



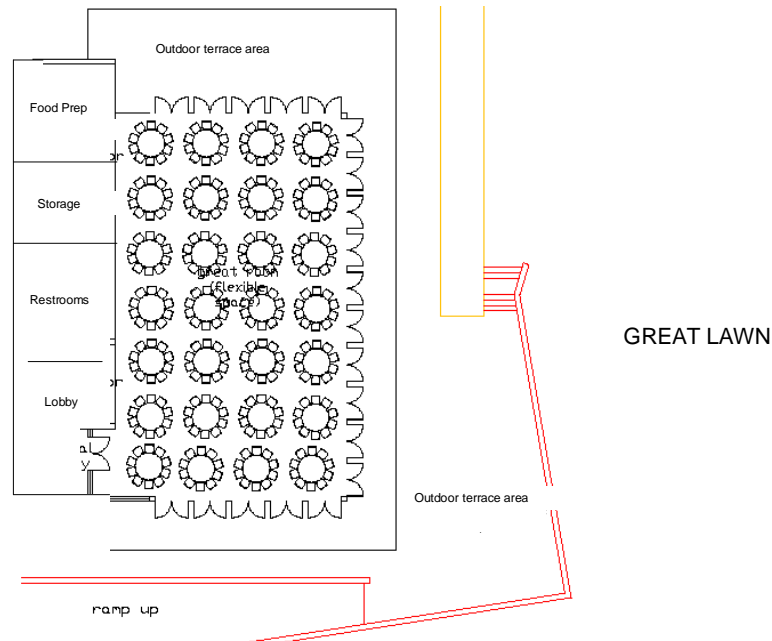
Lake Pavilion Rental Rules & Regulations

The Lake Pavilion located at 101 South Flagler Drive in downtown West Palm Beach is part of the City Commons and Waterfront Promenade area. The Lake Pavilion is a LEED certified, indoor venue with outdoor decking on the eastern, northern and western facades of the facility. Floor to ceiling glass walls on the three facades may be folded back to open the facility onto the terrace area.

THE LAKE PAVILION



LAKE PAVILION FLOOR PLAN



Amenities

The facility has a lobby area, restroom facilities, kitchen and food prep area, interior wall dividers, electric outlets, metered street parking with public parking garage one block from the facility.

- Capacity seated at 60’ round tables: 200
- Capacity for auditorium style seating: 300 or as approved by the Fire Department
- Total indoor square footage: 2950
- Total square footage including deck area: 6250

*The Lake Pavilion provides (200) chairs, (20) 60’ round tables and (12) 8ft banquet tables, additional chairs and tables must be provided by the renter

Onsite staff will open and close the facility and keep restrooms appropriately stocked. Onsite staff is not responsible for setup, breakdown, decorating, cleaning, serving or other duties.

Cooking facilities and cold storage is not provided.
AV or other equipment is not provided.

Facility Rental Hours

The Lake Pavilion is available for rental during specified periods of time throughout the year. The Lake Pavilion is pre-reserved each year for special events produced by the City or by others with multi-year agreements with the City. Please check with the City’s Community Events division for general availability. All events must conclude by 12 AM. Cleanup may extend for up to two additional hours.

- Friday – Sunday Peak Days, 7 A.M. to 12 A.M.
- Monday – Thursday Off Peak Days, 7 A.M. to 12 A.M.

The renter will be responsible to ensure that the event ends on time. Additional fees will be assessed for failure to vacate the premises within schedule time

Use of Great Lawn or other City Commons Areas

NON-EXCLUSIVE USE of the Great Lawn. For an additional fee and on a space available basis, the City will guarantee that no other event, festival or planned activity is permitted on the Great Lawn during your **actual event time**, although permitted events may happen on the Great Lawn during your event setup and/or breakdown times. **Note:** The Great Lawn is a public space. The general public may walk, picnic, play Frisbee, etc., on the Great Lawn at all times. Performances may also occur on the Palm and in Centennial Square during your event. A sound and light show occurs each night beginning at dark through 9:30 PM.

If you wish to include non-exclusive use of the Great Lawn for your event, an additional application and fee will be required.

NON-EXCLUSIVE USE of the City Commons and Waterfront district. Other events may simultaneously take place at the Palm, Meyer Amphitheatre, the Landing, Trellises, Water Gardens, Docks, etc., during your **actual event time**. Please contact the City’s Community Events division for fees associated with the exclusive use of other areas of the downtown waterfront district.

Lake Pavilion Rental Fees

Facility rentals are based on a first-come, first-served basis. Facility may not be available on your particular date due to a special event which would conflict with a rental. Peak rental days and hours are from Friday to Sunday from 7 .A.M. to 1 A.M. Off Peak rental days and hours are Monday through Thursday from 7 .A.M. to 1 A.M. Set up for the event and break down must occur between the hours listed above. Renter is permitted on site one hour before and one hour after without additional charge Staff time during the event is included in rental rate EXCEPT for legal holidays. See fee schedule below for rates. ***Failure to clean-up and remove personal belongings will result in additional hourly charge.***

VENUE	RESIDENT	NON-RESIDENT
PAVILION AND TERRACE (PEAK) Fri., Sat., Sun./ PER HOUR	\$200.00	\$250.00
PAVILION AND TERRACE (OFF-PEAK) Mon. – Thurs./PER HOUR	\$150.00	\$200.00
PAVILION RISERS	\$100.00	\$100.00
Set-up/Clean-up additional time Fri., Sat., Sun./PER HOUR	\$200.00	\$250.00
Set-up/Clean-up additional time Mon - Thurs./PER HOUR	\$150.00	\$200.00
Set-up STAF –Tables/Chairs/PER HOUR	\$ 35.00	\$ 50.00
STAFF Holiday Rentals Charged PER staff person/PER HOUR	\$35.00	\$ 50.00

Application fee: \$50.00
Security Deposit: \$350.00

Renters:

Renters must be at least 21 years of age to rent the Lake Pavilion. The residential rental rate is available only to persons or organizations with a water utility account with the City and who reside or have a principal place of business within the limits of the City of West Palm Beach. The renter must be onsite during the event.

Application Fee:

A \$50.00 non-refundable application fee is required at the time of application.

Security Deposit Fee:

A security deposit in the amount \$350 will be required to be paid not less than 30 days prior to the first date of the event. The security deposit shall secure the renter's obligation to clean-up after the event and repair any damage to the Lake Pavilion or City property. The renter is responsible to clean-up after the event and leave the Lake Pavilion and all City property in its original condition prior to the event. Any costs to the City for clean-up or repair of damage caused by the event will be deducted from the security deposit. Any remaining security deposit will be refundable 30 days after the event.

Rental Fee Deposit:

50% of the rental fee is due upon approval of rental application. The deposit must be received for the event to be placed on the facility calendar.

Full Payment:

The 50% balance due must be paid 30 days prior to the event. Failure to make final payment will result in event cancellation.

Sales Tax:

Florida state sales tax will be charged on the rental fee at 6.5%. Non-profit organizations with must present their Non-Profit Status Form, and tax exempt organizations must present their Tax Exempt Certificate when completing the rental application.

Security Fee:

Additionally, renter may be required to hire off-duty West Palm Beach Police or City-certified security firm based on the use of the terrace, the anticipated duration of the event including set-up and take-down time, the number of people anticipated to be in attendance, the activities to occur at the event, whether food will be prepared and served, whether alcohol is served and any other factor related to the security of the facility and surrounding area.

Cancellations:

A full refund will be issued if a cancellation notice is provided at least two (2) months prior to the event date. Fifty percent (50%) of the deposit fee will be refunded if the event is cancelled between one (1) and two (2) months prior to the event date. No refund will be issued if the event is cancelled less than one (1) month of the event date. Cancellation notices must be in writing.

Insurance:

Renters are required to provide a One Million Dollar (\$1,000,000) general liability insurance policy, naming the City as an "additional insured". Insurance may be purchased through the City's TULIP program. Fire and Life Safety Inspection may be required based on event plans.

Application/Payment Timeline:

Reservations are required at least six (6) weeks prior to the event and may be made up to one (1) year in advance.

Submit Application	At least six (6) weeks prior, no more than 12 months in advance
Provide non-profit and other tax exempt documentation	With application submittal
Receive Approval/Denial	Within approximately Two (2) weeks of application submittal
Remit 50% Facility Deposit	Upon approval of rental application to secure facility. No reservation without a deposit.
Payment for TULIP insurance, if requested	No later than 30 days prior to event
Insurance certificate(s) provided	No later than 30 days prior to event
Remaining 50% of Facility Fees due	No later than 30 days prior to event
Security Deposit Fee due	No later than 30 days prior to event
Security fee	TBD by Police or City-certified security service
Cleaner fee	TBD by City-certified cleaning service

Cleaning:

Renter is responsible to leave the Lake Pavilion and all City property in its original condition prior to the event. Any costs to the City for clean-up after the event will be deducted from the security deposit. Only “green” cleaning products and supplies may be used in the Lake Pavilion.

Renter is responsible for the removal and disposal of all garbage. Renter may request to have a dumpster placed near the facility. Please contact the Community Events Division for cost associated.

Equipment:

The Lake Pavilion provides (20) 60’ tables, (200) chairs and (12) 8ft banquet tables. Risers may be rented at an additional cost (see Lake Pavilion Rental Fees). Dance floors, catering equipment, AV and other furniture or equipment required for the event must be provided by the renter. All set up and break down of furniture and equipment is the responsibility of the renter.

Lit candles and pyrotechnic devices (including fog machines) are not permitted to be used in the Lake Pavilion.

Decorations:

The Lake Pavilion is a magnificent facility with floor to ceiling windows on three sides providing clear views to the City’s waterfront and Palm Beach Island beyond. Affixing any decorations or other decor to the walls, ceiling, or floors of the Lake Pavilion require approval by City staff at least 30 days in advance of the event. If decorations are approved, all decorating and clean-up is the responsibility of the renter.

Kitchen Rules:

It is the responsibility of the renter to provide their own food preparations, serving dishes, plates, linens, utensils and other items.

The kitchen and its contents must be left in the same condition in which it was found.

No cooking is permitted inside the Lake Pavilion.

Cooking on the Terrace or on other City Property must have prior approval from the Community Events Division.

Parking:

Two parking spots will be provided to the renter, at no cost during the approved rentals hours, for delivery trucks, catering vans, valet parking services, etc. All vehicles must use metered parking and may not double parked on the street. Additional parking is available upon request. Please contact the Community Events Division for information and costs associated with reserving parking spots.

Smoking Policy:

In compliance with the “Florida Clean Indoor Act” Chapter 386.201 F.S., the City of West Palm Beach does not permit smoking within City-owned and operated buildings. Therefore, SMOKING IS PROHIBITED in the Lake Pavilion and on the adjacent Terrace.

Pet Policy:

No pets are allowed in the Lake Pavilion, except Service animals.

Supervision:

Groups composed of youths aged 17 and younger requires adult supervision at a ratio of one (1) adult to every ten (10) youths at all times.

Gambling:

Gambling is prohibited in the Lake Pavilion, expect as permitted by Florida State Law.

Fees/Contributions:

The sale of goods, services, food or beverage, or charging admission fee must be approved by the Community Events Division. City-sponsored events are exempted from this provision.

Alcohol Policy:

The renter assumes all liability for serving and consumption of alcohol. State and local laws apply with regard to alcohol consumption. Renter is responsible for obtaining any permits or licensed necessary to sell alcohol.

Special Accommodations:

In accordance with the Americans with Disabilities Act, renter agrees not to discriminate on the basis of disability while using City of West Palm Beach facilities.

No Discrimination:

Renter shall not discriminate against any person on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, familial status, marital status or sexual orientation in the use of the Lake Pavilion.

Permits.:

The renter is responsible for obtaining all licenses and permits required for the event, including other special event permits or alcohol licenses.

City Rights:

The City reserves the right to refuse the use of the Lake Pavilion and may cancel any reservation or event because of activity or content deemed by the City to be inappropriate.

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City of West Palm Beach
Lake Pavilion
Reservation Application

This application is the initial step in reserving the Lake Pavilion located on the City Commons in downtown West Palm Beach. Requests will be reviewed in order of which they are received by the City's Community Events Division and the contact person named in the application will be notified of approval or denial. Completing and submitting this application does not confirm or reserve any dates. Please type or print legibly. Failure to complete any of this form will delay confirmation of your reservation. This application must be received at least 6 weeks in advance of your event and not longer than 1 year from the event date, along with the non-refundable \$50.00 application fee.

CONTACT INFORMATION:

Applicant: _____

Contact Person (for organization/corporation): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

Name and telephone numbers of person who will be onsite at all times during setup, breakdown and actual event and is responsible for the actions of all guests, vendors and agents:

Name: _____ Email: _____

Phone: _____ Cell: _____

EVENT INFORMATION:

Please check which best describes your event:

Party:_____ Wedding:___ Banquet: _____ Meeting/Seminar:_____
 Other: _____
 If other, please describe: _____

Please select which applies:

Resident: _____ Non-resident: _____

REQUESTED DATES:

First Choice- Event begins on Day: _____ Date: _____
 Event ends on Day: _____ Date: _____
 Second Choice- Event begins on Day: _____ Date: _____
 Event ends on Day: _____ Date: _____

ADDITIONAL INFORMATION:

What time will your event start?	
What time will your event end?	
What time will you need access to the Pavilion for setup?	
What time will your breakdown and clean-up end?	
What is your anticipated attendance?	

GENERAL INFORMATION:

	<u>YES</u>	<u>NO</u>
Will alcohol be served at your event? If yes, State and local laws apply with regards to alcohol consumption.		
Will alcohol be sold at your event? If yes, State and local laws apply with regards to alcohol consumption. The sale of alcohol must be permitted and sold by licensed vendors and proper documentation must be provided to the City at least 30 days in advance of the event.		
Will food be served at your event?		
Will food be sold at your event?		
Will there be furniture, platforms, stages, dance floors etc. that will be brought into your event?		
Will there be audio/visual or other electronic equipment brought into your event?		
Will there be a band, musicians, singers or other types of performers at your event?		
Will your event have decorations other than free standing or tabletop?		

If alcohol is sold at your event, proper documentation and licenses must be provided to the City at least 30 days in advance of your event.

If any furniture, stages, dance floors etc. are brought into your event, a floor plan depicting number of furniture pieces along with layout must be provided to the City for approval at least 30 days in advance of your event.

If any electronic equipment will be brought into your event, the type of all equipment must be provided along with a layout of the equipment must be provided to the City for approval at least 30 days in advance of your event.

Excluding table top décor, all other decoration must be detailed in a floor plan for approval by the City at least 30 days prior to your event.

The name and telephone number of all vendors and agents associated with your event, i.e. furniture rental company, valet service, caterer, band etc. must be provided to the City at least 30 days in advance of your event, along with any required licenses, permits, etc.

Valet service, delivery trucks, catering vans, etc. must utilize metered parking. The bagging of meters for your exclusive use may be arranged at an additional fee through the City's Community Events division.

I have received and read a copy of the Lake Pavilion Rules and Regulations and understand and agree to all the terms and conditions; I am aware that if any of these rules and regulations are violated, I will be charged accordingly. I understand and agree that I shall be and will remain solely and fully responsible for compliance with all the terms and conditions of the Lake Pavilion Reservation Application and Rules and Regulations, and that I shall be solely and fully liable for any breaches or violations thereof, regardless of the actual source of the payment of any fee or charge required for the use of the Lake Pavilion as provided herein. If I am signing on behalf of an applicant organization or corporation, I also represent that I am authorized to sign the application on behalf of the organization or corporation and that my signature will bind the organization or corporation.

Authorized Representative Printed Name

Authorized Representative Signature

Date

Please return the completed application along with the \$50.00 application fee to:

Division of Community Events
City of West Palm Beach
401 Clematis Street
West Palm Beach, FL 33401
Phone (561) 822-1515

OFFICE USE ONLY:

Application reviewed by: _____ Date: _____

Approved: _____ Denied: _____

Reason Denied: _____