

# City of Pinellas Park

## Application for Use

**City Auditorium**  
7690 59th St. N.

**Performing Arts Center**  
4951 78th Ave. N.

**England Brothers Park**  
5010 81st Ave. N.

### Renter/User Information

Organization (if applicable otherwise none): \_\_\_\_\_

Authorized Representative/Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Alt. Authorized Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Event Information

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Admission fee: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, amount: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_ Projected attendance : \_\_\_\_\_

Will there be any fees charged, donations solicited or sales conducted during or for the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain, list amount (s) and designate how money will be used: \_\_\_\_\_

Alcoholic beverages sold or consumed?: Yes \_\_\_\_\_ No \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Actual event time: \_\_\_\_\_ Setup time: \_\_\_\_\_ Do you have a DJ: \_\_\_\_\_

Adult & children activities: \_\_\_\_\_

Entertainment: \_\_\_\_\_ Bounce Houses or Animals? \_\_\_\_\_

What kind of Crafters/vendors: \_\_\_\_\_

**Auditorium/Performing Arts Center, events must end by 11:p.m., cleanup and out by 12 a.m.**  
**England Brothers Park, events must end by 10 p.m.**

Please attach copies of all promotional materials (flyers, posters and press releases)

City Auditorium, Performing Arts Center and England Brothers Park are available for rental between the hours of 8 a.m. and midnight only.

**Note: Application & 50% deposit due upon rental/reservation with the \$25.00 NON-REFUNDABLE (whether or not this application is approved) application fee. Applications processed on a first-come, first-served basis.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Performing Arts Center, City Auditorium and England Brothers Park Use Permit Attachment—Rules and Regulations

*The USER covenants and agrees to abide by and be bound by the following rules and regulations:*

- A. All Fire Department Regulations must be strictly observed.
- B. USER will read, sign, submit and abide by the *Pinellas Park Performing Arts Center House Rules, City Auditorium and England Brothers Park Rules*.
- C. USER will obtain any and all licenses and permits required.
- D. Concessions will be operated only with the permission of the Government Relations Administrator or his designee.
- E. The Performing Arts Center, City Auditorium and England Brothers Park must be surrendered in as good a condition as when USER went into possession. Costs or repair and replacements must be borne by the USER.
- F. USER shall, if required by the Government Relations Department, submit a setup diagram at least two weeks prior to event.
- G. The hanging of anything from the Performing Arts Center, City Auditorium or England Brothers Park space frame roof structure is strictly prohibited.
- H. It is the responsibility of the USER to remove any articles, platforms, scaffolding, instruments, wiring, equipment, etc., immediately upon completion of the USER's event or the expiration of this Use Permit, whichever is earlier.
- I. USER shall provide ticket sellers, floor managers, stage crews, electricians, technicians, projectionist, sound system operators, and any and all help necessary for the event.
- J. USER shall not possess, distribute, make available, sell or allow to be possessed, distributed, made available or sold, beer, wine or alcoholic beverages of any kind upon said premises with out expressed permission from the City Manager or his designee.
- K. USER hereby covenants and agrees to keep and maintain the premises and improvements in good condition and repair during the term of this Use Permit and any extension thereof. USER agrees to use and maintain the premises in a safe and sanitary condition.
- L. In consideration for USER's use of the Performing Arts Center, City Auditorium and England Brothers Park the USER agrees to indemnify and save and hold harmless the City and to accept all liability arising out of, or resulting from any accident, illness, sickness, or other injuries, including death, at any time occurring to persons on City premises and/ or property damage or loss to City premises, including contents, and to the property of others. USER agrees not to incur any debts for which the City may have liability. USER shall indemnify and save harmless the City of Pinellas Park from any and all such debts.
- M. When so requested, USER shall procure an ISO form commercial general liability insurance policy or its equivalent, an automobile liability policy covering all motor vehicles M. utilized in the event, and a worker's compensation policy as required by Florida Statute. The City of Pinellas Park, Florida shall be named as an additional insured as regards the general liability insurance and shall be listed as a certificate holder for all policies. The insurance policy must contain a provision to provide the City of Pinellas Park, Florida, with thirty (30) days' written notice prior to termination, non-renewal, or-restriction of coverage. The USER shall provide to the City a Certificate of Insurance as evidence that these requirements have been met.
- N. The applicant shall obtain necessary approvals from the Police Department and/or Traffic Division Director concerning traffic, street closing, and/or security. USER shall be responsible for providing adequate security for its event, including without limitation the hiring of any necessary off-duty police officers. Hiring of off-duty police officers is required for events serving alcohol. **Hiring of EMS is required for ALL events.**
- O. The City reserves the right through its representatives to enter any portion of the event for good cause; and the USER hereby waives any right and claim for damages against the City and its said representatives, jointly and severally, by reason of exercise of such authority.
- P. This *Use Permit* is non-transferable.
- Q. In the event that the USER shall breach any provision of the *Use Permit*, the City shall be entitled to recover from USER a reasonable attorney's fee incurred in enforcing its rights hereunder whether or not suit be brought.
- R. This document embodies the whole agreement of the parties. There are no promises, terms, conditions, or allegations other than those contained herein; and this document shall supersede all previous communications, representations, and/or agreements, whether written or verbal, between the parties hereto. This agreement may be modified only in writing executed by all parties.
- S. USER must pay 50% of all estimated charges at the time of submission of application for the use of the Performing Arts Center, City Auditorium and England Brothers Park. Within 14 days prior to use of the Performing Arts Center, City Auditorium and England Brothers Park USER must pay the 50% of all remaining charges. Within ten (10) days following USER's event, exact charges, including charges for any damages, will be determined. Any excess monies will be refunded to the USER within thirty (30) days following the USER's event. If the charges exceed the amount paid by the USER, the USER shall be required to pay such differences to the City within ten (10) days following receipt of written notice of the deficiency from the City.
- T. If any fees are charged, donations solicited, or sales conducted during or for the event, then USER will be required to execute a separate Contract and an Indemnification and Hold Harmless Agreement in forms acceptable to the City Attorney.
- U. Maintenance fee includes cleaning of facilities and restrooms prior to event. It is the responsibility of the USER to leave the facilities and grounds clean and in good repair; costs of repair, trash removal and extraordinary cleaning, and replacements will be borne by the USER.
- V. Refund of the deposit will be issued only after an inspection by City Staff has determined that no apparent damage has been done to the City facilities and grounds. If apparent damage has been done, the City will retain such portion of the security deposit as is necessary to properly repair such damage; the remainder of the deposit, if any, will be returned along with an itemized list of damages and costs. The security/damage deposit or any portion thereof by the City shall not constitute a waiver of any of the City's legal or equitable rights.
- W. Smoking is prohibited inside the Performing Arts Center, City Auditorium and inside the England Brothers Park.
- Y. Keys to the England Brothers Park may be picked up at the Government Relations Department not earlier than one day prior to the USER's event. USER shall designate one person within its group who shall be responsible for securing the building immediately after the event has been completed and delivering all keys to the City's Government Relations Department.
- Z. When so requested, USER shall procure an ISO form commercial general liability insurance policy or its equivalent and an automobile liability insurance policy covering all motor vehicles utilized in the event. The City of Pinellas park, Florida shall be named as an additional insured as regards the general liability insurance and shall be listed as a certificate holder for both policies. Such insurance policies shall cover any & all event activities including, but not limited to, food & Beverage sales, amusements, animals and contractual liability. Such policies shall each have a per occurrence limit of at least \$1,000,000 or an amount otherwise determined to be appropriate by the City's Risk Management Division based on the nature of the event. The USER shall provide a certificate of insurance as evidence that these requirements have been met prior to the event.
- AA. In consideration of the use of the premises and other good and valuable consideration, the Lessee agrees to indemnify and save and hold harmless the City, its agents, employees, and representatives, and to accept all liability arising out of any claim for damages, accident, illness, sickness, and personal injuries including death; occurring to persons (other than employees of the City while they are acting in their capacity as City employees) or occurring to property of others during the time of rental. Lessee agrees to reimburse the City for any expense the City may incur in defending any such claim that may result from the Lessee's use of the facilities, including attorneys' fees, costs, and payment of any settlement or judgment. The Lessee agrees further not to incur any debts, which may be requested to be borne by the City.

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Signature

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Date

# City Auditorium & Performing Arts Center Building Rules

The following activities if not followed will result in a loss of your security/damage deposit and may prohibit further use of the building.

- Do not tape, staple, glue, hang or nail anything inside or outside of the building. (you may use the cork board in the auditorium only)
- Do not place stickers, tape, or writing of any kind on the stage floor (blue painters tape can be used on stage floor only).
- Do not move the tables or chairs after your set-up is complete.
- Do not drag anything on or across the floors.
- Do not hook any other outside sound equipment to the AV system already in place (you may use your own computer or mobile device but must bring your own cords).
- Do not place anything on top of piano's (stage or Pinellas Room) or Audio/Visual equipment in the Pinellas Room.
- Do not leave bottles, paper, or any other trash inside or outside of the building.
- Do not place items on stage floor unless pre-approved with the Government Relations department in writing. All items that are approved must have cloth or cardboard placed under item for protection. (Clean cloth or cardboard to be provided by user.)
- Please take all garbage cans outside before taking garbage bags out of garbage cans.
- City Auditorium - Please clean and tidy kitchen before leaving the building.
- City Auditorium - Do not move or pull on the shades.
- City Auditorium - Do not place anything on top of the ice machine, microwave, food warmer or refrigerator.
- No open alcoholic bottles, cans or drinks of any kind are allowed outside of building.

I would like to have the following items approved for use during my event (items will sit on top of cloth or cardboard for protection of wood floor).

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CITY OF PINELLAS PARK

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DATE

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USER

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DATE



## **Public Events Insurance Requirements Questionnaire**

Name of Vendor / Organization: \_\_\_\_\_

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

Contact Person Name & Phone Number: \_\_\_\_\_

Name / Type of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Is this an annual event: Yes / No

Location of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Is the vendor / organization incorporated? Yes / No

Is the vendor / organization profit or not for profit? Profit / Not For Profit

How many employees does the vendor / organization employ? \_\_\_\_\_

Will the vendor / organization drive motor vehicles onto City property? Yes / No

Will there be alcohol sold at this event? Yes / No

Will there be food or non alcoholic beverages sold at this event? Yes / No

Will there be any amusement rides at this event? Yes / No

Will there be fireworks at this event? Yes / No

Will there be inflatables / bounce houses at this event? Yes / No

Will there be animals at this event such as horses, dogs, etc.?  
If yes, type \_\_\_\_\_

Will there be entertainment at this event such as musicians? Yes / No

If yes, type (i.e. country / rock): \_\_\_\_\_

Is this an organized sports event? Yes / No

If yes, type of sport: \_\_\_\_\_

Is Vendor / Organization covered by an insurance policy? Yes / No

Event Sponsors / Promoters: Yes / No

\_\_\_\_\_  
Name of Sponsor / Promoter

\_\_\_\_\_  
Contact Person Name & Phone Number

\_\_\_\_\_  
Name of Sponsor / Promoter

\_\_\_\_\_  
Contact Person Name & Phone Number

*Forward a completed questionnaire to the Risk Management Division to obtain an insurance specifications package.*