



## VILLAGE OF PALM SPRINGS

### Leisure Services Department

226 CYPRESS LANE PALM SPRINGS, FLORIDA 33461 (561)-964-8820 FAX (561)-964-2387

## Sago Park Pavilion Reservation Form

1. Rental Date Requested: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
2. Time Requested: \_\_\_\_\_ To: \_\_\_\_\_
3. Deposit Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_
4. Rental Amount Paid: \$ \_\_\_\_\_
5. Person/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Numbers: H- \_\_\_\_\_ W- \_\_\_\_\_ Other- \_\_\_\_\_
6. Type of Event: \_\_\_\_\_ Number of People: \_\_\_\_\_
7. Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", a Village of Palm Springs Public Safety Officer must be present at the expense of the Renter.

8. Equipment Needed: Rental fee includes use of pavilion, picnic tables under the roof, and grill adjacent to pavilion. Additional items may be rented (see attachment) for an additional fee or may be brought in.
9. Additional Requests or information: \_\_\_\_\_

## The Sale of Alcoholic Beverages is strictly Prohibited

10. Charge for Pavilion:

Rental Fee -	\$ _____
Deposit -	\$100.00
Rental items -	\$ _____
Total -	\$ _____

The key for the bathroom needs to be picked up at the Public Safety Department at the start of your rental and then returned at the end of the rental to have your deposit returned.

Key picked up by (initials) \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Employee Initials \_\_\_\_\_  
Dropped off by (initials) \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Employee Initials \_\_\_\_\_

## Sago Park Use Agreement Addendum Sago Park Pavilion Rental Policies

### Rental Fees and Charges

1.	Full Day (Weekday)	8:00AM-DUSK	\$50
2.	Full Day (Weekend/Holiday)	8:00AM-DUSK	\$75
3.	½ day (Weekday)	8:00AM-2:00PM – or – 2:00-DUSK	\$25
4.	½ day (Weekend/Holiday)	8:00AM-2:00PM – or – 2:00-DUSK	\$40
5.	Charge for Public Safety Officer	Minimum 2 hours	\$35/hour
6.	<b>ROOM DAMAGE/PARK DAMAGE/CLEANING DEPOSIT -</b>		<b>\$100</b>

### Equipment Rental (maximum of 24 hours)

1.	Banquet Chair -	\$ 1.00		2.	6' Banquet Table -	\$6.00
3.	8 Person Round	\$10.00		4.	Card Table (34"x 34") -	\$3.00
5.	Cooler 162 qt. -	\$20.00		6.	Warming Tray -	\$15.00
7.	Cooler 32 qt. -	\$15.00		8.	Sterno - per can	\$ 2.00
9.	Cooler 5 gal -	\$10.00				

### Private Parties

The Leisure Services Department can provide all services for your party. Call the office to schedule an appointment to discuss your needs. We will handle every thing from setup to take down. Estimates are free. Let us help you.

### Policies and Procedures

1. Renter will be able to get in no earlier than scheduled rental time. We cannot let renters in early to decorate or late to clean up. Please take this into consideration when scheduling your rental.
2. Sago Park Rental - Items for your rental will be available in the storage closet. The storage closet contains electrical outlets for standard household current (110) and these are available for your use.
3. **The renter should pick up the key at the Palm Springs Public Safety Department during operating hours. Please be advised that there may be a rental prior to you and the key may not be available until that rental is complete. The only person allowed to pick up the key is the signed renter. Failure to return the key will result in forfeiture of deposit.**
4. Please report any equipment that is not working properly, damaged, or missing to the staff immediately when discovered. Report any items that are damaged during the rental. If staff is unavailable, call the police and have a report made of any damage so that you will not be charged for it.
5. Please do not make special requests of staff as they cannot grant them. All requests must be in writing and approved by the Director prior to the rental.
6. The park will be checked after your event by the staff on the next working day. Please walk through after your cleanup for verification of any problems. There may be another rental immediately following you rental. **If the park has not been cleaned up and/or there is damage, your deposit shall be forfeited.**
7. Adult supervision of children is required at all times.
8. If applicable, please provide a list of officers/adults who will be supervising event.
9. Please be advised that the Village may have to cancel an event for the use of the park in an emergency or in the event of the pavilion or park being deemed dangerous due to any event, weather or vandal related. The Village will issue a refund or make other arrangements if possible.
10. **No Refunds will be issued due to inclement weather!**
11. **Alcohol sales are prohibited**

**Absolutely no amplified music (i.e. Disc Jockeys/Bands/Karaoke Machines). Only small radios played at levels which do not disturb park neighbors are allowed. Failure to abide by this may force Village officials to disperse your gathering without a refund.**

# Sago Park Pavilion Use Agreement

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Village of Palm Springs, Florida, hereinafter designated as “first party,” and \_\_\_\_\_ hereinafter designated as “second party,” witnesseth:

For and in consideration of the mutual covenants and obligations herein and the receipt of monies and other good and valuable consideration, the parties hereby agree to be bound by the terms of this agreement.

## SECTION ONE PREMISES AND TERM

The said first party has this day and date agreed to grant unto the second party the right to the use of its “Sago Park Pavilion” located on Sago Road in Palm Springs, Florida for the period of \_\_\_\_\_ to \_\_\_\_\_ on the \_\_\_\_\_ day/s of \_\_\_\_\_, 20\_\_\_\_.

## SECTION TWO RENTAL FEE

The second party agrees to pay the first party a rental fee of \$\_\_\_\_\_ for the use of the Sago Park Pavilion. In addition, the second party agrees to pay a rental fee of \$\_\_\_\_\_ for the use of equipment specified in the “Leisure Services Reservation Form” heretofore attached.

## SECTION THREE SECURITY DEPOSIT

The sum of \$\_\_\_\_\_ is hereby received by the first party as security for the faithful performance and observance by the second party of the terms, provisions, and conditions of this agreement. The first party may use, apply, or retain the whole or any part of the security so deposited to the extent required for the payment of sums which the first party may be required to expend by the reason of the second party’s default in respect of any of the terms, covenants, and conditions of this agreement, including but not limited to any damages caused by the second party or the costs of cleaning the rented premises and/or equipment.

## SECTION FOUR OCCUPANCY

A. The party of the second part is given the right, together with their invited guests, to the use of that portion of the premises as hereinabove selected together with the use of the bathroom facilities and the parking area to the south of the pavilion. Neither the party of the second part, nor any of his invited guests shall use the premises for any unlawful purpose and shall comply with all the laws pertaining to the use of the premises, including maximum occupancy limitations. The second party shall be responsible for cleaning the premises at the conclusion of the rental and return the premises in as good condition as when the second party took possession.

B. If for any reason the party of the first part is unable to give possession to the party of the second part on any of the dates hereinto fore set forth, the party of the first part shall not be liable to the party of the second part for any loss or damages sustained by the party of the second part, or his guests whatsoever, except to return the party of the second part all sums pre-paid to the first party.

**SECTION FIVE**  
**LIABILITY AND DAMAGE**

A. The second party shall keep the premises, including the furnishings and equipment, in good order and repair and shall pay to the first party the costs and expenses to make all required repairs whenever damage shall have resulted from the misuse or negligence of the second party or his invited guests. If the costs of said repairs exceed the security deposit given by the second party, then in that event, the second party shall be liable to the first party for such excess amounts.

B. The first party shall not be liable for any injury or damage to any person or to any property at any time on said premises or building from any cause whatever which may arise from the use or conditions of said premises or building during said term. The first party has made no representations or promises with respect to the said building or demised premises, except that the building may be used for the purpose of a meeting and/or a dining hall.

**SECTION SIX**  
**ASSIGNMENT**

No part of the premises covered by this agreement can be assigned, sublet, or otherwise disposed of by the second party without the written consent of the first party.

**SECTION SEVEN**  
**ENTIRE AGREEMENT**

The Sago Park Form, Sago Park Use Agreement Addendum and Sago Park Use Agreement contain the entire agreement of the parties and no representations, inducements, promises, or agreements oral or otherwise between the parties not embodied herein, shall be of any force or effect.

**SECTION EIGHT**  
**ATTORNEY'S FEES**

The second party agrees to pay all costs of collection of sums due hereunder including reasonable attorney's fees, if any or any part of the rent reserved or amounts due for damage is collected after maturity with the aid of any attorney; also to pay reasonable attorney fees, and court costs, in the event that it becomes necessary for the first party to employ an attorney, in order to conditions imposed by this agreement.

IN WITNESS WHEREOF, the parties have hereto set their hands and seals the day and year first above written.

**SECTION NINE**  
**CANCELLATION/FAILURE TO MEET OBLIGATION**

If party of the second part cancels less than sixty (60) days but more than thirty (30) days before this event, the security deposit will be forfeited. If the party of the second part cancels less than thirty (30) days before this event, security deposit plus 100% of the rental fee will be forfeited.

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
Representing Village of Palm Springs

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
Renter