

General Services

1769 E. Moody Blvd Bldg 5
Bunnell, FL 32110



www.flaglercounty.org

Phone: (386)313-4020

Fax: (386)313-4120

FACILITIES USAGE APPLICATION

Name of Activity/Event _____

Sponsoring Organization Name (Applicant) _____

Address _____

City _____ St. _____ Zip _____

Primary Contact Name _____ Phone # _____

Email Address _____

On-site Contact Name _____ Phone # _____

Email Address _____

On-site Contact Name _____ Phone # _____

Email Address _____

501c Tax Exempt# _____ Insurance Provider _____

Park Reserved _____

Description of Event _____

Requested Time of Use: Beginning Date _____ Ending Date _____

Beginning Time _____ Ending Time _____

District 1
Charles Ericksen, Jr.

District 2
Frank Meeker

District 3
Barbara Revels

District 4
Nate McLaughlin

District 5
George Hanns

Number of People Involved:

Sponsors:

Public:

Performers:

Vendors (note all vendors need business licenses):

Expected Maximum Number of Persons onsite at any one time: _____

Is this a fundraiser? ___ Yes ___ No Funds raised for _____

Are you charging a fee? ___ Yes ___ No

Will merchandise, food or beverages be sold at the event? _____

If yes by whom _____

Do you plan on bringing any vendors / large items into the facility? ___ Yes ___ No

*Will Alcohol be used/served/sold? _____

Will there be signs and banners to advertise the event? _____

Will there be portable toilets? (Show on site plan) _____

Vendors Name: _____

Do you have any need for electric if available? ___ Yes ___ No

**Certificate of Insurance, General Liability for \$1,000,000.00 showing additional insured
And certificate holder: Flagler County Board of County Commissioners, will be required by
all organizations.**

(Please be sure to allow set up/clean up time along with the event time. *** Please note that all Parks and
Facilities close at 11:00 pm, other than Princess Estate which closes at 6:00 p.m.***)

Entertainment (Show on site plan):

Location _____

Will amplified sound equipment or a live band be used? _____

Speaker/Microphone ___ Yes ___ No Electrical Hook-ups ___ Yes ___ No

Parking Requirements (Show on site plan):

Number of total parking spaces available: _____

Number of Handicapped spaces available: _____

Participants Parking Location (Show on site plan)

Vendors Parking Location (Show on site plan)

Public Parking Location (Show on site plan)

If Using Private Security:

Name of Company/Contact Person: _____

Phone number: _____

[] See attached checklist for required information that must accompany application.

Facility Rules and Regulations: All usage of facilities will be in compliance with Flagler County Municipal Code Article 1. Sec. 23 and the applicable codes of the jurisdictional municipality where the applied for facility is located.

Deposit and Fees

All fees must be paid to the Board of County Commissioners through the Parks & Recreation Department prior to use of the facility (see fee schedule). The deposit is refundable after an inspection and a representative of the Parks & Recreation Department determine that no additional cleaning is required and the facility or its equipment was not damaged. Payment may be made by check/cash/money order and must be made payable to the Flagler County Board of County Commissioners (Flagler County B.C.C. is acceptable). The fee and the security deposit may be refunded if the reservation is cancelled seven (7) days prior to the date reserved. The deposit will be returned to the user approximately forty five to sixty (45-60) days after reservation date and will be received by mail from the County Clerk's office.

The pavilion/building should be left in the same condition as it was found. All chairs and tables must be folded and or stacked. All garbage must be removed from the pavilion/building and placed in garbage containers. If this is not done, your deposit will not be returned, as it will be used to offset the cost of servicing the area that was not cleaned. Please **DO NOT** use bleach to clean anything in our facilities as this damages floors/surfaces. Please **DO NOT** staple or tack anything to the pavilions or the community centers interior/exterior.

Individuals or Groups using a facility **MAY NOT** enter the facility in advance of their use date, unless given permission from the Parks & Recreation office, as another group may have that facility rented.

In consideration of the privilege herein granted, the user and guests will not claim any damages from Flagler County its officials, employees and agents in connection with or on account of any injuries or damages arising in or on the above referenced property while being used, including the users, members, guests or invitees and user further agrees to indemnify and hold harmless Flagler County its officials, employees and agents from all claims or damages in connection with the use of the property by the user or its members, guests or invitees.

Keys

The Parks & Recreation Department will make individual arrangements for access to the building. The following rules apply when a key is checked out.

- 1) The security deposit will not be refunded until the key is returned and inspection is made.
- 2) No key shall be duplicated.

***Alcoholic Beverages**

Alcoholic beverages are not permitted on the premises except for organized functions and the group is private and the event is not open to the general public. *** No Alcoholic beverages may be sold on site.** If alcohol consumption is planned at an event, the user group must first file for a special permit with the Parks & Recreation Department. A fee of **\$50.00** will be charged in addition to the user fee for such a permit.

I, the undersigned, agree to abide by the alcoholic beverage rules and I further understand that I can receive a citation for breaking this law. Ordinance resolution #86-8. Permit fee **\$50.00**.

Individual/Group Signature

Date