



**KISSIMMEE PARKS & RECREATION DEPARTMENT  
PRIVATE EVENT RESERVATION APPLICATION**

**IMPORTANT:** Please type or print legibly. All sections must be completed. This application is not a binding contract until approved by the appropriate City employee, proper deposits and/or full payments are made and both parties have signatures. Any and all cancellations will forfeit their reservation deposit.

**REQUESTED FACILITY (Please check one)**

*Recreation Centers:*

*(8:00 am – 10:00 pm; Friday – Sunday, 4 hour minimum)*

- \_\_\_\_\_ Chambers Park Community Center
- \_\_\_\_\_ Lakeside Community Center
- \_\_\_\_\_ Oak Street Park Community Center
- \_\_\_\_\_ Orange Gardens Community Center

*Athletic Venues:*

*(Available 8:00 am – 10:00 pm)*

- \_\_\_\_\_ Athletic Fields (Softball, Baseball & Multipurpose)  
(list: \_\_\_\_\_)
  - \_\_\_\_\_ Athletic Courts (Basketball, Tennis & Hockey)  
(list: \_\_\_\_\_)
- (Available 8:00 am – 10:00 pm Monday - Thursday, per hour/per field only)*
- \_\_\_\_\_ Fortune Road Athletic Complex  
(list: \_\_\_\_\_)

*Bob Makinson Aquatic Center:*

*(6:00 pm – 10:00 pm; Memorial Day – Labor Day, 3 hr min.)*

- \_\_\_\_\_ Facility/Pool  
(list: \_\_\_\_\_)
- (11:00 am – 5:00pm; Memorial Day – Labor Day, 2 hr min.)*
- \_\_\_\_\_ Parrot Pavilion
  - \_\_\_\_\_ Covered Area

*BMAC Party Information Only:*

- Estimated Guests:
- Paid: \$4.00 x \_\_\_\_\_
- Comp: \_\_\_\_\_
- Meal Package:
- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_

**CONTACT INFORMATION:**

Name of Event/Organization: \_\_\_\_\_ Contact person: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Birthdate: \_\_\_\_\_

**EVENT INFORMATION:**

Type of Event: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ Alternate Date (s): \_\_\_\_\_

Expected Attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_

Rental time begins: \_\_\_\_\_ Rental time ends: \_\_\_\_\_

- All facility rentals must follow the hourly rate structure
- All rental times must include set-up, decorating, rehearsals, and clean up times.
- Rentals that extend before or beyond this agreement will be charged additional hourly rates from their security deposit.
- All rentals packages are subject to the standard room set ups. Any variations must be approved by the City ahead of time.
- All staffing requirements are at the discretion of the Manager and/or designee. The staff serves as monitors of the event and has no jurisdiction on changes to reservation. Staffing fees are determined by the minimum hours per event.
- Rental layout and set up must be completed with appropriate City staff at least 1 week prior to event

**OUTSIDE SERVICES:**

Will your event hire a DJ?:    \_\_\_ No \_\_\_ Yes    Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Event planner?:                \_\_\_ No \_\_\_ Yes    Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Professional decorator?:       \_\_\_ No \_\_\_ Yes    Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Professional catering?:        \_\_\_ No \_\_\_ Yes    Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*\*Alcohol is prohibited at all Recreation, Aquatic & Athletic Facilities.*

**PAYMENTS & FEES**

**Reservation Deposit** is a non-refundable flat fee per facility ranging from \$50-\$500 is required to reserve a date for usage of any Parks & Recreation facility. The fee is applied to any rental value of \$200 or more. If less, full payment is due when reserving the facility. This fee will be applied to the overall rental fee and is due at the time of reservation to hold the date.

<b>Community Centers</b>	<b>\$50</b>
<b>Fortune Road Athletic Complex</b>	<b>\$500</b>
<b>Fields/Rinks/Courts</b>	<b>\$50/per</b>
<b>Bob Makinson Aquatic Center</b>	<b>\$200</b>
<b>Birthday Parties (BMAC)</b>	<b>\$50</b>

**Security Deposit** is a required fee of 20% of the rental total or \$100 (whichever is greater) due no less than 30 days prior to facility usage. The deposit is refundable after the event providing there is no damage or outstanding fees including unplanned hours or change orders owed. (Not applicable to aquatic party areas)

**Balance Due Date** is 30 days prior to the event for all facilities. Any reservation less than or within 30 days, payment must be in full.

**Categories** for rental fees are determined by the status of the renter. The following are the categories for each rental:

- Government Agency
- Non-Profit Organization
- Standard

**Fee Structures**

<b>RECREATION CENTERS</b> - Includes staff, janitorial & kitchen	<b>Standard</b>	<b>Non-Profit</b>
Chambers Park, Lakeside, Oak Street and Orange Gardens – 100 pp capacity	\$65 hr	\$46 hr
Half Room Rental - Chambers Park & Oak Street only – 50 pp capacity	\$40 hr	\$28 hr
Bob Makinson Aquatic Center - Includes staff & janitorial		
Full Facility Rental – 425 pp capacity	\$320 hr	\$224 hr
Activity Pool Rental – 189 pp capacity	\$170 hr	\$119 hr
Competition Pool & Dive Well Rental – 149 pp capacity	\$150 hr	\$105 hr
Large Water Slide Rental	\$100 hr	\$70 hr
Birthday Party – Pavilion + entry	\$65 hr+\$4 pp	
Birthday Party – Covered Area + entry	\$50 hr+\$4 pp	
Athletic Venues - Rent only		
Fortune Road (Softball/Baseball) (excludes lights & prep)	\$30 hr	\$21 hr
Multi-Purpose Fields - Denn John, Mark Durbin, Chambers Park, Fortune Road and Oak Street (excludes lights & prep)	\$20 hr	\$14 hr
Courts (Basketball, Hockey, Tennis) – Chambers Park, Mark Durbin, Oak Street, Lakeside (excludes lights & prep)	\$10 hr	\$7 hr

**Cancellations** must be submitted in writing. 100% of non-refundable fees will be issued if written notice is given 30 days prior to event. 50% of non-refundable fees will be issued if written notice is given 14-29 days prior to event. No refund will be given for a cancellation received 13 days (or less) prior to the event.

**Athletic Lighting Fees** will be charged for any rental that requires the use of lights in order to facilitate an activity, program or event.

**Field Preparation Fees** will be charged for any rental that requires field preparation (lining/dragging/marking/mounds/fences/repair, etc.) to host an activity, program or event or any preparation fields during the duration of the rental.

The City of Kissimmee reserves the right to change or reassign renter to another facility of equal or higher value. This is a private rental associated with the above stated facility only and not the surrounding area and/or the park itself. This agreement is for a private function and not for an open to the public event with or without fees associated to said event. If another use is intended; the event organizer must adhere to all policies / procedures and general provisions as outlined below.

I understand that it is my responsibility to ensure that any outside vendors contracted by me are aware, understand and abide by the policies set forth in this documentation. The City of Kissimmee assumes no responsibility for any contractual obligations made between you and any vendors that are hired by you.

This facility is in a public park which is open to the general public. By renting this facility, you agree and understand that the actions of a 3rd party (of the general public) accessing or using the park cannot be controlled by the City. By renting this facility, you agree and understand that the City will not be responsible for any actions of the general public that take place outdoors during your rental, financially or otherwise. Examples shall include, but not be limited to: Interruptions in events; loud music or weather interference.

I have included my reservation deposit with my application and I fully understand that it is non- refundable. I have read, understand and agree to abide by all policies/procedures and general provisions as outlined above.

Failure to abide by any of the above stated guidelines may result in termination of rental and be grounds for any future rentals.

Event Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please note that Florida law provides for broad public access to records received by the City. As such, information that you provide to the City may become public; however, the City shall ensure that public records that are exempt or confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law.*