

POINTE WEST
1999 Pointe West Drive
Vero Beach, FL 32966
(772) 794-9912

REQUEST FOR USE OF HERITAGE PARK PAVILION

Rental of the Pavilion is restricted to the grassy area immediately surrounding the Pavilion.

Location: **HERITAGE PARK**

Event: _____ Day & Date: _____

Total Requested Time: _____ - _____ (from set-up/event to clean-up/departure)

Estimated Number of People attending _____

Name: _____ Home Phone: _____

Daytime Phone: _____ Cell Phone: _____

Address: _____ Zip: _____

Will electricity be needed? _____ Will lights be needed? _____ (There is a \$50.00 Light Key Deposit required. Light key is available at the address above. Please make arrangements.)

Other Requests: _____

Amount paid: _____ Date: _____ Approved By: _____

1. **Permits must be approved by Director or Representative before issuance.**
2. **Permits for Groups composed of minors will be issued only to adults who accept responsibility of supervision throughout the period covered by this permit.**
3. **No tickets are to be sold at the Park and no admission charges made except expressly authorized and approved on this permit.**
4. **Use of vendors must be expressly approved and authorized on this permit.**
5. **No group shall conduct any activity causing extra work for maintenance crew unless a previous agreement has been made to pay for such extra work.**
6. **NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO THE AREA WITHOUT APPROVAL!!**
7. **Gambling of any form is not allowed in the area.**
8. **Activities shall cease by 10:00p.m. unless otherwise stated on this permit.**
9. **Permittee is solely responsible and answerable in damages for any and all accidents or injuries to persons or property resulting from his/her use of the Park.**
10. **No amenities without prior approval.**

Waiver and Indemnification of Liability for use of rented facilities or equipment owned by POINTE WEST

I UNDERSTAND THAT THE USE OF THE RENTED FACILITY OR EQUIPMENT ENTAILS CERTAIN RISKS AND HAZARDS. Further, I agree that any injuries that I, my family, friends, or other guests may suffer as a result of the use of it, are my legal responsibility. Therefore, I waive my right to sue, or otherwise hold any of the following persons responsible for, any resulting injury: 1) POINTE WEST OF VERO BEACH, LTD, 2) any of its employees, and 3) any persons volunteering on Pointe West behalf. In addition I indemnify the above from injuries that I or any of my guests receive from the use of the rented facility and/or equipment, and to this Waiver and Indemnification. My signature below means that I have read, understand, and agree to this Waiver and Indemnification.

I agree to all aforementioned items and non-compliance with any will suspend my privileges with Pointe West.

Signature: _____ Date: _____

This is your permit.* Please have it with you during your use of the Pavilion.

POINTE WEST HERITAGE PARK PAVILION FEES

ALL MONIES MUST BE PAID WITHIN TWO (2) WEEKS OF BOOKING DATE. YOUR RENTAL IS GUARANTEED WHEN REGISTRATION FORMS ARE APPROVED AND FEES HAVE BEEN PAID. PAVILION RENTALS ARE SUBJECT TO A \$20.00 PLUS TAX CANCELLATION FEE.
PLEASE MAKE CHECKS PAYABLE TO: **POINTE WEST OF VERO BEACH, LTD.**

Heritage Park Pavilion Information

Heritage Park Pavilion rental does not include exclusive use of the park area. An additional form and specific approval by Pointe West Event Manager is required. Diameters are 25 feet for the Pavilion. The Pavilion has ceiling lighting, ideal for more formal occasions such as weddings, banquets, luncheons, awards, etc. Table seating can accommodate 75 to 100 people comfortably. Chapel seating rows with center isles can accommodate 150 comfortably. Reserved signs will be placed at the Pavilion the day of your event.

Heritage Park Pavilion Fees

(Please add 7% sales tax to all rental fees or submit current copy of tax exemption certificate.)

Pointe West Resident/Club Member/Non-Profit Entity

\$60.00 for the first hour
\$10.00 per hour thereafter
Holiday – add \$20.00

All Others

\$100.00 for the first hour
\$10.00 per hour thereafter
Holiday – add \$50.00

\$300 Cleaning Deposit is required and will be returned after the event if area has been returned to its original state.

\$50.00 Restroom Key Deposit required for events lasting past dusk or 7:00 p.m.

\$100.00 Damage Deposit required for out of county residents.

POINTE WEST
HERITAGE PARK PAVILION GENERAL INFORMATION

ELECTRICITY & LIGHTING

There is no charge for electricity used during your rental; however, we do collect a **\$50.00 deposit** for the key that allows access to the lights at the Heritage Park Pavilion. You will be responsible for turning off the lights and locking the covers at the end of your event, and for returning the key for your deposit refund.

DECORATIONS/CLEAN-UP

Decorations may be added, but must be removed before leaving the area. Use of nails and staples is prohibited. Only non-stick painter's tape, plastic "zip-ties", string, ribbon and other mar-less fasteners may be used. You may need to bring additional trash bags or cans for excess trash. Trash may be disposed of in the trash receptacles in the park. Area must be cleaned after the event, or you will lose the cleaning deposit.

TENTS- BY SPECIFIC APPROVAL ONLY

10 x 10 or 12 x 12 feet "pop-up" tents and/or canopies are permitted by specific approval providing the stakes to secure such are *no longer* than 10 inches. Larger tents need above ground (concrete or water-filled) anchors, and those with sides are required to adhere to Indian River County Ordinance related to fire prevention. If staking into the ground, you will be required to obtain approval on the location before erecting the tent.

PARKING

Parking for the Heritage Park Pavilion is provided on street surrounding the park. Overflow parking is permitted in the unimproved parking area to the north of Heritage Park.

REST ROOMS

Restrooms will be open during scheduled event hours.

PROHIBITED

There are no dogs, ponies, or animals of any kind allowed in the parks. Tents and/or canopies larger than 10' x 10' or 12' x 12', bounce-houses and water amusements are prohibited without specific approval.

EMERGENCY CONTACTS

If you encounter any problems during your use of the rented facility, please use the emergency numbers listed on the bottom of your rental form or call _____

ADDITIONAL QUESTIONS

Please call Pointe West at 794-9912. We will be happy to answer any questions you may have.