is required for decorations or alterations to fixtures, walls, etc. or posting of signs.
- No grills or cookers allowed indoors or on playing surfaces, fields/courts.
- Permittee's are responsible for proper cleanup of equipment and surrounding area.
- Amplifiers or devices that produce loud noises are subject to PCPRD prior approval.

Permittee agrees to indemnify and save PCPRD, Putnam County BOCC and any of its agencies, subdivisions, officials, employees and agents, harmless on account of any and all claims for damages to persons or property which arise from any activity related to the special event held by Permittee or occurring at any park or facility provided to Permittee under this agreement, due in whole or in part to the negligence of Permittee, its agents, customers, employees, event participants or any other person attending the special event or located on the facilities or parks provided to Permittee with the express or implied permission of Permittee. Permittee agrees to reimburse PCPRD, Putnam County BOCC and any of its agencies and subdivisions for any and all losses incurred by them, including attorney's fees, expenses and court costs which arise from activities related to the special event or occur on the facilities and parks provided to Permittee.

Permittee further agrees to purchase comprehensive liability insurance on the parks and facilities provided to Permittee as required herein. The Parks and Recreation Director has discretion in determining when insurance is required. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. Permittee shall purchase and maintain a policy or policies of commercial general liability insurance satisfactory in all respects to County. All policies shall be occurrence form policies and shall name PCPRD as an additional insured, with a right to defense, with the premiums thereon fully paid by Permittee on or before their due date. The liability insurance policy shall afford minimum protection of \$1,000,000 combined single limit coverage for bodily injury, property damage or combination thereof. Required insurance shall be documented in Certificates of Insurance which provide that the County shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change. Permittee shall furnish complete copies of its insurance policies, forms and endorsements. **Initial: _____ Date: _____ (read and understood)**

Acceptance of Permit Agreement:

I hereby agree to use the aforementioned facility subject to the rules and regulations of the Putnam County Parks and Recreation Department which states that the person(s)/organization, desiring the use of said facility will be responsible for all damages to building and/or property. This agreement becomes valid when deposit fee is paid in full. Remainder of Permittee fee is due and payable 72 hours in advance of Event date. To ensure your reservation please pay fee by deadline so that we can properly plan your event and allow your group to fully enjoy the facility.

Note: In cases of severe inclement weather, if the facility is deemed inappropriate for use by PCPRD STAFF, the event can be rescheduled or the fee may be refunded.

I have read and hereby agree to abide by all items/terms listed in this facility permit agreement policy and Putnam County Recreation Department procedures as written.

Signature PCPRD Director/Staff

Signature of Permittee

Date

Date

***** FOR PCRD USE ONLY *****

Rental procedures and responsibilities given to user/organization: Yes /No By: _____

Deposit Amount Paid: _____ Collected by: _____ Date: _____

Remaining Amount Due: _____ Collected by: _____ Date: _____

****amount due must be paid in full prior to rental date****

CANCELLATION DATE: _____ FEE REFUNDED (\$): _____