



TOWN OF GOLDEN BEACH

EVENTS PERMIT APPLICATION

Event Location (select one):

Town Facility: Beach Pavilion [] Tweddle Park [] North Park [] South Park []

Residential: Private Home []***Please note, permits are REQUIRED for residential events with more than 20 people*

User Fees: \$500.00 Beach Pavilion, \$250.00 Tweddle Park, \$100.00 North & South Park

Security Deposit: \$1000.00 Beach Pavilion, \$500.00 Tweddle/North/South Park

Check# _____

Check# _____

Items REQUIRED for approval of events, based on Event Location:

- Events Permit Application
- Parking Plan
- Vendor Certificates of Liability
- Floor Plan
- User Fee (Town Facility Only, NOT Residential/Private Homes)
- Security Deposit (Town Facility Only, NOT Residential/Private Homes)

Event Date: _____ **Set Up Time Start & End :** _____

Event Time Start & End: _____

Type of Event: _____

Resident Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Will Resident be present during the event: ____ Yes ____ No*

(*If NO, provide name & phone # of their Agent/Representative that will be present.) _____

Number of Guests: _____

Please note, events with 30 People or more require that you hire extra duty officer(s) at a 4-hour minimum shift, see below:

- 30 - 50 People - 1 Officer
- 51 - 80 People - 2 Officers
- 81 - 100 People - 3 Officers

Describe any equipment, special structures, entertainment, etc. you plan to use (Please note that the installation of a tent at the Beach or in any of our parks requires a Temporary Structure Permit that can be obtained at our Building Department):

Portable Toilets:

Will portable toilet(s) be used for this event? ___ Yes* ___ No

(*If YES, toilet(s) MUST be placed in designated area on map provided by the Town, and MUST be removed no later than 24 hours after event.

Vendor Information:

Please note that for all vendors, a Vendor Liability Form listing the Town of Golden Beach as additionally insured is REQUIRED.

Catering Company & Contact Person: _____ Phone: _____

Valet Company & Contact Person: _____ Phone: _____

DJ Company & Contact Person: _____ Phone: _____

Additional Vendor & Contact: _____ Phone: _____

Additional Vendor & Contact: _____ Phone: _____

Additional Vendor & Contact: _____ Phone: _____

List any special requirements/comments/or additional information about Event:

[] I understand that all activities permitted in the Town of Golden Beach will be subject to the governance of Ordinances enacted by the Town Council.

[] I understand that my completed permit application is not finalized until it is reviewed, approved and signed by the Town Manager on behalf of the Town Council.

Name & Title of Person Completing Permit Application: _____

TOWN USE ONLY:

Application Received By: _____ Date: _____

Comments/Conditions: _____

Town Manager Signature of Approval: _____ Date: _____

TOWN OF GOLDEN BEACH - FACILITIES USAGE HOLD HARMLESS AGREEMENT
(ARTICLES 1 - 15, PLEASE READ CAREFULLY, INITIAL & SIGN)

1. I affirm that I am a resident of Golden Beach and I understand that I am **liable for any damages** to Town property which occurs as a result of the aforementioned activity. _____ (Initial)
2. I understand that submitting this application **does not grant a permit and that no authorization is granted UNTIL specifically approved in writing by the Town Manager**. In the absence of the Town Manager, permission may be granted by the Chief of Police. _____ (Initial)
3. I understand that **daytime events** are held **Monday through Thursday** only for a maximum of **3 hours**. Daytime events shall begin **no earlier than 10:00AM** and end **no later than 4:00PM**. _____ (Initial)
4. I understand that **evening events** may take place between the hours of **4:00PM and 10:00PM** on **Sunday through Thursday**, and between the hours of **4:00PM and 11:00PM** on **Friday and Saturday**, for a **maximum of 4 hours**. Set-up for evening events may begin **NO EARLIER than 2:00 pm**. _____ (Initial)
5. I agree to hold the Town of Golden Beach **harmless and indemnify** the Town of Golden Beach, its council members, employees, and agents from any and all liability, damage, suit, claim, loss or expenses of any nature including reasonable attorney fees and court costs in the event any person is injured or makes any claim whatsoever against the Town as a result of the use thereof during the period of time I am permitted to use the Golden Beach facilities. _____ (Initial)
6. I understand that this permit **cannot be processed until all fees have been submitted** relating to the processing of the permit. _____ (Initial)
7. I understand that I am to **hire one (1) extra-duty police officer** if I expect 30-50 guests, **two (2) extra-duty police officers** if I expect 50-75 guests, and **three (3) extra-duty police officers** if I expect 75-100 guests. No permit will be issued for the use of the Beach Pavilion for more than 100 persons. I am required to hire at least one off-duty officer at the current fee schedule hourly rate for a minimum of 4 hours. _____ (Initial)
8. I understand that I am **responsible for cleanup after my event**. At the commencement of the permitted activity, Town staff will conduct an inspection of the site. Any costs incurred by the Town to clean or restore the Beach Pavilion/Park to their condition as noted at the commencement of the permitted activity will be deducted from the security deposit. In the event that the costs to clean or restore exceeds the security deposit, the permit holder shall reimburse the Town upon receipt of an itemized bill. _____ (Initial)
9. Visitors must park in the West Parking Lot unless they have a valid handicap parking decal. **Parking in the East Parking Lot is for residents only** with Golden Beach decals. All others will be ticketed and/or towed. _____ (Initial)
10. I understand that if I **exceed the number of guests** reported on this permit, the **event may be shut down** and I may lose a portion or all of my deposit. _____ (Initial)
11. If I use a vendor to **supply food and/or equipment**, a copy of the vendor's certificate of liability insurance must be submitted with this application naming the Town of Golden Beach as the additional insured. _____ (Initial)
12. I understand that **the Town has a noise ordinance** (Sec. 14-76; 14-78; 14-79; 14-80) and I agree to comply with the Town's policies regarding noise and events, and I understand violating the policy may lead to my event being shut down. _____ (Initial)
13. For events held at Town Facilities, at the commencement (start) and the conclusion (end) of the permitted activity, there will be an **inspection of the site** conducted by the police, public service aide or maintenance person from the Town. The inspection checklist is created by the Town and each completed checklist is to be maintained with the permit application, as part of the Town records to help assess the use and condition of the facilities.
Any costs incurred by the Town to clean or restore the site or the facilities to their condition as noted at the commencement of the permitted activity **will be deducted from the security deposit**. In the event that costs to clean and/or restore exceeds the security deposit, the permit holder shall reimburse the Town upon receipt of an itemized billing. The permit holder is responsible for the permitted activity and the condition of the site and facilities used by the persons attending the permitted activity. _____ (Initial)

14. **FOR BEACH PAVILION EVENTS ONLY:** Any permitted activity **where swimming will take place**, and at which there are **20 or more persons**, requires that the permit holder **hires an additional lifeguard** at the rate of \$25.00 per hour for a minimum of 4 hours, even if not all guests are swimming. Should the activity extend after 5:00 PM or take place **when there is no Town lifeguard on duty**, the permit holder must hire, at the permit holder's expense, an off-duty lifeguard to watch over the water activity. _____ (*Initial*)

15. **FOR BEACH PAVILION EVENTS ONLY:** It is **prohibited** to use **large scale play equipment**, including but not limited to inflatable bounce houses and water slides. _____ (*Initial*)

Signed: _____ Date: _____
(Applicant/Resident)

**APPLICANTS MUST ADHERE TO ALL POLICIES OF THE TOWN OF GOLDEN BEACH AND
ADMINISTRATIVE RULES FOR THE USE OF THE TOWN FACILITIES.**

**A violation of the terms and conditions for the use of these facilities may result in the automatic
revocation of this permit.**

Town Facility Event Permit - Payment Sheet

FOR TOWN USE ONLY

Place
**User Fee
Register Receipt**
Here

FOR TOWN USE ONLY

Place **User Fee Check** Here

FOR TOWN USE ONLY

Place **Security Deposit Check** Here



TOWN OF GOLDEN BEACH VALET PERMIT APPLICATION

Resident Information:

Name: _____

Address: _____

Phone: _____

Valet Company Information:

Company Name: _____

Company Address: _____

Company Contact Person: _____

Company Phone Number: _____

Date of Event: _____, 20____**Location Where Vehicles Will Be Parked:** _____**Number of Vehicles:** _____**List any special requirements:** _____**Other Comments about the Permit:** _____

Parking plan must be submitted with application for approval.

I understand that all activities permitted in the Town of Golden Beach will be subject to the governance of Ordinances enacted by the Town Council.

Name/Title of Person Completing Application_____
Approved/Town Manager or Designee_____
Date_____
Approved/Chief of Police or Designee_____
Date**Additional Information:** _____



GOLDEN BEACH POLICE DEPARTMENT EXTRA-DUTY DETAIL ASSIGNMENT

Detail Information

Requesting Party

Name: _____

Requesting Party

Address: _____

Phone #: _____

Location of Detail: _____

Date: _____

Times: _____

To: _____

PLEASE ACTIVATE ALL POLICE VEHICLE LIGHTS!

Front Desk Personnel Signature _____

Date _____

Resident or Authorized Signature _____

Date _____

Supervisors Area

Comments:

Posted

Supervisors Signature

Officers Bidding the Detail

1 _____

4 _____

2 _____

5 _____

3 _____

6 _____

Officers shall place their names on the list as a bid request for the detail. The Extra-duty Detail Coordinator will first review the list to determine any officers who have not worked a detail in the current pay period. Next, the Extra-duty Detail Coordinator will then assign the detail to the officer that has worked the least amount of Extra-duty Details. Following that effort, the detail will be filled on "a first come, first served" basis if the detail is posted less than 5 days from the date posted. Once the Detail bid period has been completed, the supervisor will then highlight the name of the officer who has been assigned the detail. The officer will then be responsible for signing in the officer signature area. The officer must also sign in on the Extra-duty Detail log on the board.

The officer MUST inspect TOWN PROPERTY following the detail and document any trash or damages inflicted on Town property.



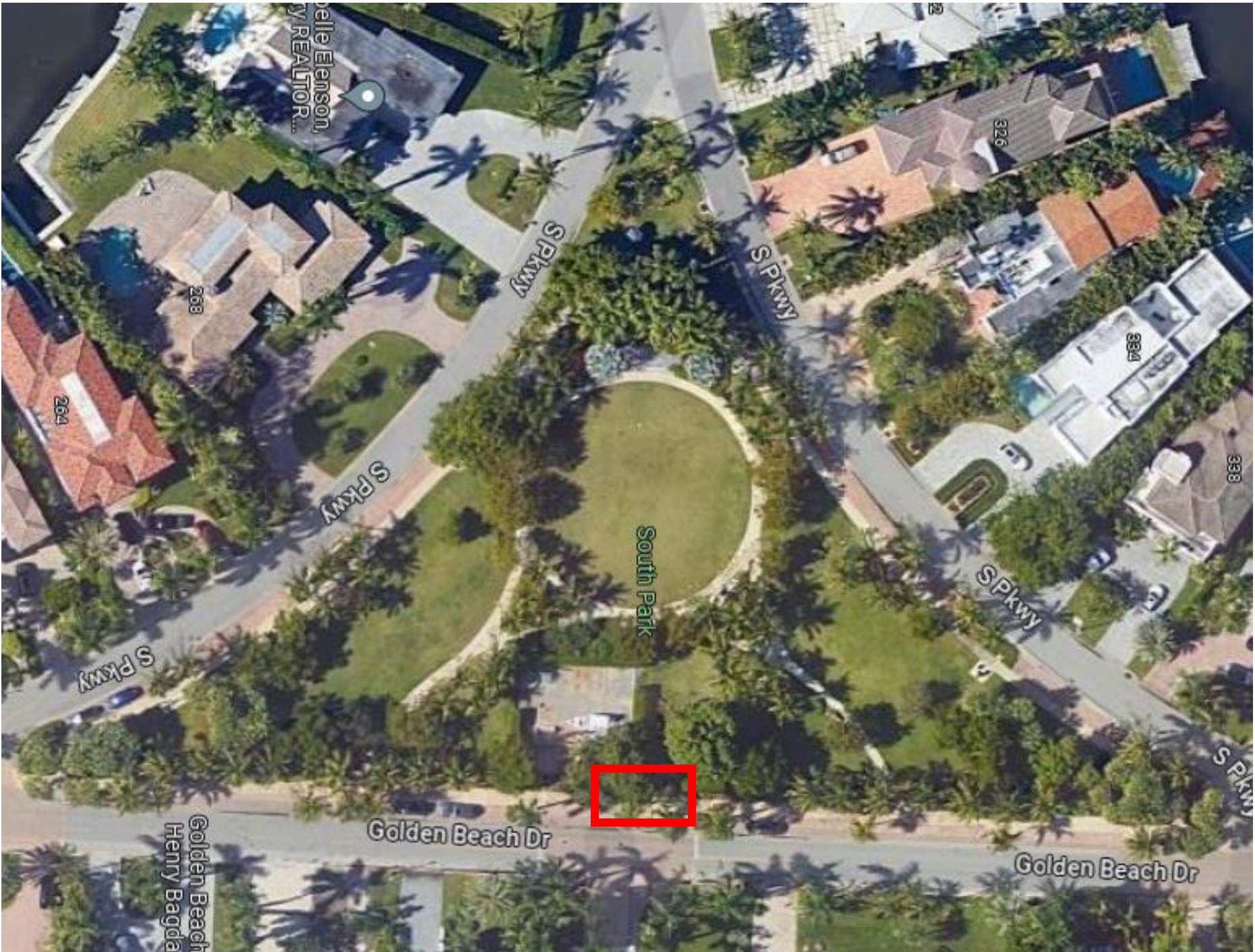
Golden Beach Pavillion
Florida

0ft 36ft 72ft

SOUTH PARK



DESIGNATED
AREA FOR
PORTA POTTY



NORTH PARK

DESIGNATED
AREA FOR
PORTA POTTY



TWEDDLE PARK

