

The City of Belleview  
5343 SE Abshier Blvd.  
Belleview, FL



Phone: (352) 245 – 7021, Ext. 2119 or 2122  
Email: [facilities@belleviewfl.org](mailto:facilities@belleviewfl.org)  
Web: [www.belleviewfl.org](http://www.belleviewfl.org)

## **LAKE LILLIAN PAVILION RENTAL APPLICATION AND AGREEMENT**

This form, and any required supporting documentation, must be submitted to:

City of Belleview  
Attn: Facilities  
5343 SE Abshier Blvd.  
Belleview, FL 34420

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### **EVENT/RENTER INFORMATION**

Type of Event: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Organization (If applicable): \_\_\_\_\_

Your Name: \_\_\_\_\_

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

Preferred Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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### **LAKE LILLIAN PAVILION RENTAL RULES & STANDARDS OF USE**

- All City parks, including Lake Lillian and the Pavilion, are always open to use by the General Public.
- Designated City functions take preference over any other use of the parks, including facilities/pavilion rentals.
- Pavilion rentals are on a first-come, first serve basis and are **FULL-DAY** rentals.
- You **MUST** reserve the Pavilion formally to ensure use of the pavilions (large or small) for private events.
- Pavilion rental **DOES NOT** provide exclusive use of playgrounds, Splash Pad or outside restroom facilities.
- All fees apply to normal operating hours. Parks are open “dawn to dusk”; therefore, rentals **MUST** end 30 minutes before dusk.
- **DEPOSITS** are due no later than 2 weeks from the date the City accepts your reservation request.
- **RENTAL FEES** must be paid, in full, no later than 10 business days before the event date.
- Deposits and Rental Fees are fully refundable if the event is canceled 15, or more, days before the event date.
- If the rental must be canceled due to weather or other significant, unforeseen reasons, the rental may be rescheduled to a later date or you may receive a refund of deposits/fees paid to date.
- Bounce Houses, slides, water slides and other inflatables, are **NOT** permitted.
- Alcoholic beverages and loud music are prohibited in park and recreation facilities.

- All pets must be on a leash and are not allowed within the playground and/or Splash Pad. Pet owners are responsible for picking up and disposing of any pet waste.
- Pavilions are checked after each rental and must be left in “as was or better” condition than at the start of the rental period. Please note: Confetti and glitter are **PROHIBITED** at all rental locations. Should either be found to be used the deposit will be forfeited.
- Decorations, trash, food, etc. must be cleaned up and properly disposed of at the end of the rental period. Improper cleaning will result in the deposit being forfeited.
- Additional charges may be added for damages to the Pavilion, and associated items including, but not limited to, picnic tables, that are not deemed by the City as “normal wear”. Charges will be charged to the Renter at replacement cost. Should any damage be noticed before, or during, the event, the Renter should notify City staff immediately.
- Individuals, and groups, using this space shall abide by all local, state, and federal ordinances, laws and statutes. Violations may include forfeiture of deposit, prosecution, and prevention of future use of City of Belleview facilities.
- Sufficient adult supervision shall be provided by the individual or organization sponsoring the event.

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#### **RENTAL DEPOSIT, FEES AND PAYMENTS**

##### **Large Pavilion Fees**

Deposit: \$50.00

Non-Resident Fee: \$50.00

##### **Small Pavilion Fees**

Deposit: \$30.00

Non-Resident Fee: \$30.00

Residents and Non-Profit Organizations may use the facilities at no charge. Fees are determined based on proof of residency within Belleview City limits. A Belleview address does not indicate a Belleview residency. Non-Profit organizations must provide a copy of proof of their non-profit status.

A deposit is required for **ALL** reservations, and must be made before the reservation will be approved on the calendar. Deposits may be refundable after final inspection pursuant to above stated rules and standards of use.

Deposits/Rental Fees may be paid with Cash, Check, Credit/Debit. Checks should be made payable to: City of Belleview. A 2% processing fee will be assessed on all credit/debit card transactions.

**Pay by Mail:** City of Belleview, ATTN: Facilities, 5343 SE Abshier Blvd., Belleview, FL 34420

**Pay by Phone:** Monday – Thursday, 7:00am – 6:00pm at (352) 245-7021, ext. 2101 or 2102

**Pay in Person:** Monday – Thursday, 7:00am – 6:00pm, City Hall, 5343 SE Abshier Blvd., Belleview, FL 34420.

## **APPLICANT AGREEMENT AND SIGNATURE**

Please check the boxes and sign below to indicate that you have read, understand and agree to comply with all information within this document.

- I (we), hereby release the City of Belleview, and its employees, from any responsibility, whatsoever, for any personal injuries, damages, use of photographs, or loss of equipment from, and/or, arising out of such use of the City of Belleview parks and/or pavilions.
- I (we), specifically agree to this release and hold harmless to any and all claims arising out of consumption or use of ALCOHOLIC BEVERAGES.
- I (we), have further read the policies and rules governing the use of the pavilion and agree that we will abide by all rules and polices established for the pavilion's use.
- I (we), agree that our group will leave the pavilion/park in good condition. It is also understood that all setting up of equipment, taking down and cleaning will be our group's responsibility before leaving the pavilion/park, unless other arrangements have been previously agreed upon with the City of Belleview.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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## **FOR OFFICE USE ONLY**

Application Status: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Date of Event: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

City Residency Verification: \_\_\_\_\_ Yes \_\_\_\_\_ No

Non-Profit Verification: \_\_\_\_\_ Yes \_\_\_\_\_ No

Deposit Amount/Date Paid: \_\_\_\_\_

Rental Fee Amount/Date Paid: \_\_\_\_\_

Processed By: \_\_\_\_\_

Notes: \_\_\_\_\_

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