



# CITY OF ORLANDO

## FAMILIES, PARKS AND RECREATION DEPARTMENT FACILITY USE CONTRACT

Date Completed By Applicant \_\_\_\_\_ Date Received by City \_\_\_\_\_

I. Name of Event: \_\_\_\_\_ Describe Event: \_\_\_\_\_

Applicant/Sponsor Name: \_\_\_\_\_ \*Community Based: Yes \_\_\_\_\_ No \_\_\_\_\_

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

Phone:(B) \_\_\_\_\_ (H) \_\_\_\_\_

Name of Facility \_\_\_\_\_ Date(s): \_\_\_\_\_ Facility Open: From \_\_\_\_\_ To \_\_\_\_\_

Event Hours: From \_\_\_\_\_ a.m. To \_\_\_\_\_ a.m. No. Participants \_\_\_\_\_ No. Spectators \_\_\_\_\_ Total Attendance \_\_\_\_\_

(Set-Up and Clean-Up Hours will be charged to Facility Rental Fees)

Person Responsible for Program/Charges: \_\_\_\_\_ Phone:(B) \_\_\_\_\_ (H) \_\_\_\_\_

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

Street City State Zip Signature

Describe How Event Will be Promoted/Advised: \_\_\_\_\_

Does Your Organization Have Current Insurance For These Activities? Yes  No  If Yes, Provide proof of Coverage, identifying the City of Orlando as additional insured. Describe Any Special Needs (Parking, Lighting, Seating, Rehearsal Time, Electrical, Equipment): \_\_\_\_\_

Will Admission Be Charged? Yes  No . If Yes, Explain Cost Per Person/Revenue Sources (Tickets, Donations, Solicitations): \_\_\_\_\_

The Following Activities/Uses May Require Permit, Fee and/or Additional Documentation. Please Check (✓) All That Apply to Your Event:

- |  |  |  |
|--|--|--|
| 1. Amplified Sound Systems <input type="checkbox"/>  | 7. Amusement Rides <input type="checkbox"/>                                  | 13. Street, Lane, Sidewalk Closure <input type="checkbox"/>    |
| 2. Live Or Recorded Music <input type="checkbox"/>   | 8. Stages(s) <input type="checkbox"/>  | 14. Commercial Filming or Photography <input type="checkbox"/> |
| 3. Additional Power Sources <input type="checkbox"/> | 9. Parachutes <input type="checkbox"/>                                       | 15. Parade Or Live Animals <input type="checkbox"/>            |
| 4. Hot Air Balloons <input type="checkbox"/>         | 10. Helicopters <input type="checkbox"/>                                     | 16. Tents/Banners/Signs <input type="checkbox"/>               |
| 5. Inflatable Devices <input type="checkbox"/>       | 11. Sales of Food, Goods, Svcs <input type="checkbox"/>                      | 17. Police Officers <input type="checkbox"/>                   |
| 6. Fireworks/Pyrotechnics <input type="checkbox"/>   | 12. Alcohol Dispensed, Sold, (City Permit Required) <input type="checkbox"/> | 18. 18-A Permit <input type="checkbox"/>                       |

If you checked any of the above items, list them by number below and provide a complete description of the activity or need. \_\_\_\_\_

Note: If an 18A permit is required, Licensee should contact the Orlando Police Department, 246-3661 at least 30 days prior to event.

II. ITEM CHARGE (To be completed by City.)

FOR OFFICE USE ONLY

\_\_\_\_\_ \$ \_\_\_\_\_

Kitchen \_\_\_\_\_ #hrs @ \$15hr. \$ \_\_\_\_\_

Other Fee \$ \_\_\_\_\_

Insurance Fee Due 10 days prior to event \$ \_\_\_\_\_

on \_\_\_\_\_ (City must be listed as additional insured)

Additional Personnel #hrs. \_\_\_\_\_

@ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Orlando Police Personnel \$ \_\_\_\_\_

Sales Tax 6.5% (unless tax exempt) \$ \_\_\_\_\_

Sub Total = \$ \_\_\_\_\_

Booking/Reservation Fee (non-refundable) \$ \_\_\_\_\_

\*Money Order or Check for Balance due \$ \_\_\_\_\_

is required 10 days prior to event on \_\_\_\_\_ Damage/Clean Up Deposit (Refundable) \$ \_\_\_\_\_

Grand Total = \$ \_\_\_\_\_

\_\_\_\_\_ Tax Exemption Number

Receipt No.

Receipt No.

Date Received

Date Refunded

**\*\*Proof of Tax Exemption, 501c3 status and Proof of Insurance must be attached to this form prior to submitting to Facility Manager.**

**\*Make checks payable to City of Orlando**

**LICENSEE  
HOLD HARMLESS/INSURANCE AGREEMENT**

III. The Contractor-Vendor or user hereby promises and agrees to indemnify and save harmless the City of Orlando, a municipal corporation, its officers, agent and employees from and against any and all liability claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and costs actions, including attorney's fees for trial and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement whether by act or omission of the Contractor-Vendor, officers, agents, servants, employees or others, or because of or due to the mere existence the agreement between the parties.

The licensee shall supply a "Certificate of Insurance" reflecting minimum coverage of \$500,000 bodily injury per occurrence and \$100,000 property damage such other coverage amounts as set forth for this type of event in City Policy and Procedure 161.3. The City of Orlando shall be named as an additional insured which shall be noted on the Certificate. The Certificate shall indicate that the applicant's insurance policy shall not be cancelable without thirty days prior written notice to the City. The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply "Certificate of Insurance" to the Bureau of Recreation, or the Bureau of Parks and Special Facilities no later than ten (10) calendar days prior to program/event date, or licensee can purchase insurance coverage through plan available by contracted carrier through the City. The City agrees to license the use described Section I by the Contractor-Vendor in exchange for the permit fee paid and insurance provided by Contractor-Vendor.

**COPYRIGHT LAW:** Licensee assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, dramatic rights used on or incorporated in the conduct of any event covered under the agreement; and licensee agrees to indemnify and hold harmless the City from all damages, costs and expenses in law or equity for or on account of any patented, trademarked or copyrighted materials, equipment, devices, processes or dramatic rights furnished or used by licensee in connection with this Agreement and will defend the City from any such suit or action, regardless of whether be groundless or fraudulent.

Licensee Signature	Date
Licensor Signature	Date

**LICENSEE ACKNOWLEDGEMENT**

IV. You are required to sign and date your agreement. Falsification of information may result in rejection of the agreement or cancellation of the event by the City Orlando. In addition, an individual may be subject to prosecution under Orlando City Code Section 43.16, False Information.

Signature of Licensee	Date
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\*Community Based Facility Use Contracts expire 90 days after approval and are subject to renewal by applicant on or before 14 days prior to expiration.

The program/event will be terminated should it create or cause any violation of Local, State, Federal, or City of Orlando laws or ordinances.

**Litter resulting from the use of this facility is to be picked up and deposited in refuse containers before leaving the area or facility. Facility must be left in same condition as when rented. If not, the damage/clean-up deposit will be forfeited.**

**RADON GAS:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your County health unit. FS 404.056(8).

**FOR OFFICE USE ONLY**

V. Contract Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ By Authorization of: \_\_\_\_\_

Certificate of Insurance Required: Yes \_\_\_\_\_ No \_\_\_\_\_ Date Received: \_\_\_\_\_ City Listed as Additional Insured: Yes \_\_\_\_\_ No \_\_\_\_\_

Certificate of Insurance Number \_\_\_\_\_

Community Based Organization Verified: ( ) Yes ( ) No ( ) N/A Is City Co-Sponsoring Event: ( ) Yes ( ) No

Director/Bureau Chief Authorization to Waive Insurance: \_\_\_\_\_ Date: \_\_\_\_\_

City Employee in charge during event: \_\_\_\_\_ Beeper/ Ph No. \_\_\_\_\_ Supervisor: \_\_\_\_\_ Beeper / Ph. No: \_\_\_\_\_

Is 18A Public Assembly Permit Required: ( ) Yes ( ) No If yes, list Permit No. \_\_\_\_\_ Date Approved \_\_\_\_\_

Alcohol Beverage Waiver: ( ) Yes ( ) No Date Approved \_\_\_\_\_ If yes, attach copy to be signed by CYS Director.

**Families, Parks and Recreation Department**

Director's Office  
649 W. Livingston St.  
Orlando, FL 32801  
(407) 246-2285  
Fax 246-2875

Parks Bureau  
1206 W. Columbia St.  
Orlando, FL 32822  
(407)246-2283  
Fax 246-2702

Recreation Bureau  
649 W. Livingston St.  
Orlando, FL 32801  
(407) 246-2288  
Fax 246-2875

THE FAMILIES, PARKS AND RECREATION DEPARTMENT IS AN EQUAL OPPORTUNITY ORGANIZATION AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, AGE, SEX, NATIONAL ORIGIN OR HANDICAPPED STATUS IN ITS FACILITY USES OR PROGRAMS.

THE COMMUNITY & YOUTH SERVICES DEPARTMENT IS NOT AUTHORIZED TO WAIVE FEES WITHOUT THE EXPRESSED WRITTEN CONSENT OF THE CITY CHIEF ADMINISTRATIVE OFFICER.

**COMMUNITY BASED APPLICATIONS MUST BE SUBMITTED AT LEAST TEN (10) DAYS PRIOR TO THE EVENT FOR PROCESSING.**