

Village of Tequesta Parks & Recreation Department  
399 Seabrook Road, Tequesta, FL 33469

Constitution Park Pavilion/Gazebo Reservation Policy

*(PLEASE INITIAL LINES BELOW 1 THROUGH 20.)*

Rental Policy

1. **NO PARK/PAVILION USE FOR ORGANIZED GROUPS (I.E. MOM'S GROUPS, BIRTHDAY PARTIES, SCHOOL/CAMP GROUPS) WITHOUT A RESERVATION.**
2. No reservations larger than 30 people, including children and adults, for the large pavilion.
3. No reservations larger than 15 people, including children and adults, for the gazebo or small pavilion.
4. No party set-up before 9:00 am or 2:00 pm on weekdays or before 11:00 am on weekends.
5. Proof of Village of Tequesta residency is required. (Being a Tequesta resident associated with a non-resident group or school does not exempt the group or school from non-resident pricing.)
6. Reservations must be made at least 10 business days in advance, but cannot be made more than 45 days in advance. The completed reservation form and payment must be submitted together.
7. All equipment must be hand carried onto the park from the recreation center parking lot. Cars and trucks are prohibited on park grounds, or damages will be accessed.
8. Bounce houses require the necessary insurance and must list the Village of Tequesta as a second insurer. Proof of insurance is required prior to the reservation date. Bounce houses are allowed only in the designated gazebo area. **The size of bounce house may be no larger than 15'x15'.**
9. Do not attach any items to trees or park property. (No nails, tape, staples, etc.)
10. **All signs, excess trash, etc. must be removed at event conclusion.**
11. Do not leave any bags or containers of trash on park grounds or tables. Put all trash in dumpster located in the parking lot.
12. No objects should be inserted below ground level.
13. Tents and/or canopies are allowed only with prior Village approval.
14. No grills are allowed in the park.
15. No animals are allowed in the park (i.e., pony rides).

16. No alcohol or beer is permitted in the park.
17. No glass containers are permitted in the park.
18. No amplifiers or dj's are permitted in the park.
19. The individual hosting the park reservation is responsible for the conduct of the group and any damages the group makes to the park. A damage fee will be assessed if repairs are needed.
20. All park rules and regulations must be followed at all times.

#### SPECIAL NOTE

If your event results in additional costs to the Village of Tequesta due to property damage, non-routine maintenance, additional need for crowd control, etc., the person hosting the activity will be billed for additional services.

#### VENDORS

ALL VENDORS MUST MEET APPLICABLE COUNTY HEALTH DEPARTMENT AND OCCUPATIONAL LICENSE REQUIREMENTS AND PROVIDE PROOF OF GENERAL LIABILITY INSURANCE COVERAGE.

#### INSURANCE INDEMNIFICATION

“The permittee shall indemnify, defend and save harmless Village of Tequesta from all injuries (including death), property damage and other claims, liabilities, losses and causes of action arising out of or resulting from this agreement or arising from permittee’s use of the property or the use of said property by any person acting under the authority of permittee or participants and/or spectators in connection with the permittee’s activities in and on the site.”

(( **SPECIAL NOTE:** This permit is subject to cancellation by The Village of Tequesta.

- **PLEASE NOTE:** A verbal reservation is valid for 5 business days, pending receipt of completed application, payment and any required documentation, including certificates and licenses. If the application is not received and payment is not made within 5 business days of the verbal reservation, the reservation will be void. *(If you cancel/reschedule within 30 days of the original date, an alternate date may be arranged based upon availability. However, NO REFUNDS will be given.)*
- **Fees may not be refunded for reasons including, but not limited to cancellation, rescheduling and/or inclement weather conditions.**
- If your function results in additional costs to the Village of Tequesta due to property damage, non-routine maintenance, additional need for crowd control, etc., additional costs will be incurred by the individual/group hosting the function.
- **Recurring Meetings:** No person, group or organization will be permitted to reserve any park facility more than four times in any calendar year and no more than once per calendar quarter (Jan-Mar; Apr-Jun; Jul-Sep; Oct-Dec). Nor shall any person’s, group’s or organization’s individual reservation extend beyond one day.

## How to Reserve Constitution Park

### In person:

Tequesta Recreation Center  
399 Seabrook Road  
Tequesta, FL 33469  
Monday--Friday  
8:00--5:00 PM

### On the VOT Website\*:

[www.tequesta.org](http://www.tequesta.org)

- 1) Go to Departments
- 2) Parks and Recreation
- 3) Village Parks and Facilities
- 4) Constitution Park Pavilion
- 5) Download and Print Form

*\*Reservation is not confirmed  
until payment is received.*

## Constitution Park Reservation Fee Schedule

### Week Day Fees (Monday through Friday)

FEE SCHEDULE	VOT RESIDENT FEE	NON-RESIDENT FEE	TAX EXEMPT <i>(Certificate Required)</i>
Monday--Friday 9:00 am--1:00 pm 2:00 pm--6:00 pm	Call for pricing (561) 768-0476	<b>Large Pavilion</b> \$112.50+7% Sales Tax <b>\$120.37</b>	<b>\$112.50</b>
Monday--Friday 9:00 am--1:00 pm 2:00 pm--6:00 pm	Call for pricing (561)768-0476	<b>Gazebo/Small Pavilion</b> \$56.25 + 7% Sales Tax <b>\$60.18</b>	<b>\$56.25</b>

### Weekend Fees (Saturday and Sunday)

FEE SCHEDULE	VOT RESIDENT FEE	NON-RESIDENT FEE	TAX EXEMPT
11:00 AM-- 4:00 PM	Call for pricing (561) 768-0476	<b>Large Pavilion</b> \$225.00+7% Sales Tax <b>\$240.75</b>	<b>\$225.00</b>
11:00 AM-- 4:00 PM	Call for pricing (561) 768-0476	<b>Gazebo/Small Pavilion</b> \$112.50+7% Sales Tax <b>\$120.37</b>	<b>\$112.50</b>

<p><b>((SPECIAL NOTE: Proof of residency is required upon registering. Proof of residency is a driver's license or water bill.</b></p>
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***Cash or Check ONLY is accepted.***

Please make all checks payable to the "VILLAGE OF TEQUESTA".

**Constitution Park Pavilion Request Form**

**(THIS FORM NEEDS TO BE FILLED OUT COMPLETELY)**

Individual Hosting the Event: \_\_\_\_\_

Phone # (Home): \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

What type of activity? \_\_\_\_\_

Event Day and Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Number of persons expected: \_\_\_\_\_

**(No more than 30 people for the large pavilion and 15 people for the gazebo/small pavilion, including both children and adults.)**

**STATEMENT OF LIABILITY**

I understand the organization, agency, or individual requesting this facility shall be responsible for any damage or loss that may occur and will pay the Village of Tequesta the full replacement or repair value, or the cost of labor and vehicles if clean up work must be done by the Village of Tequesta.

**GENERAL RELEASE**

Assumption of Risk: The undersigned in consideration for the Village of Tequesta Parks & Recreation Department providing facilities, equipment, instruction and supervision at this facility for which he/she has requested, does thereby:

1. Assume all risks and responsibility of damage or injury involved through rental and use of this facility.
2. Agree to indemnify, defend, and hold harmless the Village of Tequesta, its officers, employees, agents and representatives, from any claim or suit for damages resulting from rental or use of this facility in accordance with the terms described in this agreement.
3. Agree to all terms & conditions.

***NAME & SIGNATURE OF PERSON HOSTING THE EVENT:*** \_\_\_\_\_ **DATE:** \_\_\_\_\_

***Below to be filled out by Village of Tequesta Parks & Recreation Dept Personnel***

Staff Confirmation: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received: \_\_\_\_\_ Date: \_\_\_\_\_