



TOWN OF GOLDEN BEACH **EVENT PERMIT APPLICATION**

Check#
Check#

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 **15** people.

User Fees: Beach Pavilion 0-50 ppl \$1000.00, 51-100 ppl \$2500.00 Tweddle Park/North/South Park \$250.00

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

Items REQUIRED for approval of events based on event location:

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

Event Date: _____ **Set Up Time (Max 2 hours) :** _____

Event Time Start & End (Max 4 hours): _____

Type of Event/Who For: _____

Resident Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Resident MUST be present during the event! No exceptions!

Number of Guests (Max 100): _____

I understand I am required to hire an extra-duty officer(s) at \$60/hr with a 4-hour minimum for events with 30 people or more, see chart 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 - FACILITY USAGE HOLD HARMLESS AGREEMENT
(ARTICLES 1 - 13, 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 approval until confirmed 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 the maximum rental time is **6 hours** for any event with **2 hours** for set up and **4 hours** for the event. Events Monday-Thursday cannot exceed 10:00PM. Events Friday and Saturday cannot exceed 11:00PM. _____ (Initial)
4. 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.
_____ (Signature)
5. I understand that this permit **must be submitted at least 2 weeks(14 days)** prior to my event and that it **will not be accepted until all fees and completed documentation have been submitted** relating to the the permit (i.e. floor plan, parking plan, proof of insurances, off-duty form, user fee, security deposit) _____ (Initial)
6. I understand that **I am responsible for cleanup after my event**. An inspection will be conducted before and after the event. Any damage or cleaning costs will be deducted from my 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)
7. 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)
8. I understand that if I **exceed the number of guests** reported on this permit, **my event may be shut down and I will forfeit my deposit**. _____ (Initial)
9. 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)
10. 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 and the forfeiture of my deposit. _____ (Initial)
11. *****FOR BEACH PAVILION EVENTS ONLY:** Sunday events are limited to one (1) per month at the Town Manager's discretion. Documentation explaining the reasoning will be required. _____ (Initial)
12. *****FOR BEACH PAVILION EVENTS ONLY:** **No large-scale setups or elaborate decorations are allowed.** The use of large-scale play equipment i.e. bounce houses is **prohibited** to use. _____ (Initial)

13. **FOR BEACH PAVILION EVENTS ONLY:** For events with swimming and 20+ guests, I must hire an **additional** lifeguard at the rate of \$50.00/hour for a minimum of 4 hours. If the event exceeds the on-duty lifeguard's regular scheduled hours I must hire that lifeguard at \$50/hour for a minimum of 4 hours. _____
(Initial)

Signed: _____ Date: _____
(Applicant/Resident)

**APPLICANTS MUST COMPLY WITH ALL TOWN POLICIES AND ADMINISTRATIVE RULES FOR
THE USE OF THE TOWN'S FACILITIES.**

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



Town of Golden Beach Acknowledgement of Noise Ordinance

The undersigned hereby acknowledges the restrictions imposed by the Town of Golden Beach regarding music played during events at Town facilities.

As it relates to noise, deejays may only use a maximum of two (2) speakers and volume must be kept at a reasonable level. No air horns, bullhorns, fireworks or similar noisemaking devices are allowed.

Disregarding of these restrictions will result in the forfeiture of your security deposit.

Please refer to Town of Golden Beach Code of Ordinances: Sections 14-76; 14-78; 14-79; 14-80

Date Signed. _____
Resident, _____

Vendor (Deejay), _____

Address/Phone Number _____



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_____

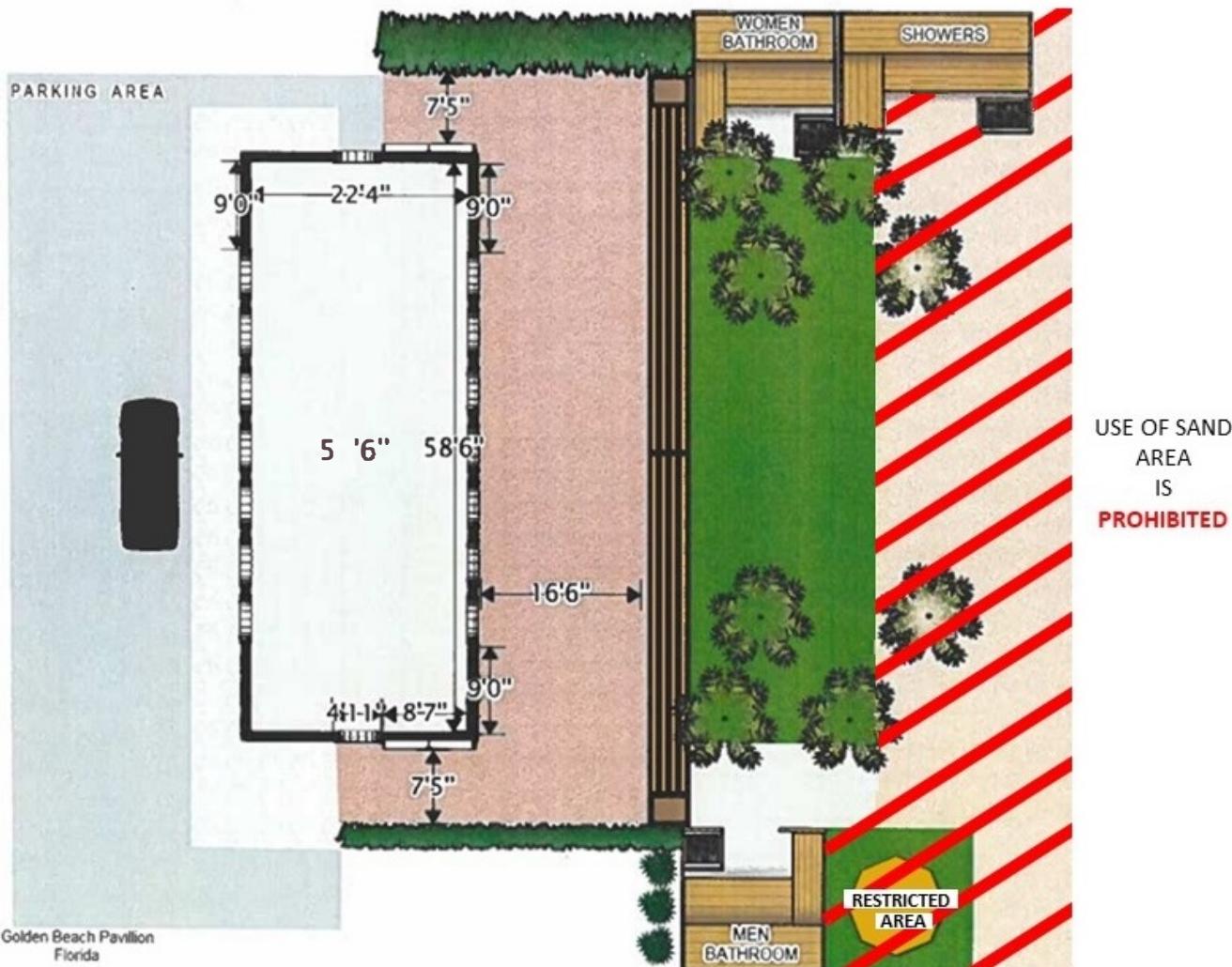
5_____

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.



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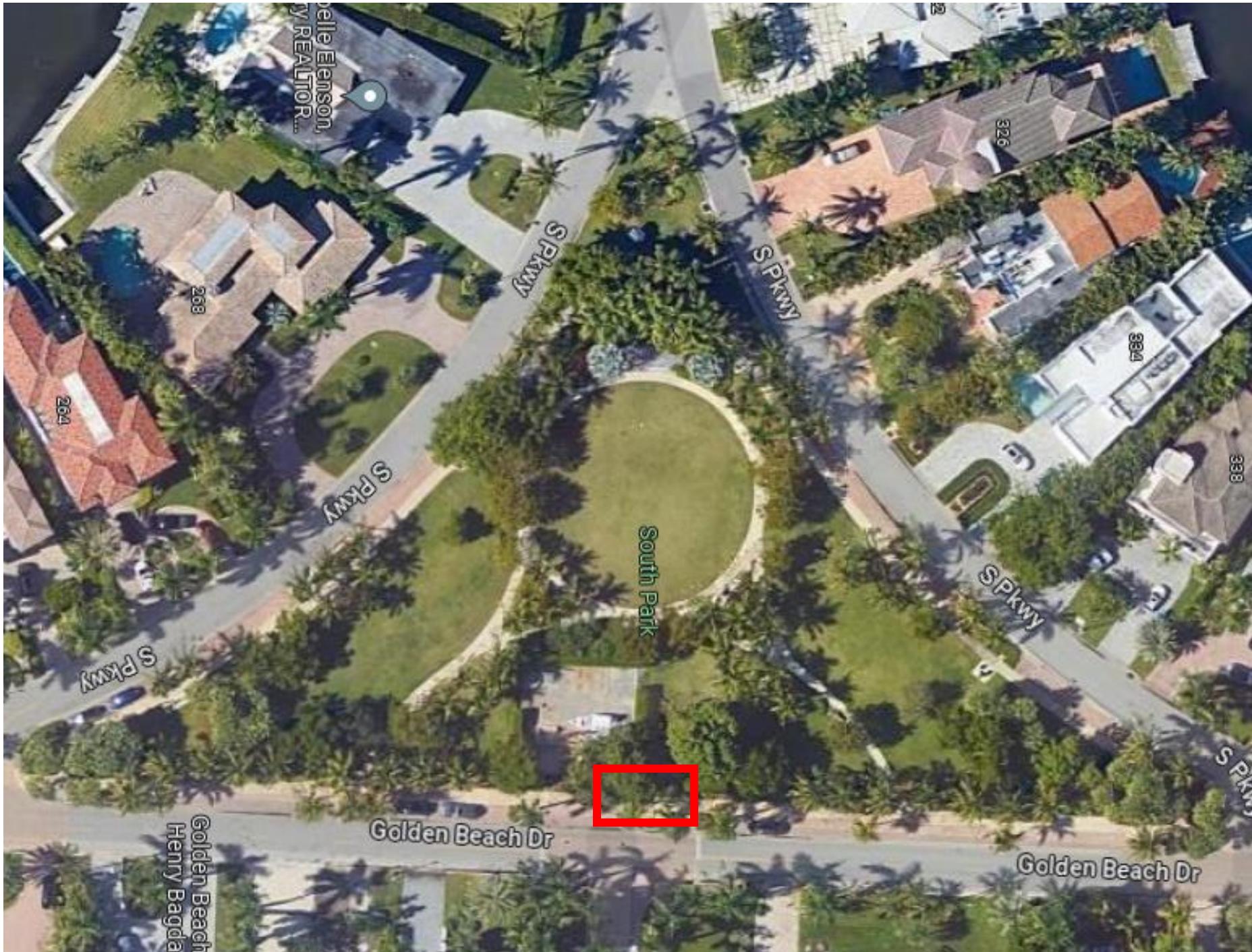
36ft

72ft

SOUTH PARK



DESIGNATED
AREA FOR
PORTA POTTY

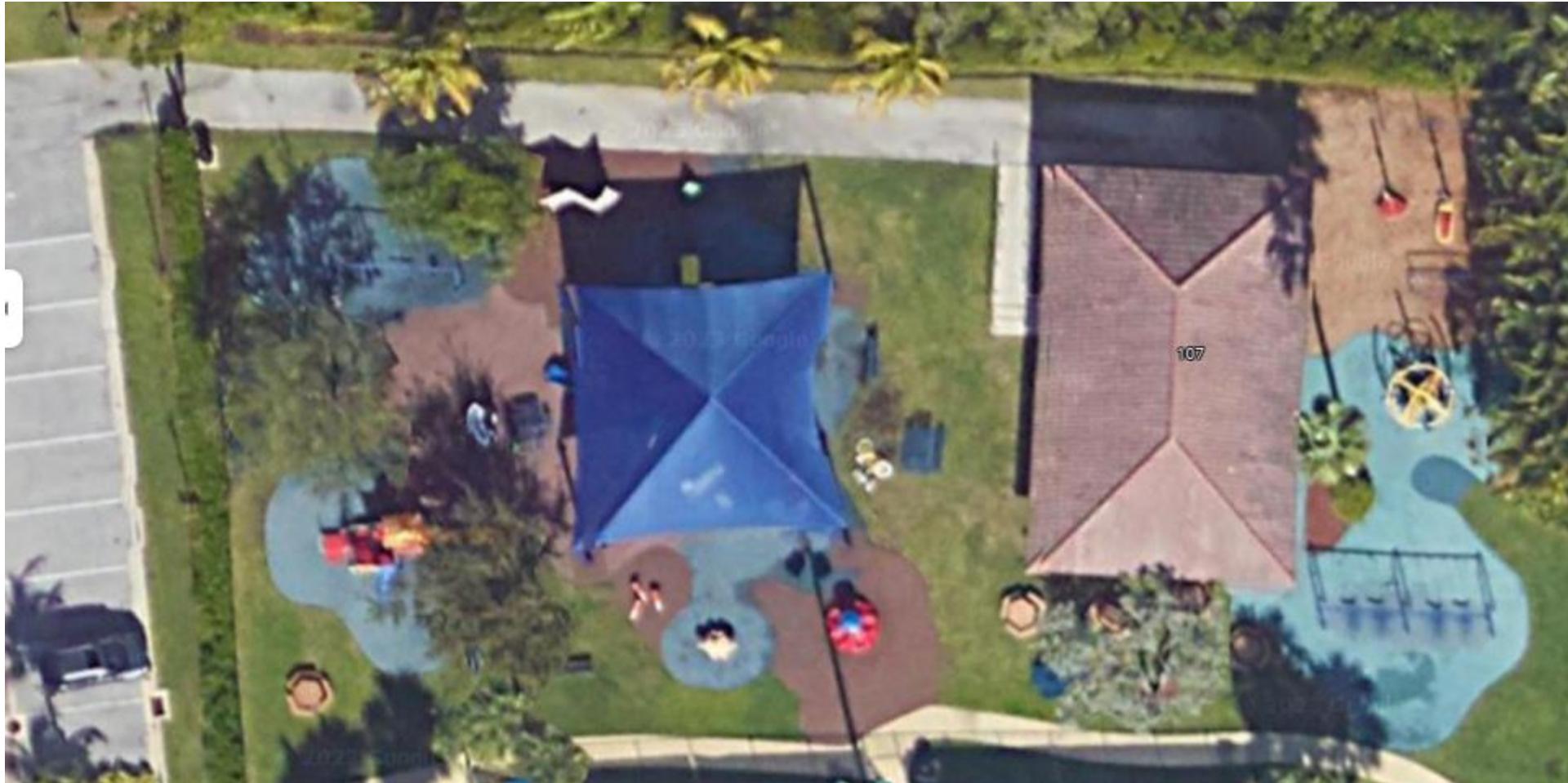


NORTH PARK

 DESIGNATED
AREA FOR
PORTA POTTY



TWEDDLE PARK



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