

PAHOKEE COMMUNITY CENTER

360 E. 1ST Street, Building C
Pahokee, FL 33476

FEEES AND DEPOSIT REQUIREMENTS

As of 10/01/06 a \$50.00 Reservation Deposit will be required on all reservations prior to calendar booking. Reservation Deposits will be applied towards the rental fees when full payment is made. Reservation cancellations MUST be made two (2) weeks in advance or the reservation deposit will be forfeited and non-refundable. Reservations are made on a first come, first served basis. All Permit Terms and Conditions apply.

RESERVATION DEPOSIT: \$50.00 – This deposit covers booking of your reservation on our calendar. This fee will be applied towards the rental fee. A Two (2) Week Notice of cancellation is required in order to be refunded this deposit. Failure to give the required notice will result in the forfeiture of this deposit to the City of Pahokee.

RENTAL FEES:

Events	Resident Fee	Non-Resident Fee	Event requires insurance & possible multiple fees
Cafeteria- w/out Ticket Sales	\$150	\$200	\$125
Cafeteria- w/ Ticket Sales	\$300	\$400	\$125

SECURITY DEPOSIT: \$200.00 (No Alcohol/ Liquor Permitted)
\$300.00 (Alcohol/ Liquor Permitted under permit terms and conditions)

****DEPOSIT REFUNDABLE ONLY IF POST-EVENT INSPECTION IS SATISFACTORY****

CITY EMPLOYEES- EXEMPT FROM PAYING SECURITY DEPOSIT. EMPLOYEE IS RESPONSIBLE FOR CLEANUP AND ANY DAMAGES. PERMIT TERMS AND CONDITIONS APPLY.

CITY SPONSORED EVENTS- NO FEE OR DEPOSIT REQUIRED MUST BE APPROVED BY CITY COMMISSION AND/OR CITY MANAGER PERMIT TERMS AND CONDITIONS APPLY.

ALL EVENT HOLDERS WILL BE GOVERNED BY AND SUPPLIED WITH A RENTAL PERMIT/ AGREEMENT PERTAINING TO THE TERMS AND CONDITIONS FOR USE OF CITY PROPERTY.

INSPECTIONS, KEYS, SECURITY AND DEPOSIT REFUNDS

PRE-EVENT AND POST-EVENT INSPECTIONS WILL BE SCHEDULED BY THE EVENT COORDINATOR. ALL TERMS/CONDITIONS OF THE PERMIT/AGREEMENT APPLY. THE EVENT COORDINATOR WILL SCHEDULE A TIME WITH THE EVENT HOLDER TO PERFORM A PRE-EVENT INSPECTION. KEYS FOR THE FACILITY WILL ONLY BE GIVEN TO THE EVENT HOLDER AFTER THE INSPECTION IS COMPLETED. THE POST-EVENT INSPECTION WILL BE PERFORMED ON THE MORNING FOLLOWING THE EVENT. YOU MUST MAKE SURE THAT ALL PERSONAL EQUIPMENT AND SUPPLIES ARE REMOVED IMMEDIATELY AFTER YOUR EVENT AND THAT THE FACILITY AND SURROUNDING AREA IS PROPERLY CLEANED. IF YOU HAVE ANY QUESTIONS REGARDING THE RENTAL OF THIS FACILITY PLEASE CALL (561) 924-2976 X. 221, MONDAY – FRIDAY, 8:00 A.M. THROUGH 5:00P.M.

APPLICATIONS FOR THE HIRING OF SHERIFF OFFICERS CAN BE OBTAINED AT PALM BEACH COUNTY SHERIFFS OFFICE. YOU **MUST** APPLY TWO (2) WEEKS IN ADVANCE. FEES WILL BE BASED ON EVENT INFORMATION. ONLY MONEY ORDERS WILL BE ACCEPTED FOR PAYMENT.

DEPOSIT REFUNDS WILL BE DETERMINED BY THE OUTCOME OF THE POST-EVENT INSPECTION.

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RENTAL PERMIT/AGREEMENT

Event Holder: _____

Phone #: _____ Cell Phone: _____

Address/City/State/Zip: _____

Event Date: _____ Event Type: _____

Adult or Teen Party: _____ Admission Fee? Yes or No (circle one)

Number of participants/guest: _____ (Maximum Capacity 220)

Circle One: D.J. / Live Band / None

If D.J./Live Band, time to perform: _____ to _____

Is Liquor Expected? _____ Is Security Required? _____

You are hereby being granted use of the Pahokee Community Center (Cafeteria) in consideration of and subject to the following terms and conditions:

1. The Palm Beach County Sheriff Department has the authority to call off an event and clear out the facility if any of the term or condition of the permit is violated or for other probable cause.
2. No commercial functions, where public participation or invitation or tickets are sold, may take place at this facility. (DOES NOT APPLY TO AUTHORIZED GROUPS)
3. All teen events must be over by 12:00AM and adult events by 3:00AM.
4. **SECURITY IS REQUIRED AT ANY EVENT.**
5. Event must be over by designated time and the facility cleaned and vacated no later than 1 complete hour after the event. **ON SUNDAYS ALL EVENTS MUST BE OVER BY 9:00PM AND VACATED NO LATER THAN 1 HR AFTER THE EVENT.**
6. The Event Holder is responsible for the keys and must keep them in his/her possession at all times. The keys are not to be duplicated. If the keys are lost please call Arnetha Brown at (561) 755-1721 or Tyrone Holmes at (561) 261-1436 before the end of the event. A fee may be assessed for replacement of lost keys. For emergency purposes, please feel free to contact Tyrone Holmes.
7. The facility and surrounding areas are to be left in a clean and sanitary condition with all debris and garbage placed in the dumpster located outside of the building. Cleaning items can be found in the supply closet and must be put back after use. All utilities and appliances must be turned off and the entrance doors securely locked. Should it be determined in the post-event inspection that the building was left in an unsanitary or unsatisfactory condition the deposit will be retained until the matter is resolved.

8. No staples, tape (of any kind), or hot glue are allowed on any wall in the facility. Any marks or stains found on the walls will be considered as damages and charged to the Event Holder. Decorations may be hung from the ceiling only if NO damage will be caused by the decorations or the decorating process. The Event Holder will be responsible for any damages to the ceiling tiles.
9. The Event Holder is responsible for **ALL** damages resulting from the event. Damages to the facility will be repaired immediately by City and the cost of such repair will be taken from the deposit. Should repair costs exceed the deposit amount, an invoice will be sent to the Event Holder and must be paid within ten (10) days from its date.
10. **The Event Holder may serve (BUT NOT SELL) and/or allow its participants/guests to bring (BUT NOT SELL) alcoholic beverages ONLY if they have paid for such permit and have hired the required security.**
11. The sale of alcoholic beverages is **NOT** permitted by anyone at any time.
12. Alcoholic beverages are **NOT** permitted outside the facility.
13. **NO alcoholic beverages are permitted at any event where children or any person under the age of 21 are present.**
14. **NO GLASS BOTTLES OR CONTAINERS ARE PERMITTED.**
15. Absolutely **NO SMOKING** is allowed in the building at any time.
16. All vehicles must be properly parked in the designated parking areas.
17. The use of artificial smoke devices is **NOT** permitted in the facility at any time.
18. The security alarm and/or fire alarms and fire extinguishers must **NOT** be tampered with or covered up at any time.
19. The Event Holder will be responsible in having any guests, who violate any of the terms and conditions of this permit/agreement, leave the premises. If the guests will not leave voluntarily, after being asked to do so, please contact the Palm Beach Sheriff Office for assistance.
20. **All A/C units may NOT be adjusted below 65 degrees during the event** and must be turned **OFF** at the end of the event. The Event Holder is responsible for any damages caused to the A/C units or the A/C control panels due to negligence on their behalf or that of their guests.
21. Pre-event and post-event inspections must be performed by the event holder and the rental coordinator.
 Pre-Event Inspection Date: _____ Time: _____
 Post-Event Inspection Date: _____ Time: _____

No permit/agreement will be issued to any applicant who has previously violated these terms and has not recertified matters with the city.

The City of Pahokee will not be held responsible for any lost or stolen items or damages made to the Event Holder's personal property, or the property of their guests, during the rental of this facility.

Upon acceptance of this permit/agreement the undersigned agrees to indemnify the City of Pahokee for any and all liability, loss or damages arising due to negligence on part of the Event Holder or any of the guests.

Additional Terms and Conditions:

I hereby accept and agree to the terms and conditions of this permit/agreement for use of the Pahokee Community Center (Cafeteria) and acknowledge that it is my responsibility to ensure that the building is only utilized for the specific event described in this permit application.

Accepted By: _____ Date: _____
(EVENT HOLDER)

Approved By: _____ Date: _____
(RENTAL COORDINATOR)

RENTAL DEPOSITS

Deposit Amount: () \$200.00 – No Liquor Permitted
 () \$300.00 – Liquor Permitted

Received By: _____ () Check # _____
Date: _____ () Money Order # _____

RENTAL & INSURANCE PAYMENTS

Resident Rental Fee(non-profit): \$150.00	Trans #: _____
Non-Resident Rental Fee(non-profit): \$200.00	() Cash
Resident Rental Fee(Profitable Event): \$300.00	() Check # _____
Non-Resident Rental Fee(Profitable event): \$400.00	() Money Order # _____

SE Liability Insurance: \$125.00	Trans #: _____
	() Cash
	() Check # _____
	() Money Order # _____

Security Deposit for Non-alcoholic beverages: \$ 200.00
Security Deposit for alcoholic beverages: \$300.00

****PLEASE BE ADVISED: IF THE CAFETERIA IS CLEANED AND THEIR ARE NO REPORTS OF ANY PROBLEMS OR ISSUES, YOU WILL GET YOUR SECURITY DEPOSIT REIMBURSED BACK TO YOU. THANK YOU!****

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Pahokee, FL 33476

Pre-Event Inspection and Inventory Report

EVENT HOLDER: _____ EVENT DATE: _____

INSPECTED BY: _____ INSPECTION DATE: _____

Inventory Item List:

_____ Chairs
_____ Folding Tables
_____ Table Carts
_____ Chair Carts
_____ Refrigerator
_____ Stove

Cleaning Supply List:

_____ Brooms
_____ Mops
_____ Garbage Cans
_____ Garbage Bags
_____ Toilet Paper
_____ Paper Towels

Cleaners _____

Facility Condition:

A/C Unit-1	_____	Floors	_____
A/C Unit-2	_____	Kitchen	_____
A/C Unit-3	_____	Parking Lot	_____
Ladies Restroom	_____	Mens Restroom	_____

NOTES:

(FOR DETAILS ON INSPECTIONS SEE INSPECTORS REPORT)

THE INSPECTOR AND THE EVENT HOLDER HAVE INSPECTED THE FACILITY. BY SIGNING THIS REPORT THE EVENT HOLDER ACCEPTS USE OF THE BUILDING AND AGREES THAT THE CONDITION OF THE FACILITY IS ACCEPTABLE.

INSPECTOR'S SIGNATURE: _____ DATE: _____

EVENT HOLDER'S SIGNATURE: _____ DATE: _____

PAHOKEE COMMUNITY CENTER

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Post-Event Inspection and Inventory Report

EVENT HOLDER: _____ EVENT DATE: _____

INSPECTED BY: _____ INSPECTION DATE: _____

Inventory Item List:

Supply List:

_____ Chairs	_____ Brooms	_____ Cleaners
_____ Folding Tables	_____ Mops	_____
_____ Table Carts	_____ Garbage Cans	_____
_____ Chair Carts	_____ Garbage Bags	_____
_____ Refrigerator	_____ Toilet Paper	_____
_____ Stove	_____ Paper Towels	_____

Facility Condition:

A/C Unit-1	_____	Floors	_____
A/C Unit-2	_____	Kitchen	_____
A/C Unit-3	_____	Parking Lot	_____
Ladies Restroom	_____	Men's Restroom	_____

(FOR DETAILS ON INSPECTIONS SEE INSPECTORS REPORT)

After reviewing the post-event inspection report the Rental Coordinator, per authorization granted by the City of Pahokee, will:

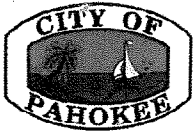
_____ Refund deposit in full

_____ Hold the deposit (see inspector's post-event report)

Where keys returned? () YES () NO

Amount Refunded: _____ () Check No. _____ () Money Order

Refunded By: _____ Date: _____



City of Pahokee

PARKS & REC. COMPLEX • 360 E. MAIN • PAHOKEE, FLORIDA 33476 • PHONE (561) 924-2976 • FAX (561) 924-7645

Parks & Recreations
Department

Security Contact Lists

PBSO

J.P. Sasser
Mayor

Henry Crawford Jr.
Vice Mayor

Keith Babb Jr.
Commissioner

Allie H. Biggs
Commissioner

Diane L. Walker
Commissioner

<u>Hourly Rates (minimum of 3 hours):</u>		<u>Payment mailed to:</u>
<u>Regular</u>	<u>Premium</u>	Checks / Money Orders made payable to: Palm Beach County Sheriff's Office P.O. Box 24681 West Palm Beach, FL. 33416-4681 (561) 688-3506 or (561) 688- 3521
\$ 42.00	\$ 57.00 Deputy Sheriff	
\$ 49.00	\$ 64.00 Supervisor	
\$ 55.00	\$ 70.00 OIC/ Special Events Coordinator	

Premium Dates include: New Year's Eve & Day, Super Bowl Sunday, Easter, Memorial Day, Independence Day, Labor day, Halloween, Thanksgiving Day, and Christmas Eve & Day.

Signature

Date

Hikari Protection Agency

Derrek Moore
Interim City Manager

Susan Feltner
City Clerk

Gary Brandenburg
City Attorney

<u>Hourly Rates</u>	<u>Payment</u>
<u>Regular</u>	Checks / Money Orders made payable to: City of Pahokee 207 Begonia Ave. Pahokee, FL. 33476
\$ 20.00 Unarmed Officer	
\$25.00 Armed Officer	

Hikari Protection Agency (561) 261-6053 Michael Joseph

Herbert Crawford,
Director
Parks and Recreation

Signature

Date

Brother's Protective Services

Art Ivester
Director
Port Mayaca
Memorial Gardens
Cemetery

Alvin Johnson
Director
Public Services

<u>Hourly Rates</u>	<u>Payment</u>
<u>Regular</u>	Checks / Money Orders made payable to: City of Pahokee 207 Begonia Ave. Pahokee, FL. 33476
\$ 20.00 Unarmed Officer	
\$25.00 Armed Officer	

**Brother's Protective Services P.O. Box 9430 Riviera Beach, Fl. 33419
(561)427-7642 office, (561) 208-1314 fax**

Kenneth Holley
Director
Community
Development

Signature

Date

Command Security

Ted Roberts
Manager
USACE Liaison
& Special Project

<u>Hourly Rates</u>	<u>Payment</u>
<u>Regular</u>	Checks / Money Orders made payable to: City of Pahokee 207 Begonia Ave. Pahokee, FL. 33476
\$ 15.00 Unarmed Officer	
\$ 20.90 Armed Officer	

**Command Security Corp. 3333 S. Congress Ave. Ste. 401 Delray Beach, Fl. 33445
(561) 859- 3464 office**

Signature

Date