

Park Permit Only - No Reservation	
Reservation	

TALLAHASSEE PARKS, RECREATION & NEIGHBORHOOD AFFAIRS DEPARTMENT PARK PERMIT APPLICATION

Tallahassee Parks, Recreation & Neighborhood Affairs Department park sites are available for use by individuals, families, organizations, and companies, when not in use for Parks, Recreation & Neighborhood Affairs Department organized activities, by following the park permit application guidelines. Park Permit Applications for any Parks, Recreation & Neighborhood Affairs Department park site must be made not less than **15 working days** in advance, in person, by mail or by fax (891-3850) at the 912 Myers Park Drive business office. **No phone applications will be accepted.** All applications are taken on a first come-first serve basis. No refunds will be given due to weather conditions. All other refund requests must be made at least seven business days prior to the reservation date. If any problems arise on site, please call TPD at 891-4200.

Date Submitted			
Requested By: (Name of individual or Organization)			
Address:		City/State:	Zip:
Phone	Home:	Work:	Cell:
Email Address			
Facility Requested	Park Name (Plus location within park)		
Date of Event			
Time of Event	Beginning Time	End Time	
Type of Event - Be specific and include details of activities that will occur)			
Number of Participants (Include spectators)		Is this event open to the public? Yes No	
Additional Comments (Do you require any additional accommodations? i.e. electric, water) If electricity has to be turned on, there is at least a minimum charge of \$35.			

INDEMNIFICATION: User agrees to indemnify fully and save and hold harmless the City of Tallahassee, its officers, employees and agents, against all damages, claims, liabilities and causes of action of every kind and nature, to the extent they are caused by the conduct of the user, its visitors, agents of employees. City shall give users prompt and reasonable notice of any such claims or actions and user shall have the right to investigate, compromise and defend the same to the extent of sponsor's own interest.

WAIVER OF CLAIMS: City and its agents, employees and contractors shall not be liable for, and user hereby releases all claims for damage to or loss of personal property sustained by user or any person claiming through user resulting from any fire, accident, occurrence, theft or condition in or upon the City premises/facility or which they shall be a part of, or if adjoining or contiguous property or buildings, provided same are not due to negligence of City, its agents, or employees.

I understand that I must abide by the Regulations as set forth in City of Tallahassee Ordinance #88-0-0167 and the Guidelines of The Tallahassee Parks, Recreation & Neighborhood Affairs Department.

Printed Name of User	Date
Signature of User	

Date Received	Reviewed by Athletic/Other:			
Referred to Special Events	Yes	No	Fee Required?	Yes No
Approved	Yes	No	Amount Paid	Date
Approved By	Receipt #		Check #	
			Visa/MC #	
			Cash	



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Although permits are not normally required for groups of less than 20, it is recommended that the Parks, Recreation & Neighborhood Affairs Department be notified of such usage. For groups larger than 20, a permit is issued and a fee may be assessed. Permits do not guarantee exclusive use except for sites where fee based reservations apply. Park usage for special events, festivals or commercial purposes may require additional fees, park-use agreements and other special permits.

RULES AND REGULATIONS

1	All regulations set forth in City Ordinance #15-O-12AA apply.
2	The Tallahassee Parks, Recreation & Neighborhood Affairs Department has the authority to determine the appropriateness of the site based on the requested activity. Tallahassee Parks, Recreation & Neighborhood Affairs Department programs and activities scheduled in a park take priority over park permit requests.
3	Groups using the sites are responsible for cleaning of the site and will be responsible for damages incurred as a result of the event.
4	Alcoholic beverages are not permitted in City parks except as noted in City's Alcohol Policy.
5	Amplified music/sound systems must be kept to a reasonable level in accord with the City of Tallahassee Ordinance #15-O-12AA.
6	No fires allowed except in grills. Cooking must be confined to park grills or appropriate portable grills.
7	Food vendors and concessionaires in a park must be approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department and be properly permitted by the City of Tallahassee and Leon County Health Department.
8	Tents/canopies may be erected in certain park sites as designated and approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department. A tent permit application is required only if proposed tent/tarp/canopy is in excess of 900 square feet.
9	Other special facility arrangements must be approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department.
10	All fund raising events must be conducted by a bona-fide charitable organization. Verification of the organizations' status must accompany the park permit and be approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department prior to the group's promotion of the event by invitations, tickets, flyers, or posters.
11	Bounce houses/inflatables, water slides, kiddie pools, train rides, pony rides, etc. are not allowed at any events permitted through the park permit application process.

FEE SCHEDULE: (Fees apply to these locations only. Additional fees may be required at other locations, based upon review of your request.) Payment is acceptable via cash, check made payable to City of Tallahassee or by VISA/MASTERCARD. Fees are per time block and include tax. Capacity is approximate.

Facility	Location	Capacity	Cost	Times	Facility	Location	Capacity	Cost	Times
TOM BROWN PARK:	Site #13 (Largest Pavilion)	80-100 people	\$140.00	Sunrise - 2:00pm	TOM BROWN PARK:	Centennial Rotary Playground Site# 7A	20 people	\$70.00	9am- 12pm
				2:00pm - Sunset					12pm-3pm
									3pm-6pm
TOM BROWN PARK	Lake Leon Site #2	40 people	\$105.00	9am-12pm	TOM BROWN PARK:	Centennial Rotary Playground Site #8A	40 people	\$105.00	9am- 12pm
				12pm-3pm					12pm-3pm
				3pm-6pm					3pm-6pm
OPTIMIST PARK:	Clubhouse	50 people	\$35.00 per hour, plus \$50 refundable deposit	8am-10pm					

Please note that if the facility is reserved during the preceding time block you will not be able to access the facility for setup prior to the start of your reserved time. You must clean up and vacate the facility by the end of your reserved time to allow for the next group's reservation to start on time. Please contact the Parks, Recreation & Neighborhood Affairs Department at 891-3866 for more information. Taxes can only be waived with proof of Certificate of Exemption from the Department of Revenue. Additional fees may be required at other locations, based upon review of your request.