



Town of Orange Park

2042 Park Avenue, Orange Park, FL 32073

(904) 264-9565 Fax: (904) 278-3033

Events & Recreation Department

TODAY'S DATE: _____

PLEASE CHECK ONE:

Town of Orange Park Resident

Non-Town Resident

AREA REQUESTED:

TC Miller Pavilion (440 McIntosh Ave.)

9:30 am – 12:30 pm

1 pm – 4 pm

4:30 pm – Sunset (April-Sept. Only)

Clarke Park Pavilions (1039 Kingsley Ave)

Pecan Grove (P1)

9:30 am – 12:30 pm

1 pm – 4 pm

4:30 pm – Sunset (April-Sept. Only)

Beach Bay (P2)

9:30 am – 12:30 pm

1 pm – 4 pm

4:30 pm – Sunset (April-Sept. Only)

Bamboo Lake (P3)

9:30 am – 12:30 pm

1 pm – 4 pm

4:30 pm – Sunset (April-Sept. Only)

1. Date(s) Requested: _____ 2. Number of People Expected: _____

3. Type of Event: _____

4. Name: _____

5. Address: _____

6. City: _____ State: _____ ZIP Code: _____

7. Contact Phone: _____ On-Site Cell: _____

8. Email Address: _____

Signature: _____ Print Name: _____

FEES:

Resident: \$21.50 (\$20 rental + tax)

Non-Resident: \$80.63 (\$75 rental + tax)

Electricity: \$10.75 (\$10 usage + tax)

Deposit: \$100 (refundable)

Make checks payable to **Town of Orange Park**.

For disputes regarding reservations on **THE DAY OF** rental, please **FIRST** contact OP Police non-emergency number (904) 264-5555 and **THEN** Recreation Coordinator at (904) 434-2315. **KEEP THIS RECEIPT!**

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE.

Availability Checked and Logged: _____ Date: _____ Staff Initials: _____

Fee Total: _____ Fee Paid: Deposit Paid:

Cleaning Photos Received: Deposit Refunded: Date Refunded: _____

RENTAL AGREEMENT

CANCELLATION: No cancellations or refunds will be given for inclement weather. Cancellations must be made no less than 72 hours in advance of your reservation.

RESPONSIBILITY: The organization or individual, in signing this agreement, assumes full responsibility:

1. For any damages to the facility and/or equipment during the rental period.
2. To absolve the Town of Orange Park of all liability claims or damages incurred by any participant or spectator of the activity in any portion of the park where the pavilion is rented.
3. To ensure that the following rules and regulations are followed or privileges to utilize the facility in the future may be berevoked:
 - A. No smoking in facilities.
 - B. Alcoholic beverages and drugs are strictly prohibited.
 - C. Control and safety will be maintained.
 - D. No weapons.
 - E. Activity may not disrupt the use of the park by other patrons.
 - F. Area must be cleaned and everything replaced in original position.
 - G. Facility must be vacated at the end of the rental time.
 - H. No PRESSURE COOKERS OR GAS GRILLS may be brought on site without written approval in advance. Grills are provided for you at Clarke Park and TC Miller.
 - I. No bands, disc jockeys, and/or public address systems may be used without written approval.
 - J. No bounce houses, trains, tents, or other type of extraneous equipment may be used.
 - K. All special arrangement requests must be written on the reservation request form at the time the request is submitted. Please be specific in describing special requests.
 - L. If banners and/or streamers of any kind are utilized, use tape or pushpins. DO NOT use staples, nails, glue, etc. If piñatas are utilized, they must be filled with candy only. All decorations and fasteners MUST be removed before you leave the park.
 - M. No commercial food trucks, trailers, carts, etc. may be on the premises without express written permission in advance of the rental.
 - N. All Town ordinances must be observed.

DEPOSIT RETURN INSTRUCTIONS: Renter must submit photos of the pavilion as proof of cleaning in order to receive a refund of the \$100 damage/cleaning deposit. Photos must be received within 24 hours of the rental. Email photos to edockery@townop.com. Refunds will be issued via check and mailed to the address on this form. The process takes approximately two weeks.

Signature: _____

Date: _____