



Palm Beach County Parks & Recreation Department

West Boynton Park and Recreation Center

6000 Northtree Blvd, Lake Worth, FL 33463

Facility Rental Request

Date of request: _____

Check Box of Rental Area Requested:	Oak Pavilion	Ballfield # _____	Multipurpose Field
	Single Meeting Room	Double Meeting Room	Gymnasium
			Hockey Rink

Contact Person: _____

Organization: _____

Organization:	For-Profit	Not-For-Profit	501c (3) #: _____
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Tax Exempt:	Yes	No	Tax Exempt #: _____
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Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Email Address: _____

Event Information

Requested Date: _____ Additional _____

Time: From _____ To _____ How Often: (weekly, monthly, one-time, etc.)? _____

Type of Event: _____ Total # of People Attending: _____

Special Instructions:

Activities for Event: (Please check all that apply)

- | | | |
|---|-------------------|--------------------------------------|
| Admission or Ticket Charge | Event Advertising | Sale of Food/Beverage or Merchandise |
| Open to the Public | Small Radio | Catering Company |
| Amusement Activities (clowns, bounce house, etc.) | | |

Alcohol:

Will you be serving alcohol at your event?

Will you be selling alcohol at your event?

Security:

Is security needed at your event?

Vendors:

Catering company, contracted picnic/party planner, food service, food truck or concessionaire, amusement activities, clowns, bounce houses, etc. (Mechanical rides and water slides are not permitted).

Permittee may choose a vendor from the Departments Customer Service [Approved Vendors List](#) or if selecting another vendor they must provide the required Certificate of Insurance (COI).

Additional Documents may be required

- | | |
|----------------------------------|---------------------------|
| Permit/Rental Assumption of Risk | Pavilion Rental Agreement |
| Facility Disclaimers (indoor) | Set-up Diagram |