

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: (Specify Individual/Group/ Organization)	
Address: (Street/City/State/Zip Code)	
Telephone: (Home/Work/Cell/Fax)	
E-mail Address:	
Facility Requested: (Please specify park and exact location within park)	
Date and Time of Event:	
Type of Event: (Be specific and include details of activities that will occur)	
Number of Participants (Include spectators)	
Is the Event Open to the Public?	
Additional Comments: (Other than use of the facility as is, do you require any additional accommodations? i.e. electric, water)	

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.

SIGNATURE OF USER

DATE

Date Received: _____ Referred to Special Events: _____ Date: _____ Approved: Yes _____ No _____ Approved By: _____	Reviewed by Athletic/Other: _____ Fee Required: Yes _____ No _____ Amount Paid: _____ Date: _____ Receipt #: _____ Check/Cash: _____
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PARK PERMIT APPLICATION GUIDELINES AND FEE SCHEDULE

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.

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 #88-0-0167 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 #88-0-0167.
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 (with sides) is in excess of 200 square feet (10 x 20) or canopy is in excess of 400 square feet (20 x 20).
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.

FEE SCHEDULE: (Fees apply to these locations only. Additional fees may be required at other locations, based upon review of your request.)
Payment is to be made payable to The City of Tallahassee.

TOM BROWN PARK: \$133.50 (includes tax) per time block
 Site #13 (Largest Pavilion) Sunrise-2:00 pm
 Holds 80-100 people 2:00 pm to Sunset

TOM BROWN PARK: \$67.00 (includes tax) per time block
 Playground Site # 7A 9:00 am – 12:00 noon
 (Pavilion at Rotary Playground) 12:00 noon – 3:00 pm
 Holds approximately 20 people 3:00 pm – 6:00 pm

TOM BROWN PARK \$100.00 (includes tax) per time block
 Playground Site #8A 9:00 am – 12:00 noon
 (near Rotary Playground) 12:00 noon – 3:00 pm
 Holds approximately 40 people 3:00 pm – 6:00 pm

OPTIMIST PARK: \$50.00 refundable deposit
 Use of Building (Capacity 163) \$31.50 (includes tax) per hour (8:00 am – 10:00 pm)

Please note that if the facility is reserved during the preceding time block you will not be able to access the facility for set up 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.