

# City of Cedar Key

## City Park and Cemetery Point Park Use and Event Form

Permit # \_\_\_\_\_

Event Applicant: (Print Name) \_\_\_\_\_

The applicant is to be the sole contact person for the City, the person responsible for providing the City with all necessary information regarding the event and for ensuring that all participants comply with City guidelines for the event. If a special event involves more than one applicant (e.g., two or more organizations), the applicants shall agree to designate one individual to act as coordinator for all applicants.

Event Date(s) \_\_\_\_\_ Event Time: \_\_\_\_\_

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

Telephone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contacts Involved with the Event:

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Duty: \_\_\_\_\_

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Duty: \_\_\_\_\_

Event Name: \_\_\_\_\_

Facility/Location (s) Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_ Vehicles: \_\_\_\_\_

Will you be using sound amplifiers or significant noise generators? \_\_\_\_\_

Event require use of • power or • water? Do you have an inclement weather plan? • yes • no

\*If your special event will take place at the park, marina, beach, or any other area that requires reserving a particular space, please remember to make arrangements to mark off the area in advance. The City of Cedar Key is not responsible for reserving any public area for private events. If security, extra restroom facilities (portalets) or clean-up help is necessary, please make those necessary arrangements ahead of time. The Public Works Department may require additional information for some events such as festivals, parades, fishing tournaments, etc. The Public Works Department is not responsible for the set up/ breakdown of the event and is available only for emergencies during the event. Portable bathrooms are required for most street events and organized through the permit holder. Public Works department will determine quantity and locations. \*A Police officer may be required for your event due to its expected crowd size or nature based on adequately handling the normal compliment of officers assigned to routine patrol duties. Officers are not assigned to special events in plainclothes or in an "undercover" capacity. The contract amount is \$25 per hour with a four (4) hour minimum per officer. Law enforcement personnel are considered on-duty while working special events and therefore are required to handle any police-related incident which they observe or become aware of whether or not the incident is related to the special event. \*Deposits and event fees must be paid in full at the time of booking. Deposit returns will be issued to the name and address on the check and may take up to 30 days after the event. Credit card payment convenience fees additional if applicable. \*I have read and understood the City of Cedar Key guidelines for this event and I understand that I am responsible for ensuring compliance with those guidelines by the participants at this event. **SALES OF ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED.** Liability insurance coverage obtained by the City only provides coverage for the City. It does not provide coverage for the applicant or any participants. The City participates in a special events insurance program known as "TULIP", under which the applicant may obtain direct liability insurance.

Discount for Community-Based Status: ANY event must meet ALL of the following requirements: (i) organizations/ groups qualified as not for profit organizations based in the City of Cedar Key; (ii) the event must be open to the public with no restrictions on attendance. Any groups dealing with political parties or causes, elections or religious activities are not eligible for community-based status. A full deposit will be required for all events.

Signature of Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

**PERMIT/RENTAL FEES**

City Park

Cemetery Point Park

# City of Cedar Key

## City Park and Cemetery Point Park Use and Event Form

\_\_\_\_\_ \$125.00 Deposit  
\_\_\_\_\_ \$133.75 Use Fee  
\_\_\_\_\_ \$50.00 Community-Based Status  
(Non-Fundraising Event)

NO CHARGE

Please indicate which area you are requesting: ·Pavilion ·Gazebo

Sub-Total \_\_\_\_\_ x \_\_\_\_\_ # of days =Total Due \$ \_\_\_\_\_

Paid \_\_\_\_\_ · Cash · Check # \_\_\_\_\_

### Cancellation Policy

Event must be cancelled in writing (US Mail by postmark date to PO Box 339 Cedar Key, FL 32625 or via e-mail to [cityhall@cedarkeyfl.us](mailto:cityhall@cedarkeyfl.us)) by the person who originally signed the rental contract. Cancellation of an event due to an officially declared state of emergency will receive a full refund of fees and deposit. (Resolution 383)

More than 3 weeks' notice: All Rental Fees will be returned & 75% of Security Deposit

2-3 Weeks' Notice: All Rental Fees will be returned & 50% of Security Deposit

1-2 Weeks' Notice: All Rental Fees will be returned & 25% of Security Deposit

Less than 1 Weeks' Notice: All Rental Fees will be returned & 0% of Security Deposit

Signature of Renter \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

#### Office Use Only

· Return Deposit in Full · Return Partial Deposit: Amount of Refund \_\_\_\_\_ · NO Refund

Explanation:

Staff Inspector: \_\_\_\_\_ DATE: \_\_\_\_\_

### Park Checklist

- \_\_\_\_\_ · Any decorations & signs must be pre-approved thru the public works department.
- \_\_\_\_\_ · All decorations & signs must be removed after the event.
- \_\_\_\_\_ · The park areas must be left clean and in good condition.
- \_\_\_\_\_ · Coordinator is responsible for any damage to grounds/landscaping by:  
Tents, tables, chairs, or anything else brought into park areas.
- \_\_\_\_\_ · Any tent stakes driven in the Park need *Event Coordinator* approval and oversight  
Must coordinate with the City Public Works Department.
- \_\_\_\_\_ · No rice or confetti may be thrown. Birdseed is acceptable.
- \_\_\_\_\_ · No alcohol or open containers are allowed in park.
  
- \_\_\_\_\_ \*Tables must be put back in original place.

**If any item on the check list are not followed your deposit will not be honored!!**