

Pahokee Facility Rental Application

207 Begonia Street
Pahokee, FL 33476

Customer name: _____
Date received: _____
Date reviewed: _____

Full payment of all applicable rental fees, security deposits, application fees, and any other required charges is due at the time of reservation. Reservations are accepted on a first-come, first-served basis and are not considered confirmed until all required documents and payments have been received. Only complete applications, including proof of required Special Event Liability Insurance and all applicable security arrangements, will be accepted. All Facility Rental Terms and Conditions apply. As of 07/11/23, Full payment of the deposit is required to reserve ALL facilities. Reservation is made on a first come, first served basis. All Permit Terms and Conditions apply. Only completed applications will be accepted with (rental fee, special events insurance, and security).

	RENTAL FEES:					
	Events	Resident Fee	Non-resident Fee	Cleaning Fee	Deposit	Application fee Nonrefundable
	Cafeteria w/out Ticket sales	\$33 50.00	\$44 00.00	\$150.00	\$250.00	\$25.00
	Cafeteria (REPAST)#	\$1550.00	-	\$150.00	\$150.00	\$25.00
	Senior Room (MOU/ILA — Only)	Special Arrangements	-	\$150.00	-	\$25.00
	Commissioners Park Pavillion *	\$3300 0.00	\$355 0.00	\$150.00	\$150.00	\$25.00
	Commissioner Park Concession Stand	\$2020 0.00	\$250.00	\$150.00	\$150.00	\$25.00***
	MLK Park Pavillion *	\$22 75.00	\$325.00	\$150.00	\$150.00	\$25.00
	MLK Park Concession stand	\$1550 0.00	\$200.00	\$150.00	\$150.00	\$25.00***
	Marina Park North End Pavilion	\$100.00	\$125.00	\$150.00	\$150.00	\$25.00
	Marina Conference Room (80 Capacity)	\$33 50.00	\$44 00.00	\$150.00	\$250.00	\$25.00
	Eddie Rhodes Gym*#	\$700.00/Initial 4hrs	\$800.00/ Initial 4hrs	\$150.00	\$250.00	\$125.00 \$25.00
<i>*Plus 10% of door with ticket sales # This space has a minimum rental period of four (4) hours. Rental fees include only the reserved event time. An additional fee of \$25.00 per each additional 30-minute period will be charged after the initial four-hour rental period. One (1) hour before the event and one (1) hour after the event are provided for setup and cleanup. Additional setup or cleanup time may result in additional rental charges.</i>						

PRICES ARE SUBJECT TO CHANGE DEPENDING ON NUMBER OF ATTENDENTS:

~~*Plus 10% of door with ticket sales for the following location
(Commissioner Park, MLK Park and Eddie Rhodes Gym)~~

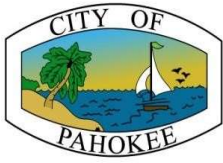
Rental fees are subject to change without notice. Additional charges may apply based on event size, staffing requirements, security needs, or other operational considerations. City-sponsored events approved by the City Commission and/or the City Manager are exempt from rental fees and security deposits. All Facility Rental Terms and Conditions remain applicable unless otherwise authorized in writing by the City Manager.

Security Deposit

A refundable security deposit is required for all facility rentals.

- \$250.00 – Indoor facilities
- \$150.00 – Outdoor parks and pavilions

Security deposits will be returned within 14 business days following completion of the post-event inspection, less any authorized deductions for damages, excessive cleaning, overtime, or violations of this Agreement.



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ALCOHOLIC BEVERAGES ARE PROHIBITED AT ALL CITY FACILITIES AND PARKS.

Security is required for all applicable events unless specifically waived by the City Manager. Applicants requiring Palm Beach County Sheriff's Office deputies must submit the appropriate PBSO application at least two (2) weeks before the scheduled event. Security fees are determined by PBSO based on the type, size, and duration of the event. Payments to PBSO must be made by money order or other payment method accepted by PBSO.

Insurance Requirements

As a condition of approval, the Applicant, at its sole expense, maintain insurance with companies authorized to do business in the State of Florida and rated A- or better by A.M. Best (or otherwise acceptable to the City).

The following minimum coverage shall be required:

1. Commercial General Liability Insurance

• Minimum Limits:

- \$1,000,000 per occurrence
- \$2,000,000 general aggregate

• Coverage shall include:

- Premises and operations
- Contractual liability
- Personal and advertising injury
- Products/completed operations (if applicable)

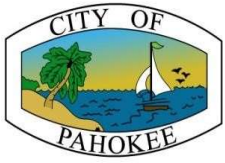
2. The City may require Automobile Liability Insurance (if vehicles will be used in connection with the event).

• Minimum limit:

- \$1,000,000 combined single limit

• Applies to owned, non-owned, and hired vehicles.

The City reserves the right to require additional insurance in the discretion of the City Manager depending on the type of event and the number of people expected to attend.



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~~Security Deposit:~~

~~\$250.00 (NO ALCOHOL PERMITTED) / \$150.00 (NO ALCOHOL PERMITTED)~~

~~There will be a minimum required 4 hours to rent the gymnasium and an additional charge of \$25.00 for each half hour beyond the first (4) hours of your event time. These amounts and times do not include any set-up & clean-up time required for the event (grace period – one hour before the event and one hour after the event to allow for set-up, breakdown, and clean-up).~~

SECURITY DEPOSIT FEE BASED ON EVENT SIZE

• \$150.00 – 50-99 GUESTS
• \$200.00 – 100-149 GUESTS
• \$300.00 – 150 OR MORE GUESTS

****DEPOSIT WILL BE REFUNDED PENDING POST INSPECTION IS SATISFACTORY****

*****Application fee is applied for each individual event*****

CITY SPONSERED EVENTS:

NO FEE OR DEPOSIT REQUIRED. MUST BE APPROVED BY CITY
COMMISSION AND/OR CITY MANAGER RENTAL PERMIT/AGREEMENT
APPLIES.

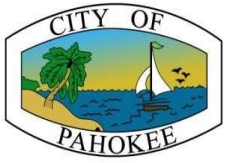
FEE MAY BE WAVED CONSIDERING THE FOLLOWING:

- ☐ Catastrophic event (Hurricane, Tornado, Earthquake, Terrorist Attack etc.)
- ☐ Death (applicant, immediate family – spouse, or child/ren)
- ☐ Extenuating Circumstances

____ Approve Initial _____
____ Denied

INSPECTIONS, KEYS, SECURITY AND DEPOSIT REFUNDS

Pre-event and Post-Event inspections will be scheduled by the event coordinator. All terms/conditions of the permit/agreement apply. The Event Coordinator will schedule a time with the event holder to perform a pre-event inspection, **NO KEYS** will be given to the Event Holder. The post-event will be performed on the morning following the event. You must make sure that all personal equipment and supplies are removed immediately after your event and that the facility and surrounding area



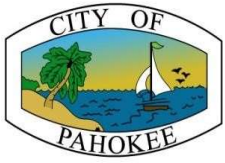
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~~is properly cleaned. If you have any questions regarding the rental of this facility
please call (561) 924-2976, Monday-Friday 9:00am-7:00pm.~~

~~APPLICATIONS FOR THE HIRING OF SHERIFF OFFICERS CAN
BE OBTAINED AT PALM BEACH COUNTY SHERIFF'S OFFICE.
YOU MUST APPLY AT LEAST (2) WEEKS IN ADVANCE. FEES
WILL BE BASED ON EVENT INFORMATION. ONLY MONEY
ORDERS WILL BE ACCEPTED FOR PAYMENT.~~



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RENTAL PERMIT/AGREEMENT

Event Holder: _____

Phone #: _____ Cell Phone: _____

Address/City/State/Zip: _____

Event Date: _____ Event Type: _____

Adult or Teen Party: _____ ~~Admission Fee?~~ Ticket/Admission Sales? Yes or No (circle one)

Number of participants/ guests: _____ ~~(all indoor event maximum capacity is reduced by 50% for covid-19 policies)~~

PRICES ARE SUBJECT TO CHANGE DEPENDING ON NUMBER OF ATTENDEES.

Event Time ~~beginning~~ Start Time : _____ and ~~End Time~~ end: _____

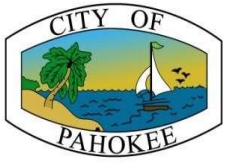
Circle One: DJ / Live Band / None

If DJ / Live Band, time to perform: _____ to _____

What Security will be provided? _____

You are hereby being granted use of the Pahokee Community Center (Cafeteria) in consideration of and subject to the following Terms and Conditions/ Rules and Regulations:

1. The City and/or Palm Beach County Sheriff's Office may suspend, terminate, or require the immediate closure of an event when violations of the rental agreement, permit conditions, applicable laws, or public safety concerns occur.
2. A completed rental application, all applicable fees, security deposits, proof of insurance, and required documentation must be submitted no later than ten (10) business days prior to the scheduled event.
3. All events must conclude no later than 11:00 PM, except Sundays when events must conclude no later than 9:00 PM. The Event Holder must comply with all required cleanup and facility closing procedures.
4. Security personnel may be required for all events unless waived in writing by the City Manager. The number of security personnel required shall be determined by the City and/or the Palm Beach County Sheriff's Office. All security costs shall be the responsibility of the Event Holder unless otherwise approved by the City.
5. The event must conclude at the designated time, and the facility must be cleaned and fully vacated no later than one (1) hour after the conclusion of the event.
6. Event Holders shall not be provided facility keys. City staff shall be responsible for opening and securing the facility for all approved events.
7. The facility, grounds, restrooms, kitchen (if applicable), and surrounding areas must be returned to a clean and sanitary condition. All trash must be removed and placed in designated

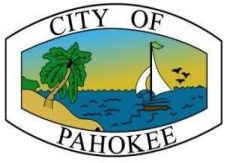


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- dumpsters. Tables, chairs, and equipment must be returned to their original locations. Failure to properly clean or restore the facility may result in forfeiture of all or part of the security deposit.
8. Staples, tape of any kind, nails, screws, or hot glue are prohibited on facility walls. Any marks, stains, or damage caused by decorations will be considered damage and charged to the Event Holder. Decorations attached to ceilings must receive prior approval and may not damage ceiling tiles or facility components.
 9. The Event Holder shall be responsible for all damages to the premises resulting from the event. The City may deduct repair costs from the security deposit. If damages exceed the deposit amount, the Event Holder shall be responsible for payment of the remaining balance within ten (10) days of receiving an invoice from the City. Failure to pay outstanding balances may result in suspension of future facility use.
 10. The Event Holder shall provide Commercial General Liability Insurance or Special Event Liability Insurance with minimum limits of \$1,000,000 per occurrence, naming the City of Pahokee as an Additional Insured. Proof of insurance must be submitted prior to final approval of the rental permit.
 11. Alcoholic beverages, illegal drugs, and controlled substances are prohibited on City property unless specifically authorized by law and approved in writing by the City. Any required permits must be obtained prior to event approval.
 12. Glass bottles or glass containers are prohibited on City property.
 13. Smoking, vaping, and the use of electronic smoking devices are prohibited inside all City facilities and within restricted outdoor areas as required by Florida law.
 14. All vehicles must be properly parked in designated parking areas. Vehicles parked in unauthorized areas may be subject to removal in accordance with applicable laws and regulations.
 15. Artificial smoke devices are prohibited inside the facility or on the premises at any time.
 16. Security systems, fire alarms, fire extinguishers, emergency exits, smoke detectors, and other life safety equipment shall not be tampered with, covered, disabled, or obstructed at any time.
 17. The Event Holder is responsible for ensuring that all guests comply with the terms and conditions of this rental agreement. Any guest violating the agreement must leave the premises upon request. If assistance is required, the Event Holder shall contact the Palm Beach County Sheriff's Office.
 18. Thermostats, HVAC controls, refrigeration equipment, and other mechanical systems shall not be adjusted without authorization from City staff. The Event Holder shall be responsible for damages resulting from unauthorized use or negligence.
 19. Pre-event and post-event inspections shall be conducted by the Event Holder and City staff to document the condition of the facility.
 20. The City reserves the right to cancel, postpone, or relocate an event due to emergencies, severe weather, maintenance issues, public safety concerns, or other unforeseen circumstances. Refunds shall be handled in accordance with City policy.
 21. The Event Holder shall not transfer, assign, or sublease the rental permit to another individual or organization without prior written approval from the City.
 22. The Event Holder shall comply with all maximum occupancy limits established for the facility.
 1. The Palm Beach County Sheriff Department has the authority to call off an event and clear out the facility if any of the terms or conditions of the permit is violated or for other probable cause.
 - ~~2. The completed application and all payments must be paid and submitted at least (10) business days prior to the scheduled event.~~
 - ~~3. All events must be over by 11:00 Pm.~~
 - ~~4. **SECURITY IS REQUIRED FOR ALL EVENTS (only City Manager may waive fees)**~~
 - ~~5. Event must be over by the designated time and the facility must be cleaned and vacated no later than, one complete hour after the event.~~
 - ~~**ON SUNDAYS ALL EVENTS MUST BE OVER BY 9:00PM**~~
 - ~~6. No KEYS are allowed to Event Holders; A City staff will open and close the facility for all events.~~



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~~7. The facility and surrounding areas are to be left in a clean and sanitary condition with all debris and garbage placed in the dumpster located outside. Cleaning items can be found in the supply closet and must be put back after use. All utilities and appliances must be turned off and the entrance doors securely locked. Should it be determined in the post-event inspection that the building was left in an unsanitary or unsatisfactory condition, the deposit will be retained and applied to cover the expense of the rectifying the issue/problem.~~

~~8. No staples, tape (of any kind), or hot glue are allowed on any wall in the facility. Any marks or stains found on the walls will be considered as damages and charged to the Event Holder. Decorations may be hung from the ceiling only if NO damage will be caused by the decorations or the decorating process. The Event Holder will be responsible for any damages to the ceiling tiles.~~

~~9. The Event Holder is responsible for ALL damages to the premises and all liability resulting from the event. Damages to the facility will be repaired immediately by City and the cost of such repair will be taken from the Deposit. Should repair costs exceed the deposit amount, an invoice will be sent to the Event Holder and must be paid within ten (10) days from its date. If not paid, the Event Holder will be suspended from use of the facility until such invoice has been paid in full.~~

~~10. Event Holder must provide the City with Special Event Insurance in the amount \$ 1,000,000 and the City must be named as an additional insured party.~~

~~11. The sale of alcoholic beverages is NOT permitted by anyone at any time.~~

~~12. Alcoholic beverages or Drugs are NOT permitted inside or outside the facility or Parks~~

~~13. NO GLASS BOTTLES OR CONTAINERS ARE PERMITTED.~~

~~14. Absolutely NO SMOKING is allowed in the building or on the premise.~~

~~15. All vehicles must be properly parked in the designated parking areas.~~

~~16. The use of artificial smoke devices are NOT permitted in the facility or on the premise at any time.~~

~~17. The security alarm and/or fire alarms and fire extinguishers~~

~~—— must NOT tampered with or covered up at any time.~~

~~18. The Event Holder will be responsible for any Guests, who violate any of the terms and conditions of this permit/agreement. Any Guest who violates this agreement will be required to leave by the Event Holder. If the Guest(s) will not leave voluntarily, after being asked to do so, please contact the PBSO Dept. for assistance.~~

~~19. All A/C units and refrigerators may NOT be adjusted during the event and must be turned OFF at the end of the event. The Event Holder is responsible for any damages caused to the A/C units or the A/C control panels due to negligence on their behalf or that of their guests.~~

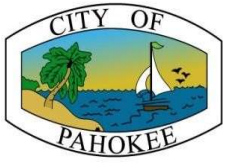
~~20. Pre-event and post-event inspections must be performed by the Event Holder and the Rental Coordinator.~~

Pre-Event Inspection Date: _____

Time: _____

Post-Event Inspection Date: _____

Time: _____



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Please initial on the line to the left of each paragraph:

_____ I acknowledge that if the usage of the facility being rented is not for the purpose as indicated, I shall be responsible for damages incurred by the City, including attorney's fees and costs, should it be necessary for the City to take action in Court, and my privileges for additional rentals at any City of Pahokee Facilities shall be revoked indefinitely by the City Manager.

_____ I acknowledge that at the discretion of the City Manager, failure to leave the City's facility in its original state or observe approved rental times will result in the forfeiture of the full amount of the security deposit.

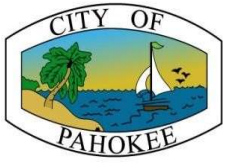
_____ I certify that there are no misrepresentations, omissions, oversights or falsifications in this Pahokee Facility Rental Application, and that the entries made by me are true, complete, and correct.

_____ I acknowledge that the City of Pahokee may cancel the Lessee's reservation for the use of this facility due to an emergency and refund Fee, without any liability to the City.

_____ I further agree and consent in advance that [Lessee's Event Holder](#) reservation for the use of this facility may be cancelled by the City of Pahokee without cause or hearing, if any of the information provided by me contains any misrepresentations, oversight(s) or falsification, or if any material information has been omitted.

_____ Under penalties of perjury, I declare that I have read this Application for Use and that the facts stated in it are true.

_____ [I acknowledge that I have received, reviewed, and agree to comply with the City of Pahokee Facility Rental Terms and Conditions, Rules, and Regulations. I understand that failure to comply may result in loss of the security deposit, termination of the event, and restriction from future facility rentals. I acknowledge that I have read and received a copy of the City of Pahokee Facility Terms and Conditions/ Rules and Regulations and that if any of these regulations are found to be in non-compliance, it will result in the loss of my security deposit.](#)



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INDEMNIFICATION AGREEMENT

No permit/agreement will be issued to any applicant who has previously violated these terms and has not recertified matters with the city.

The City of Pahokee will not be held responsible for any lost or stolen items or damages made to the Event Holder's personal property, or the property of their guests, during the rental of this facility.

Upon acceptance of this permit/agreement the undersigned agrees to indemnify the City of Pahokee for any and all liability, loss or damages arising due to negligence on part of the Event Holder or any of the guests.

Additional Term and Conditions:

I hereby accept and agree to the terms and conditions of this permit/agreement for use of the [Pahokee Community Center \(Cafeteria\)](#) [City of Pahokee's facilities](#) and acknowledge that it is my responsibility to ensure that the building is only utilized for the specific purpose and event described in this permit application.

Accepted By: _____
_____(EVENT HOLDER)

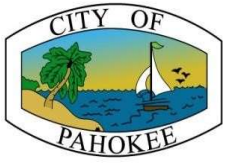
Date: _____

Approved By: _____
(RENTAL COORDINATOR)

Date: _____

Approved By: _____
(CITY MANAGER)

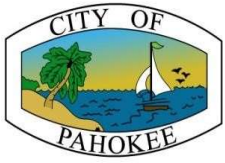
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EVENT RENTAL STAFF VERIFICATION CHECKLIST

Event Name: _____ Event Date: _____

Event Holder/Organization: _____ Facility Rented: _____

Completed Rental Application Submitted: ☐ Yes ☐ No Date Received: _____

Security Deposit Required: ☐ Yes ☐ No

Security Deposit Amount: \$ _____ Date Deposit Paid: _____

Payment Method:

☐ Cash

☐ Check No. _____

☐ Money Order

☐ Credit/Debit Card

☐ Other: _____

Rental Fee Required: ☐ Yes ☐ No

Rental Fee Amount: \$ _____ Date Rental Fee Paid: _____

Payment Method:

☐ Cash

☐ Check No. _____

☐ Money Order

☐ Credit/Debit Card

☐ Other: _____

Proof of Insurance Submitted: ☐ Yes ☐ No ☐ Not Required

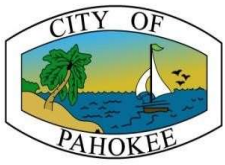
Security Personnel Required: ☐ Yes ☐ No ☐ Waived in Writing by City Manager

Security Confirmation Received: ☐ Yes ☐ No ☐ N/A Security Provider/Agency: _____

Staff Notes:

Staff Member Name: _____

Signature: _____ Date: _____



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APPLICATION AND RENTAL DEPOSIT FEE

APPLICATIONS AND RENTAL DEPOSIT FEE

APPLICATION FEE: () \$25.00 RECEIVED BY: _____ DATE: _____
() CHECK # _____ () MONEY ORDER # _____

DEPOSIT AMOUNT: () \$250.00 () \$150.00 () CLEANING FEE (\$150.00)
OTHER: _____

(CLEANING FEE MUST BE PAID AT THE TIME OF DEPOSIT)
PRICES ARE SUBJECT TO CHANGE DEPENDING ON NUMBER OF ATTENDEES:

RECEIVED BY: _____ DATE: _____
() CHECK # _____ () MONEY ORDER # _____

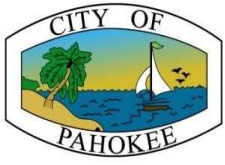
RENTAL PAYMENTS

RENTAL FEES:

	Events	Resident Fee	Non-resident Fee	Deposit	Application fee Nonrefundable
	Cafeteria w/out Ticket sales	\$350.00	\$400.00	\$250.00	\$25.00
	Cafeteria (REPAST)	\$150.00	-	\$150.00	\$25.00
	Senior Room (MOU/LA—Only)	Special Arrangements	-	-	\$25.00
	Commissioners Park*	\$300.00	\$350.00	\$150.00	\$25.00
	Commissioner Park Concession Stand	\$200.00	\$250.00	\$150.00	\$25.00***
	MLK Park*	\$275.00	\$325.00	\$150.00	\$25.00
	MLK Park Concession stand	\$150.00	\$200.00	\$150.00	\$25.00***
	Marina Park North End Pavilion	\$100.00	\$125.00	\$150.00	\$25.00
	Marina Conference Room	\$350.00	\$400.00	\$250.00	\$25.00
	Eddie Rhodes Gym*	\$700.00	\$800.00	\$250.00	\$125.00

RESIDENT RENTAL FEE: () _____ RECEIVED BY: _____ DATE: _____
() CHECK # _____ () MONEY ORDER # _____

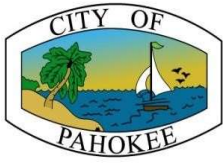
NON-RESIDENT RENTAL FEE: () _____
RECEIVED BY: _____ DATE: _____
() CHECK # _____ () MONEY ORDER # _____



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SECURITY

- ☐ Security is provided by PBSO
- ☐ Security is provided by _____

Confirmation that Rental Coordinator has notified PBSO of all events:

By: _____ Date: _____ Time: _____

SPECIAL EVENT LIABILITY INSURANCE (REQUIRED)

The Parks and Recreation Director has received and confirmed that Special Event Liability Insurance is on place and meets City requirements (copy of policy attached).

By: _____ Date: _____ Time: _____
Director's Approval

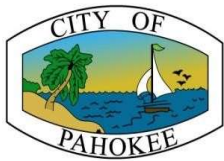
City Manager's Approval

Date: _____ Time: _____

POSSIBLE/ AVAILABLE LIABILITY INSURANCE COMPANIES

Insurance Company	Contact Information
K&K Insurance Group, Inc.	(800)328-2317
Florida Casualty Insurance Agency	(561)965-2200
Brown & Brown of Florida, Inc	(386)252-9601

****The City of Pahokee must be listed as an additional insured. ****
(Address: 207 Begonia Drive, Pahokee, FL 33476)



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Event Holder: _____

Event Date: _____

Inspected By: _____

Inspection Date: _____

Inventory Item List:

____ Chairs
____ Folding Tables
____ Table Carts
____ Chair Carts
____ Refrigerator
____ Stove

Cleaning Supply List:

____ Brooms
____ Mops
____ Garbage Cans
____ Garbage Bags
____ Toilet Paper
____ Paper Towels

Cleaners _____

Facility Conditions:

A/C Unit-1 _____

Floors _____

A/C Unit-2 _____

Kitchen _____

A/C Unit-3 _____

Parking Lot _____

Ladies Restroom _____

Men's Restroom _____

NOTES:

{FOR DETAILS ON INSPECTIONS SEE INSPECTORS REPORT}

THE INSPECTOR AND THE EVENT HOLDER HAVE INSPECTED THE FACILITY. BY SIGNING THIS REPORT, THE EVENT HOLDER ACCEPTS USE OF THE BUILDING AND AGREES THAT THE CONDITION OF THE FACILITY IS ACCEPTABLE.

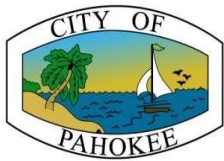
A COPY OF THIS REPORT WILL BE PROVIDED TO THE DIRECTOR OF FINANCE WITH THE CHECK REQUEST IN ORDER TO REIMBURSE RENTER'S DEPOSIT.

INSPECTOR'S SIGNATURE: _____

Date: _____

EVENT HOLDER'S SIGNATURE: _____

Date: _____



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Post-Event Inspection and Inventory Request

Event Holder: _____

Event Date: _____

Inspected By: _____

Inspection Date: _____

Inventory Item List:

____ Chairs
____ Folding Tables
____ Table Carts
____ Chair Carts
____ Refrigerator
____ Stove

Cleaning Supply List:

____ Brooms
____ Mops
____ Garbage Cans
____ Garbage Bags
____ Toilet Paper
____ Paper Towels

Cleaners _____

Facility Conditions:

A/C Unit-1 _____

Floors _____

A/C Unit-2 _____

Kitchen _____

A/C Unit-3 _____

Parking Lot _____

Ladies Restroom _____

Men's Restroom _____

{FOR DETAILS ON INSPECTIONS SEE INSPECTORS REPORT}

After reviewing the post-event inspection report, the Rental Coordinator, per authorization granted by the City of Pahokee, will:

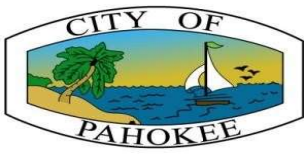
_____ Authorize a refund of the deposit in full

_____ Hold the deposit (see inspector's post-event report)

Amount Refunded: _____ **(-) Check No.** _____ **(-) Money Order** _____

Refunded by: _____ **Date:** _____

Refunded to: _____ **Date:** _____



Pahokee Community Center

360 E. Main Street
Pahokee, FL 33476
(561)924-5534

Customer name:	_____
Date received:	_____
Date review:	_____

Security Contact

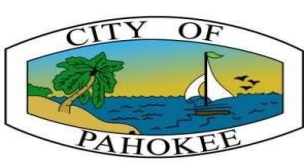
PBSO

Hourly Rates (minimum of 3 hours):			Payment mailed to:
Regular	Premium		Checks / Money Orders made payable to : Palm Beach County Sheriff's Office P.O. Box 24681 West Palm Beach, FL. 33416-4681 (561) 688-3506 or (561) 688-3521
\$42.00	\$57.00	Deputy Sheriff	
\$49.00	\$64.00	Supervisor	

Premium Dates include: New Year's Eve & Day, Super Bowl Sunday, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving Day, and Christmas Eve & Day.

Signature

Date



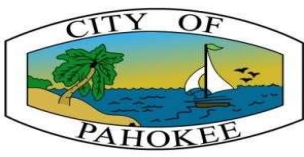
Pahokee Community Center

360 E. Main Street
Pahokee, FL 33476
(561)924-5534

Customer name:	_____
Date received:	_____
Date review:	_____

STAFF REVIEW

DEPARTMENT	SIGNATURE	DATE	APPROVED
DISAPPROVED			
Police - PBSO			
PBC Fire Rescue			
Public Works			
Code Enforcement			
Building & Zoning			
Parks & Recreation			
City Manager			



Pahokee Community Center

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Customer name:	_____
Date received:	_____
Date review:	_____

EVENT RENTAL PRE-EVENT INSPECTION FORM

Event Name: _____ Event Date: _____

Event Holder/Organization: _____ Facility Rented: _____

Inspection Date: _____ Inspection Time: _____

Facility Condition Prior to Event

☐ Floors Clean

☐ Walls/Doors Free of Damage

☐ Restrooms Clean and

Operational

☐ Kitchen/Serving Areas Clean (if

applicable)

☐ Tables/Chairs in Good Condition

☐ Lighting and HVAC Operational

☐ Emergency Exits Accessible

☐ Fire Safety Equipment

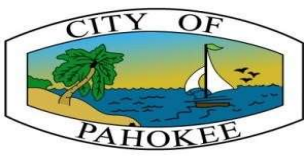
Accessible

☐ Trash Receptacles Available

☐ Other: _____

Existing Damage/Notes If Any (Attach Documentation):

City Staff Signature: _____ Event Holder Signature: _____



Pahokee Community Center

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Customer name:	_____
Date received:	_____
Date review:	_____

EVENT RENTAL POST-EVENT INSPECTION FORM

Event Name: _____ Event Date: _____

Event Holder/Organization: _____ Facility Rented: _____

Inspection Date: _____ Inspection Time: _____

Facility Condition After Event

☐ Facility Clean and Restored

☐ Decorations Removed

☐ Trash Removed and Properly

☐ No Wall/Ceiling Damage

☐ Disposed

☐ Observed

☐ Tables and Chairs Returned to

☐ No Equipment Damage

☐ Original Location

☐ Observed

☐ Restrooms Clean

☐ Emergency Equipment

☐ Kitchen/Serving Areas Clean (if
applicable)

☐ Unaffected

☐ Facility Secured After Event

Damages or Cleaning Issues Identified (Attached Documentation): ☐ No ☐ Yes (Describe Below):

Security Deposit Action:

☐ Full Deposit Returned

☐ Partial Deposit Withheld

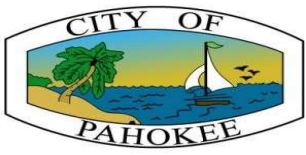
☐ Full Deposit Withheld

Amount Deducted If Applicable: \$ _____

Reason for Deduction If Applicable:

City Staff Signature: _____ Date: _____

Event Holder Signature: _____ Date: _____



Pahokee Community Center

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Customer name:	_____
Date received:	_____
Date review:	_____

~~**The Event Holder must go to Belle Glade PBC Fire Rescue station for signature and approval. **~~