



**CITY OF ORANGE CITY  
PARK & RECREATION FACILITY USE  
RESERVATION FORM**

205 East Graves Avenue, Orange City, FL 32763  
Parks Dept. (386) 775-5454 Fax (386) 775-5448

For problems, call: (386) 804-0274, (386) 479-2959 or Police Dept. (386) 775-9999

**Dickinson Park Gazebo**

**WEDDING RESERVATION**

Hourly rental fees are \$100.00 for the first hour and \$50.00 an hour after.

\$250.00 Security Deposit

All fees and security deposits are due two weeks before the scheduled event.

**There is a \$50.00 non-refundable reservation fee due upon filling.**

**SPECIAL REGULATIONS:**

NO STAPLES, NAILS OR SCREWS TO FASTEN EVENT DECORATIONS

NO ALCOHOL

NO OPEN FLAMES

Date Requested: (Include arrangements for set up and clean up)

Date and time for rehearsal:

Times requested: (Include set up and clean up time – must conclude by dusk without prior consent of the City Manager)

Hours requested From: \_\_\_\_\_ To: \_\_\_\_\_

Actual event hours From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Bride or Groom requesting park reservation: \_\_\_\_\_

Name and phone number of Wedding planner: \_\_\_\_\_

Name and phone number of caterer or event rental company: \_\_\_\_\_

Number of guests

Due to limited parking, weddings with more than 60 guests need prior approval.

**Special note:** This reservation does not provide exclusive use of a City park – simply the area requested. Other users shall be allowed access to park grounds and non-reserved amenities.

Group Representative/ Applicant's Name: _____	
Address: _____	
City, State, Zip: _____	
Daytime Phone: _____	Alternate contact number: _____
Daytime Fax: _____	E-mail: _____
Drivers License Number: _____	DL State of issue: _____

**Special Requests / Comments:**

As the applicant named herein, as authorized representative for the Group/Organization stated above, hereby represent said organization and agree to abide by the rules and regulations attached hereto and understand that any violation of the rules could result in deposit forfeiture. Applicant further agrees to hold harmless the City of Orange City, its agents and employees, from any and all claims, damages, suits at law or equity of whatever kind or nature for damages to or loss of property or injury or death to persons, resulting directly or indirectly from or attributable to the applicant in connection with the event authorized by this application.

Applicant's Signature: _____	Date: _____
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***** THIS SECTION FOR STAFF APPROVALS ONLY *****			
Date Received			
Leisure Services Approved / Denied	Date / Initials	City Manager Approved / Denied	Date / Initials
Fee Received	Date	Amount	Initials
Deposit Received	Date	Amount	Check #
Deposit Returned	Date	Received By	
Other			

**Staff Comments:**

No cash or credit cards, please make checks payable to:  
**City of Orange City.**



## ORANGE CITY OUTDOOR FACILITY USE REQUIREMENTS

Please read the following rules and regulations carefully. By signing the reservation form, the applicant agrees to abide by the rules and regulations for use of a City owned/operated facility. An activity will be terminated for non-compliance of the conditions for issuance of the facility use permit or if a responsible City official determines it is in the best interest of the City. Failure to comply with the terms of this application will result in forfeiture of applicable deposits. The following rules apply:

1. Applicant must comply with all applicable City, County, State and Federal laws and regulations.
2. Special Events/Festivals shall follow regulations listed in the Special Event procedure. This permit is not to be used for fund raising events or events that the general public will be invited to attend.
3. Application must be submitted a minimum of 10 working days prior to event and a maximum of 90 calendar days. All required fees, security deposits, authorizations, and other requirements shall be completed prior to issuance of permit.
4. All applications are subject to Leisure Services approval. Appeals will be addressed to the City Manager or designee in writing within 5 working days after the Leisure Services decision has been rendered. The City Manager's decision shall be final.
5. No open fires. No alcoholic beverages. No sales of any kind. All park system Policies and Rules must be adhered to as posted at each site and per Ordinance 92-6-1 effective 07-14-92.
6. A facility use fee must be paid in advance of the event, as established by City Council. Lessee may cancel this agreement and receive a full refund of charges and deposits if written cancellation is provided to the Leisure Services 5 business days prior to the scheduled event. Refunds shall be returned to the primary applicant within 15 calendar days of receipt of cancellation notice.
7. A security deposit shall be required as established by City Council. The security deposit shall be returned to the primary applicant within 15 calendar days of verification that no damage has occurred to the facility or furnishings and that required clean up was completed.
8. Noise level must be minimal, as per City Code –Chapter 10 Miscellaneous - Noise Ordinance.
9. All trash is to be placed in dumpster or removed from property.
10. All fires are to be supervised at all times and coals are to be extinguished prior to leaving immediate area.
11. Park shall be left clean and will be subject to park inspection per Ordinance. A fee may be assessed if park not left in acceptable condition. Assessed fee will be deducted from deposit and no further reservation permitted until fines are satisfied.
12. A Certificate of Insurance is required for large gatherings, athletic events or gatherings considered to be hazardous in nature. Applicant will submit said Certificate listing the City

of Orange City as the co-insured, for general liability insurance in the amount of \$1,000,000. This Certificate of Insurance must be submitted to Leisure Services prior to event. The City reserves the right to waive this requirement on a case-by-case basis.

13. Facility use permits are not transferable, are revocable, and may be revoked at the discretion of Leisure Services or a City representative with 24 hours notice, or without notice if the safety and health of the public is threatened, notwithstanding any other terms or conditions of the permit to the contrary.
14. If an authorized agent of the City terminates an activity for cause, no refund of fees or deposits would be warranted or considered.
15. No person, group, or association shall be excluded from use of a City facility because of race, color, creed, or national origin. No organization that discriminates on the basis of race, color, creed or national origin shall be authorized use of a City facility.

Lessee/Applicant	
Signature: _____	Date: _____
Title: _____	
Organization: _____	
Address: _____	
Phone: _____	