



PBC Parks & Recreation Department

South County Civic Center

16700 Jog Road

Delray Beach, FL 33446

Phone: 561-495-9813 Fax: 561-496-7483

Facility Rental Request

Today's Date: _____

Please Check Box of Rental Space Requested:

- Classroom 1 or 2 combined (1 & 2)
- ¼ Assembly Room w/ kitchen w/o kitchen
- ½ Assembly Room w/ kitchen w/o kitchen
- Full Assembly Room w/ kitchen w/o kitchen

Organization Name: _____

Organization: Profit _____ or Non-Profit _____ If non-profit, provide documentation of 501 status.

Tax Exempt: Yes _____ or No _____ If yes, provide copy of tax exempt certificate.

Contact Person:

Address: _____ **City:** _____ **Zip Code:** _____

Cell Phone: (____) _____ **Home/Business Phone:** (____) _____

Primary Email Address: _____

Alternate Contact Person: _____ **Phone:** (____) _____

Alt. Email Address: _____

Requested Date & Time (please indicate a.m. or p.m.):

Single Use: Date _____ Hours: From _____ to _____

Monthly: Day of the Week _____ Start Date: _____ End Date: _____

Event Hours: From _____ to _____ **Set-up time:** From _____ to _____

Type of Event: _____ # of People Attending: _____

Set Up Style: Banquet Board Meeting Theatre Classroom Other

Program Information (please check all appropriate categories)

- Private Function Political Food/Beverage Served
 Meeting Religious Entertainment (please describe) _____
 Educational Fundraiser Other (please describe) _____

Check the appropriate activities for your event:

- Admission or ticket charge Event Advertising Sales of food, beverages or merchandise

Alcohol:

Will you be serving alcohol at your event? Yes* No ***Note: If Yes -Insurance Required**

Will you be selling alcohol at your event? Yes* No ***Note: If Yes -Sales Permit & Insurance Required**

Security:

Is security needed at your event? Yes No
Depending on event type, security may be required.

Equipment Needs:

- Podium Microphone Wireless Microphone LCD Projector
 Easel TV/DVD Player Coffee Urn(s)

Vendors:

List all vendors and the services they are providing for your event:

*Vendors must provide proof of insurance naming Palm Beach County Board of County Commissioners as Certificate holder and Additional Insured. Additional coverage will be required if alcoholic beverages are sold.

Please include any additional information not requested on the application.



**PBC Parks & Recreation Department
South County Civic Center**

Policies & Regulation Statement: I have received the five page South County Civic Center Facilities Policies and Regulations, have reviewed them, and agree to abide by them.

Signed: _____ **Date:** _____

Rental Indemnification:

“I, the Permittee, in consideration for using Facilities at South County Civic Center, agree to protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, damages, or causes of action of every kind and character, including attorney’s fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of or in connection with Permittee, its members, volunteers, participants, officials, agents, employees, subcontractors (hereinafter “Permittee’s Affiliates”) use of facilities at South County Civic Center. Permittee hereby assumes the risks associated with Permittee’s and Permittee’s Affiliates use of facilities at South County Civic Center.

In the event County shall be made a party to any litigation commenced against Permittee or Permittee’s Affiliates by Permittee or Permittee’s Affiliates against any third party, Permittee shall protect and hold County harmless and pay all costs and attorney’s fees incurred by County in connection with such litigation and any appeals thereof. This provision shall survive expiration or termination of this Permit.

This Permit shall be governed by the laws of the State of Florida, and is intended to be interpreted as broadly as possible. I, Permittee, agree that exclusive jurisdiction and venue against Palm Beach County, its agents, designees, employees and elected officials shall be in Palm Beach County. If any part of this Permit is determined unenforceable, all other parts shall remain in effect.”

X _____
Signature of Authorized Rental Representative Printed Name Date Signed

Group Name: _____

Rental Date: _____ **Reservation #:** _____

List person(s) responsible for ensuring all rules are followed on day of event (must be on-site during entire event):



**Permit / Rental Assumption of Risks and
Release of Liability Relating to Coronavirus 2019 / COVID-19**

(Group Name)

(Permit #)

(Dates)

(Park/Facility/Amenity)

I, the undersigned, acknowledge that on or about March 11, 2020, Coronavirus Disease 2019 ("COVID-19") was declared a pandemic by the World Health Organization. The Centers for Disease Control and Prevention ("CDC") has stated that **"the best way to prevent illness is to avoid being exposed to this virus."** Additional information on the CDC's guidelines related to COVID-19 may be found at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

I am aware of the contagious nature of COVID-19 and have voluntarily chosen to permit a County Parks and Recreation ("County") Facility.

I acknowledge that County employees come into contact with multiple individuals, and might become exposed to COVID-19. I also acknowledge that although the County takes precautions to reduce the likelihood of transmission of COVID-19 by its employees, the County cannot guarantee that any person participating in the permitted activity will not become infected with COVID-19.

I knowingly acknowledge that I am exposing persons participating under my permit and myself (and other family members) to the risk of becoming infected with COVID-19, which may result in serious personal injury, illness, permanent disability, and death. I understand the risk of becoming exposed to or infected with COVID-19 may result from actions, negligence, and failures to act by myself and others, including, but not limited to, County employees, and other program participants and parents.

I agree to assume all of the foregoing risks, and accept personal responsibility for any injury to my permit participants or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability or expense, of any kind or nature, that I or my permit participants may suffer arising out of or in connection with my permit participants or myself becoming exposed to or infected by COVID-19 before, during, and after participation in the permitted activity. On my own behalf, I hereby release, covenant not to sue, and forever discharge the County, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any nature ("Claims") arising out of or in any way connected with my permit participants or myself becoming exposed to or infected by COVID-19. I understand that this release includes any Claims based on the negligence, action, or inaction of the County or any of the County's employees, agents, and representatives, and covers bodily injury (including death) due to COVID-19, whether a COVID-19 infection occurs before, during or after my permit of the County's park facilities.

Group Representative Name - Print

Group Representative Name - Signature

Date