



## Rental Rates

### Danny Meehan Recreational Field (shelter 1 & 2, rented together)

#### Rental Hours

- Monday – Friday – 8AM – 7PM
- Saturday & Sunday – 2PM – 7PM

#### Pricing

- Medley Residents & Town of Medley Employees - \$50 (non-refundable) + \$100 security deposit (refundable), \$25 every additional hour
- Non-Residents - \$300 (non-refundable) + \$150 security deposit (refundable), \$25 every additional hour
- Maximum rental capacity of 100

### Field/Basketball Court (practices/trainings/games)

#### Rental Hours

- Monday - Friday – 8AM – 7PM
- Saturday & Sunday – 2PM – 7PM

#### Pricing

- \$25 per hour
- Maximum rental capacity of 100

### Lakeside Retirement Center

#### Rental Hours

- Monday – Sunday – 3pm – 10pm

#### Pricing

- Lakeside Residents, Medley Elected Officials, Medley Registered Candidates **ONLY**- \$50 (non-refundable) + \$100 security deposit (refundable), \$25 every additional hour
- Maximum rental capacity of 150 people

### Tables & Chairs

#### Pricing

- Town of Medley Residents & Employees **ONLY**
  - 1 – 24 chairs and/or 1-4 tables - \$25 (non-refundable) + \$25 security deposit (refundable)
  - 25 – 48 chairs and/or 5-8 tables - \$50 (non-refundable) + \$50 security deposit (refundable)
  - \$25 delivery fee (delivered to and from Medley addresses only and during regular business days and hours)
    - If renter does not pay delivery fee, they must drop off tables & chairs by the next business day or deposit will be charged



# **Rental Rules and Regulations**

## **FACILITY PERMIT/CLEAN-UP DEPOSIT**

Facility reservations may be requested up to six (6) months in advance and are based upon availability. A clean-up/damage deposit will be required in order to reserve a facility. The balance of the rental fees should be paid in full no less than 2 weeks prior to the event. The Town of Medley reserves the right to retain a portion of the security deposit for events that are canceled due to circumstances beyond the Town's control. Failure to adequately clean the facility, damage to or loss of park property or violation of park rules will result in the loss of all of the deposit.

## **BOUNCE HOUSES AND SPECIAL EQUIPMENT**

All vendors providing special services/equipment must provide the Town with a Certificate of Insurance. Certificate must name the Town of Medley as "Additionally Insured", specifically covering the facility on the date of use.

## **ACTIVITY**

Any unusual equipment and/or activity must be approved by the Social Services and Parks and Recreation Department and noted on the rental application form. All equipment must be delivered/removed within the rental period – no storage areas are available. Excessive amplified music or other loud noises which disturb other park patrons or adjacent property owners are prohibited. The time frame should not interfere with the Town's programs or events. Applicant/Renter must remain at the rented location during the entire course of the event.

## **USAGE**

Town items such as cups, plates, utensils, food, or beverages are not included in rental.

## **CONDUCT**

Applicant/Renter must take all necessary steps to control all of their guests/participants/spectators. Any person(s) violating any of the Rules & Regulations contained herein, any Town ordinance, or other laws, or who are, in the opinion of the Social Services and Parks and Recreation Department, constituting a public nuisance, potential hazard to the public or park property, or exhibiting disorderly conduct, may be expelled from the facility.

## **SET UP/DECORATIONS**

Decorations may be attached with MASKING TAPE ONLY. The use of staples, nails, tacks, etc. is prohibited. The "rental period" includes set-up, event, and cleanup time of the facility.

## **BEFORE/AFTER HOURS**

Additional time required for any activity will be charged at the rate of \$25.00 per hour. All facilities/furniture/equipment must be returned to its original condition and be replaced in its original position if moved.

## **INTOXICANTS**

No person shall use, possess or be under the influence of alcohol or drugs in any Town of Medley Facility.

## **SPECIAL REQUIREMENTS**

Additional trash receptacles, cleanup crews, portable toilets, off duty police officers, insurance etc. may be required depending on the facility, number of attendees, nature of event or other miscellaneous conditions as determined by the Town.

## **PETS**

With the exception of service dogs, pets are not permitted.

## **TABLES & CHAIRS SECURITY DEPOSIT**

The Town of Medley reserves the right to retain the security deposit if rented tables and chairs are not returned by the following business day and in its original condition.

## **CANCELLATIONS AND REFUNDS**

In order to be eligible for a refund, cancellations must be made in writing to the Social Services and Parks and Recreation Department at least 3 business days prior to the event date. Refunds will not be issued due to inclement weather.

THE NON-COMPLIANCE WITH ANY OF THE ABOVE-STATED RULES MAY RESULT IN REVOCATION OF RENTAL PERMIT, LOSS OF SECURITY DEPOSIT, AND REFUSAL OF ANY SUBSEQUENT RENTAL PERMIT APPLICATIONS FOR A PERIOD OF UP TO ONE YEAR.



# Rental Application

## Facility Rental

- Danny Meehan Recreational Field (*shelters 1 & 2, rented together*)
- Lakeside Recreation Center

Person/Group Requesting Facility: \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Requested Date & Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

# of Tables (*included with rental*): \_\_\_\_\_ # of Chairs (*included with rental*): \_\_\_\_\_

Will you be bringing a bounce house or special equipment?  Yes  No

If yes, please attach the Certificate of Insurance

## Field/Court Rental

- Basketball Court (*practices/trainings/games*)
- Danny Meehan Recreational Field (*practices/trainings/games*)

Person/Group Requesting Facility: \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Requested Date & Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

## Table & Chair Rental

*For outside/personal use by Town of Medley Residents & Employees*

- # Chairs: \_\_\_\_\_
- # Tables: \_\_\_\_\_
- Delivery (*additional fee, delivery and pick up to and from Medley address only*)

Person/Group Requesting Facility: \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Delivery/Pick-up Date & Time: \_\_\_\_\_

*Please note that depending on the nature of the event, additional requirements may be imposed by the Town of Medley. Your event is not confirmed until final approval by the Social Services and Parks and Recreation Department.*

### FOR OFFICE USE ONLY

Rental Registration: \_\_\_\_\_

Equipment/Bounce House Insurance (If applicable): \_\_\_\_\_

Rental Fee (non-refundable): \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Security Deposit (refundable): \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Processed by & Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

**TOWN OF MEDLEY, FLORIDA**  
**TEMPORARY USE – RENTAL APPLICATION**  
**RELEASE OF LIABILITY AND INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ (insert name of User), during the course of the temporary use of the “\_\_\_\_\_” property owned by the Town of Medley, Florida, a Florida municipal corporation (the “Town”), located at \_\_\_\_\_, Medley, Florida (the “Property”) on \_\_\_\_\_, 20\_\_\_\_\_, for \_\_\_\_\_ (“Event”), hereby covenant and agree to defend, indemnify and hold harmless the Town and its officers, agents, servants and employees, to the fullest extent allowed by law, from any and all liability, claims, demands or losses of any kind whatsoever sustained by the Town or asserted against the Town by any person or entity, including for any property damage or bodily injury, wherein said liability, claim, demand or loss in any way arises out of or is related to the use, acts, omissions or negligence during our temporary use of the Property. User hereby assumes any and all risk of damage to the Property and injury to persons, including all employees, guests and invitees, while on the Property. User further agrees to conduct the temporary use of the Property in such a manner so as to minimize disruption of the Property and all operations or business conducted thereon, agrees to abide by all laws, rules and regulations applicable to the Property and the Event, and agrees to repair any damage to the Property caused by reason of the use of the Property and restore the Property to the same condition as existed prior to our use.

User expressly acknowledges and agrees to release and waive any liability on the part of the Town and that the Town shall not be liable or responsible for any loss, damage or injury of any kind or character to any person or property, including any personal property or goods of the User brought onto the Property (i) caused by any defect in any building, structure, or other improvements on the Property or in any equipment or other facility located thereon; (ii) caused by or arising from any act or omission of the Town, or of any of its agents, employees, guests or invitees; (iii) arising from any accident on the Property or any fire or other casualty thereon; or (iv) arising from any other cause.

The Town of Medley is a public entity that is subject to Florida’s Public Records Act. As such, most written communications to or from Town officials regarding Town business, including this application, are public records, and are available to the public and media upon request unless the information requested is exempt or confidential under the law. If you believe any of the information provided in this application is exempt from disclosure under the Public Records Act, please indicate it by filling out the information requested below.

I, \_\_\_\_\_, qualify for an exemption under the Public Records Act because \_\_\_\_\_, and, as such, I am requesting that the following information be removed from public disclosure in accordance with Florida law: \_\_\_\_\_

I, \_\_\_\_\_, certify that the information I have provided is accurate. I understand that all information will be verified and if it is found that I have knowingly provided false information, all Town of Medley services and privileges will be revoked indefinitely for the entire household.

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of

physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Date) (Month) (Year)

Personally known:  
 Produced Identification: \_\_\_\_\_  
(Type of Identification Produced)

\_\_\_\_\_  
Print, Type/Stamp Name of Notary

\_\_\_\_\_  
Signature of Notary Public