

Parks & Recreation

1769 E. Moody Blvd. Bldg 5
Bunnell, FL 32110



www.flaglercounty.gov

Phone: (386)313-4020

Fax: (386)313-4120

Sport Field/Court Usage Application

Name _____

Address _____

City _____ State _____ Zip _____

Phone# _____ Cell # _____

E-mail _____ DL# _____

Name/Organization _____

501c Tax Exempt# _____

Insurance Provider _____

Fields

Requested _____

Type of Activity _____

Anticipated Attendance _____

Requested Time of Use:

Beginning Date _____ Ending Date _____

Beginning Time _____ Ending Time _____

Days Requested: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Andy Dance
District 1

Greg Hansen
District 2

Kim Carney
District 3

Leann Pennington
District 4

Pam Richardson
District 5

* All organizations and customers will be required to provide Certificate of Insurance, General Liability for \$1,000,000.00 showing the following as additional insured and certificate holder:

Flagler County Board of County Commissioners
1769 E Moody Blvd
Bunnell, FL 32110

Please note that all Parks and Facilities open at 8am and close at 11:00pm.

Please be sure to allow set up/clean up
time along with the event time.

For after-hours assistance, call #386-281-9320.

Expected maximum number of persons on site 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? ____Yes____No

If yes, by whom? _____

Do you plan on bringing any vendors/large items into the facility? ____Yes____No

Will alcohol be used/sold/served? ____Yes____No

Will there be signs and banners to advertise this event? ____Yes____No

Will there be portable toilets? (Show site plan) ____Yes____No

Do you have any need for electric if available? ____Yes____No

Sponsors _____

Public _____

Performers _____

Vendors (NOTE all vendors need business licenses) _____

Entertainment (Show on site plan) :

Location: _____

Will amplified sound equipment or live band be used? ____ Yes ____ No

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)

Using Private Security? ____ Yes ____ No

If yes, name of company/contact person _____

Phone number _____

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

Deposit and Fees :

All fees must be made payable to the Flagler County Board of County Commissioners prior to use of the facility, payments may be made by check, cash, money order or credit card. Online payments must be made by credit card only, and be paid in full at the time of the reservation. The deposit fee will be returned by mail to the user approximately forty-five (45) to sixty (60) days after the use date. The fee and security deposit will be refunded if the reservation is cancelled seven (7) days prior to the use date.

The pavilion/ building should be left in the same condition as it was found on the day of use to ensure deposit refund. The security deposit will not be returned until all keys have been returned (if applicable). No key shall be duplicated. Please Do Not use bleach to clean anything, as this damages floors/surfaces. Please Do Not staple or tack anything to the facilities interior/exterior. User may not enter facility prior to use date.

****Persons renting the Community Centers or Pavilions should be aware that those are two separate facilities that can be rented by different parties. If you intend to use the exterior facilities of the Community Centers during your event, you must also rent the pavilion****

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 claims and/or damages in connection with the use of the property by the user or its members, guests or invitees.

Alcoholic Beverages :

Alcoholic beverages are not permitted on the premises except for organized functions at which the group is private and the event is not open to the public. No alcoholic beverages may be sold on site unless approval has been given with submission of permit from the County. If Alcohol consumption is planned at the event, the user group must first file for a special permit with the Parks & Recreation Department. A permit fee of \$50.00 will be charged in addition to the user fee.

I agree to abide by the alcoholic beverage rules and I further understand that I can receive a citation for breaking this law. Ordinance #86-8.

I acknowledge and agree as the applicant for usage of the facility noted on this permit all usage of the facility 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.

Individual/Group Signature

Date

For Department Use Only

Deposit Fee per field per day Total: \$ _____

Rental Fee per field per day Total: \$ _____

Date Received: _____ **Check #** _____

Insurance Certificate needed _____