

# Rental Rates

## Tobie Wilson Park

### Rental Hours

Mon – Fri – 2PM – 8PM

Saturday – 12PM – 8PM

Sunday – 12PM – 8PM

### Pricing

Medley Residents & Town of Medley Employees - \$25 (non-refundable) + \$50 security deposit (refundable)

Non-Residents - \$300 (non-refundable) + \$100 security deposit (refundable)

\$20 for every additional hour

Maximum Capacity 100

## Danny Meehan Recreational Field

### Rental Hours

Monday – Saturday – 8AM – 8PM

Sunday – 12PM – 8PM

### Pricing

Medley Residents & Town of Medley Employees - \$25 (non-refundable) + \$50 security deposit (refundable)

Non-Residents - \$300 (non-refundable) + \$100 security deposit (refundable)

Practices/Training/Games - \$20 per hour

\$20 for every additional hour

Maximum Capacity 100

## Basketball Court

### Rental Hours

Monday - Saturday – 8AM – 8PM

Sunday – 12PM – 8PM

### Pricing

Practices/Training/Games - \$20 per hour

Maximum Capacity 100

## Lakeside Retirement Center

### Rental Hours

Every day – 10AM – 10PM

### Pricing

Lakeside Residents, Medley Elected Officials, Medley Registered Candidates - \$25 (non-refundable) + \$50 security deposit (refundable)

\$20 for every additional hour

Maximum Capacity 150

## Tables & Chairs

### Pricing

Residents & Employees **ONLY** - \$25 (non-refundable) + \$25 security deposit (refundable)

(Maximum of 10 tables & 60 chairs)

# **Rental Rules and Regulations**

## **FACILITY PERMIT/CLEAN-UP DEPOSIT**

Facility reservations may be requested up to six (6) months in advance and are based upon availability. A clean-up/damage deposit will be required in order to reserve a facility. The balance of the rental fees should be paid in full not less than seven (7) days prior to the event. The Town of Medley reserves the right to retain a portion of the cleanup/damage deposit for events that are canceled due to circumstances beyond the Town's control. Failure to adequately clean the facility, damage to or loss of park property or violation of park rules will result in the loss of all of the deposit.

## **TABLES & CHAIRS SECURITY DEPOSIT**

The Town of Medley reserves the right to retain the security deposit if rented tables and chairs are not returned by the following business day and in its original condition. Maximum rental of 10 tables and 60 chairs.

## **BOUNCE HOUSES AND SPECIAL EQUIPMENT**

All vendors providing special services/equipment must provide the Town with a Certificate of Insurance specifically covering the date and facility in addition to naming the Town of Medley as "Additionally insured", prior to the event. Insurance must be submitted with application.

## **ACTIVITY**

Any unusual equipment and/or activity must be approved by the Social Services and Parks and Recreation Department and noted on the rental application form. All equipment must be delivered/removed within the rental period – no storage areas are available. Excessive amplified music or other loud noises which disturb other park patrons or adjacent property owners are prohibited. The time frame should not interfere with the Town's Lunch, Camp, and Afterschool Program or other Town Events. Applicant/Renter must remain at the rented location during the entire course of the event.

## **USAGE**

Town items such as cups, plates, utensils, beverages, and ice cream are not included in rental.

## **CONDUCT**

Applicant/Renter must take all necessary steps to control all of their guests/participants/spectators. Any person(s) violating any of the Rules & Regulations contained herein, any Town ordinance, or other laws, or who are, in the opinion of the Parks and Recreation Department, constituting a public nuisance, potential hazard to the public or park property, or exhibiting disorderly conduct, may be expelled from the facility by Town of Medley Staff or Police Department. Parking on private property is prohibited.

## **SET UP/DECORATIONS**

Decorations may be attached with MASKING TAPE ONLY. The use of staples, nails, tacks, etc. is prohibited. The rental period should include sufficient time for set-up of facility, conducting the event, and cleanup of the facility to the satisfaction of the Recreation Department.

## **BEFORE/AFTER HOURS**

Additional time required for any activity will be charged at the rate of \$20.00 per hour. All facilities/furniture/equipment must be returned to its original condition and be replaced in its original position if moved.

## **INTOXICANTS**

No person shall use, possess or be under the influence of alcohol or drugs in any Town of Medley Facility.

## **SPECIAL REQUIREMENTS**

Additional trash receptacles, cleanup crews, portable toilets, off duty police officers, insurance etc. may be required depending on the facility, number of attendees, nature of event or other miscellaneous conditions as determined by the Town.

## **PETS**

With the exception of service dogs, pets are not permitted into or upon any Town park.

## **CANCELLATIONS AND REFUNDS**

In order to be eligible for a refund, cancellations must be made in writing to the Social Services and Parks and Recreation Department at least 3 business days prior to the event date. Refunds will not be issued due to inclement weather.

THE NON-COMPLIANCE WITH ANY OF THE ABOVE-STATED RULES MAY RESULT IN REVOCATION OF PERMIT, LOSS OF CLEAN UP/DAMAGE DEPOSIT AND REFUSAL OF ANY SUBSEQUENT PERMIT APPLICATIONS FOR A PERIOD OF UP TO ONE YEAR.

- Resident/Employee
- Non-Resident

Date: \_\_\_\_\_



# Town of Medley

Social Services and Parks and Recreation Department  
 7777 NW 72nd Avenue  
 Medley, FL 33166

## Rental Application

### Facility Rental

- Tobie Wilson Park
- Danny Meehan Recreational Field
- Basketball Court
- Lakeside Recreation Center
- Swimming Pool

### Table & Chair Rental (For outside use by Residents & Employees ONLY)

- Table Rental # \_\_\_\_\_
- Chair Rental # \_\_\_\_\_

Person/Group Requesting Use: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Will you be bringing a bounce house or special equipment?  Yes  No

If yes, please attach the Certificate of Insurance

Please note that depending on the nature of the event, additional requirements may be imposed by the Town of Medley.

The Town of Medley is a public entity that is subject to Florida's Public Records Act. As such, most written communications to or from Town officials regarding Town business, including this application, are public records, and are available to the public and media upon request unless the information requested is exempt or confidential under the law. If you believe any of the information provided in this application is exempt from disclosure under the Public Records Act, please indicate it by filling out the information requested below.

I, \_\_\_\_\_, qualify for an exemption under the Public Records Act because \_\_\_\_\_, and, as such, I am requesting that the following information be removed from public disclosure in accordance with Florida law:

Your event will be confirmed upon application approval by the Town of Medley.

#### FOR OFFICE USE ONLY

Deposit: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Fee: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Notes: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OF MEDLEY, FLORIDA**  
**TEMPORARY USE – RENTAL APPLICATION**  
**RELEASE OF LIABILITY**

**AND**  
**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ (insert name of User), during the course of the temporary use of the “\_\_\_\_\_” property owned by the Town of Medley, Florida, a Florida municipal corporation (the “Town”), located at \_\_\_\_\_, Medley, Florida (the “Property”) on \_\_\_\_\_, 20\_\_\_\_, for \_\_\_\_\_ (“Event”), hereby covenant and agree to defend, indemnify and hold harmless the Town and its officers, agents, servants and employees, to the fullest extent allowed by law, from any and all liability, claims, demands or losses of any kind whatsoever sustained by the Town or asserted against the Town by any person or entity, including for any property damage or bodily injury, wherein said liability, claim, demand or loss in any way arises out of or is related to the use, acts, omissions or negligence during our temporary use of the Property. User hereby assumes any and all risk of damage to the Property and injury to persons, including all employees, guests and invitees, while on the Property. User further agrees to conduct the temporary use of the Property in such a manner so as to minimize disruption of the Property and all operations or business conducted thereon, agrees to abide by all laws, rules and regulations applicable to the Property and the Event, and agrees to repair any damage to the Property caused by reason of the use of the Property and restore the Property to the same condition as existed prior to our use.

User expressly acknowledges and agrees to release and waive any liability on the part of the Town and that the Town shall not be liable or responsible for any loss, damage or injury of any kind or character to any person or property, including any personal property or goods of the User brought onto the Property (i) caused by any defect in any building, structure, or other improvements on the Property or in any equipment or other facility located thereon; (ii) caused by or arising from any act or omission of the Town, or of any of its agents, employees, guests or invitees; (iii) arising from any accident on the Property or any fire or other casualty thereon; or (iv) arising from any other cause.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**USER:**

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

STATE OF FLORIDA )

COUNTY OF MIAMI-DADE )

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

[SEAL]

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
Print, Type or Stamp Name of Notary Public  
Commission No. \_\_\_\_\_  
Commission Expires: \_\_\_\_\_