



Parks & Recreation Facility Rental Agreement

Receipt Number: _____ Staff Initial: _____

Park: _____ Date: _____ Event Hours: _____
Coordinator: _____ Event Capacity: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Phone Number: () _____ Additional Number: () _____
E-Mail Address: _____

- Private Party/Organization NOT-FOR-PROFIT Government Agency
 - Use of 3rd Party Vendor Athletic Tournament
- Special Request: _____ Special Request/Insurance Form Due Date: _____
- **Tables and Chairs Requested: _____ *** only for Room Rentals

Pavilions and Indoor Rooms

Doral Glades Park:

- 20x20 Pavilion # _____
- 34x24 Pavilion # _____
- Multi-Purpose Room**

Morgan Levy Park:

- 20x20 Pavilion # _____
- 20x40 Pavilion # _____
- Multi-Purpose Room

Doral Meadow Park: (Sundays only)

- 30x30 Pavilion
- Multi-Purpose Room

Doral Legacy Park:

- 20x40 Pavilion # _____
- 30x40 Pavilion # _____
- 40x40 Pavilion # _____
- Multi-Purpose Room**
- Indoor Play Room**
- Event Hall: Package _____

Athletic Fields (3 hour maximum)

- Soccer/ Football Field: Lighting Fee
- Baseball/ Softball Field: Lighting Fee Field Prep

Indoor Gymnasium at Doral Legacy Park

- Half Court (per hour/3 hr. max.) Full Court (per hour/ 3 hr. max.)
- Whole Gym (8 hour maximum)

I. Facility Rental Rules

- _____ a. **Refund Policy** Customers will receive a refund if a written request is received two weeks (14 days) prior to the event date. Any requests received less than two weeks (14 days) prior to the event date will only be eligible for a refund of 50% of the amount paid. No refunds will be given if a written request is received the day of or after the event. Refunds will be issued in the form of a check and may take 2-3 weeks to process.
- _____ b. **Weather Policy:** Fees will be processed and parties or pavilion rentals must continue regardless of weather conditions. Severe weather conditions are exceptions. If the weather conditions are deemed unsafe by a City of Doral employee, the rental fee and deposit will be refunded upon written request. Written request must be submitted to the Parks and Recreation Department no later than three (3) days after the event date. Rescheduling of the reservation will be allowed (in person) under these same conditions.
- _____ c. The designated area will be reserved for the exact number of hours and may not exceed the maximum number of persons permitted for the rental area. The rental time includes set-up and clean-up.
- _____ d. The sale of any merchandise and/or services is expressly forbidden.
- _____ e. **Alcoholic beverages and gambling, in any form, is strictly prohibited.**
- _____ f. Music in any form must comply with each park's regulations. The use of DJ equipment, P.A. systems, and/or other professional music equipment is not permitted. Any music that disturbs park patrons or neighboring residents is prohibited. Applicant must lower music upon request by the Department. Failure to comply will result in immediate revocation of permit.
- _____ g. **Animals are not allowed.** Exceptions will be made for service animals upon the approval of the Parks and Recreation Director or his/her designee.
- _____ h. The Parks and Recreation Director, or their designated representative may cancel or revoke the permit with or without cause; waive the requirements of the rules and regulations; or, in the public interest, make additional conditions regarding the use of City buildings and grounds.
- _____ i. When vacated, the facility shall be returned in the same condition as received. Party decorations must be removed and all trash and charcoal must be placed in proper receptacles immediately at the conclusion of the event.
- _____ j. Security deposit will be forfeited for any damages, vandalism, missing equipment, failure to clean up after use, or failure to comply with rules and regulations.

Additional Rental Rules for Pavilions, Rooms & Indoor Gymnasium

- _____ k. No person will picnic; lunch, cook, or setup equipment in any area not specifically designated and regulated by the Parks and Recreation Director or his/her designee. If the applicant sets up in a location other than the pre-designated area, Department employees reserve the right to revoke the permit and all deposits and additional monies will be lost.
- _____ l. Only Parks and Recreation Department installed barbecue grills are authorized for use unless otherwise approved by the Parks and Recreation Director or his/her designee.
- _____ m. 10' X 10' tents are permitted (1 tent per 12 people with a maximum of 10 tents per rental). **(No tents allowed at Doral Legacy Park).**
- _____ n. The use of confetti, glass containers, nails, staples, tape, as well as, the hanging of decorations from the ceiling of the pavilion/room is strictly prohibited.
- _____ o. Mechanical rides, dunk tanks, waterslides, amusement games or any other perfunctory objects are not permitted.
- _____ p. **Bounce Houses and Special Equipment:** All 3rd party vendors providing special services, special equipment, serving food or beverages, or sponsoring athletic tournaments must provide the City with a Certificate of Insurance specifically covering the date and facility and name the City of Doral as Additional Insured prior to the event. Certificate will be reviewed by the City's risk management team for sufficiency. **All forms must be submitted 10 days after the party rental reservation has been made or otherwise specified by the Parks and Recreation Department.** (See Section 4 for insurance specifications.) No more than one bounce house per reservation is allowed. The use of multiple bounce houses is strictly prohibited. **(Morgan Levy Park: Once a pavilion has a bounce house reserved, none of the neighboring pavilions may reserve a bounce house.). No Bounce Houses allowed at Doral Legacy Park.**
- _____ q. Parking is restricted to designated areas. Personal and/or commercial vehicles shall not be driven onto sidewalks, walkways, or grass areas.
- _____ r. No gas powered generators and/or gas tanks of any sort will be allowed at any facility at any time unless otherwise approved by the Parks and Recreation Director or his/her designee.

