



# Indian Trail Improvement District Neighborhood Park System



(561) 793-0874, 13476 61<sup>st</sup> Street North, WPB, FL 33412  
Dial 911 for Emergencies

Office Only: Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_ Director of Parks Approved: Yes  No  Date: \_\_\_\_\_

## Special Event Application/Permit

**Facility Information:** Failure to disclose any information related to your event may result in non-issuance of a permit

Park Requested: <input type="checkbox"/> Hoefl <input type="checkbox"/> Community <input type="checkbox"/> Citrus Grove <input type="checkbox"/> Hamlin <input type="checkbox"/> Kidscape <input type="checkbox"/> Temple <input type="checkbox"/> Downers <input type="checkbox"/> Sycamore	
Park Area Requested: <input type="checkbox"/> Pavilion <input type="checkbox"/> Multipurpose Field <input type="checkbox"/> Baseball Field <input type="checkbox"/> Parking Lot <input type="checkbox"/> Large Ring <input type="checkbox"/> Small Ring	
Date	Day

### User Information:

Group Name		
Mailing Address:		
City:	State	Zip
Responsible Person Attending Event:		
Phone H	W	Mobile
Additional Responsible Person Attending Event:		
Phone H	W	Mobile

### Function Information:

Purpose:	Number Attending Event:
Event Time:	Set Up Time
Will the event be <input type="checkbox"/> open to the Public <input type="checkbox"/> just for members of the group	
Will the event be Advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No How: <input type="checkbox"/> Newspaper <input type="checkbox"/> Flyers to Schools <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> Other	
Check all that will apply to your event: <input type="checkbox"/> tent/canopy's <input type="checkbox"/> amplified music <input type="checkbox"/> admission charged <input type="checkbox"/> donations accepted <input type="checkbox"/> carnival games <input type="checkbox"/> pony rides (only permitted at Hamlin Park) <input type="checkbox"/> overnight storage <input type="checkbox"/> food cooked/served <input type="checkbox"/> hired vendors/concessionaires	

### Read and Initial Agreement to the Following Conditions:

- \_\_\_ I understand that alcoholic beverages are not permitted in parks and will not allow participants in my group to possess them.
- \_\_\_ I understand that my group is responsible for trash pick up and the removal of any items brought into the park and ITID will retain my deposit check if the area of my event is not free trash and items brought t by my group.
- \_\_\_ I understand that my group has been permitted for use of a specific area during a specific time frame and that I cannot restrict other persons from using other portions of the park. Admission cannot be charged to park.
- \_\_\_ I understand that ITID is not responsible for the safety and security of persons attending or items brought into the park for the event.
- \_\_\_ I understand that water, electric and staff assistance is not guaranteed at the site by ITID.
- \_\_\_ I understand that insurance covering the event, my group and its activities is required and that all vendors/concessionaires must provide proof of insurance prior to the event.
- \_\_\_ I understand that if ITID determines that the event requires staff to be present, we will be charged for the staff time at the established BOS approved rate.

The above named group & I, the undersigned, on behalf of said group, agree to indemnify, defend & save harmless the Indian Trail Improvement District, its staff, Board of Supervisors from any & all injuries (including death), property damage & other claims, Liabilities, losses & causes of action arising out of any negligent act of omission by me of any person associated with said group during the permitted period & use of park facilities. By my signature, said group & I will comply with all park rules & regulations, local/state/federal laws & ordinances in regard to this permit. I understand that I, as applicant, am responsible for the actions of those associated with my group & non-compliance in any way may result in loss of security deposit & subsequent permits.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee: Half day - \$75.00 Full day - \$150.00 \$50.00 Deposit (refundable)  
Separate Checks must be written for fees, deposits and each permit. Fees due when reservation is made.

do not write below this line - office only

Total Fees Paid: \_\_\_\_\_ cash/check # \_\_\_\_\_ Total Deposit Paid: \_\_\_\_\_ cash/check \_\_\_\_\_  
Accepted By: \_\_\_\_\_ date \_\_\_\_\_ Deposit returned by: \_\_\_\_\_ date \_\_\_\_\_

### Cancellation:

- Fees other than deposits will not be returned if the permit holder cancels less than 7 days prior to the event. The permit holder will be given the opportunity to re-schedule to an available date within the next 90 days.
- Events canceled by the District will receive a complete refund.
- The District reserves the right to cancel any permit for safety, maintenance or weather-related reasons.
- The District reserves the right to cancel any permit for failure to meet permit process guidelines, failure to disclose information, and/or for events that will have a negative impact on the District.

### Permit Deposits:

- Failure to comply with all of the exit requirements (including cleaning and trash disposal) will result in a loss of the deposit. Work performed by District staff or District contractors to the park as a result of the group's use will be billed at prevailing costs. Should costs exceed the deposit amount; a bill will be presented to the permit holder for payment.
- Deposits will be accepted in the form of a check or cash.
- If a full deposit refund is due to the permit holder, a check will be issued to if cash was deposited. Otherwise the deposit check will be returned by the Accounting office.
- If a partial deposit refund is due to the permit holder, a check will be issued after the check/cash has been deposited.
- 4-6 weeks must be allowed for the process of issuing District checks.
- Key deposits will be returned only if the key issued is returned within 5 days of the event.

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white - office yellow - accounting pink - parks gold - applicant