

Escambia County Parks & Recreation

APPLICATION TO RESERVE PARK

1651 E. Nine Mile Rd., Pensacola, FL 32514 · (850) 475-5220 (office) · (850) 475-5224 (fax)

PARK / FACILITY INFORMATION SHEET

Date: _____



**NOTE: Neighborhood Park reservations require 5-working days notice;
Athletic Park reservations require 10-working days notice.**

Organization / Team Name / Applicant's Name:

Event Day(s) & Date(s):

Event start time (include set up):

Event end time (include clean-up):

Please Check facility requested:

Park Pavilion Field(s) Facility(s)

Park Name:

Contact Person:

E-Mail Address:

Address:

City:

State:

Zip:

Phone (day):

Phone (evening):

Fax:

Organization Type: (check one)

Escambia County Employee Use Youth Organization Adult Organization Church

Other:

Activity: (check one)

Party Family Reunion Meeting Class Picnic Other:

Will food be at your event? (Yes or No)

If yes, will it be for sale? (Yes or No)

Do you plan on bringing any large items into the Park? (Dunk tanks, inflatable's, etc.) (Yes or No)

If yes, what will you bring and where will it be purchased/reserved from? _____

Notes:

ALCOHOL IS NOT PERMITTED AT ESCAMBIA COUNTY PARKS AND RECREATION FACILITIES AND EVENTS

**** Insurance requirements for Athletic Field events determined by Risk Management**

Park User Fees (Fees include applicable sales tax)

Type	Description	Fees	Amount
Park Reservation	1 – 99 Individuals	\$32.25	
Park Reservation	100 – 199 Individuals	\$53.75	
Park Reservation	200 – 299 Individuals	\$80.64	
Park Reservation	300 – 499 Individuals	\$161.25	
Park Reservation	500 + Individuals	\$215.00	
Large Pavilion	Pavilion at Lexington Terrace – Per Day	\$80.64	
Cleaning / Damage	Refundable Deposit	\$25.00	\$25.00
TOTAL AMOUNT ENCLOSED WITH APPLICATION			

Initial_____ In case of emergency reasons or for reasons beyond the County's control, the County reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the County is necessary.

Initial_____ If a reservation is cancelled less than 30 days before scheduled event, a \$25 administrative fee will be assessed. Only after all fees and required documents are turned in, will an approved reservation be issued. Final date for full payment of reservation will be 30 days prior to reservation date. All cancellations and revisions must be submitted in writing.

Initial_____ I hereby attest that the information contained in this application is true and correct. I understand that this is only an application and not a guarantee that a reservation will be issued. If a reservation is issued, I agree that (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable County, State, or Federal rules, regulations, codes or laws be violated, any reservations issued shall be automatically become null and void and any activity associated with this reservation will immediately cease.

Initial_____ I also agree that I will: (1) be financially responsible for any costs incurred by the County for damages to County property; (2) be financially responsible to reimburse the County reasonable attorney fees to enforce the provisions of any permit that is issued for the event described in this application; (3) forfeit all fee and deposits as partial compensation to the County for any costs associated with the enforcement of the provisions of the application for reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5) be financially responsible for any County costs that exceed fees and deposits already collected by the County for enforcement of provisions related to this application or reservation.

Initial_____ The users agree to indemnify, defend and hold harmless Escambia County, its officers, employees, agents, and volunteers from all actions, liabilities, claims, damage to personals or property, losses, costs, penalties, obligations, errors, or omissions that may be asserted by any person, firm, or entity arising out of or in connection with the activities conducted by the applicant, whether or not there is concurrent passive or active negligence on the part of Escambia County Personnel. This shall be a continuing release and shall remain in effect until revoked in writing.

Initial_____ In case of general maintenance or vandalism the picnic tables and BBQ's may be removed at anytime prior to your reservation.

Signature of Applicant _____ Date _____

Director's Signature _____ Date _____