

# South County Civic Center Policies & Rental Application



South County Civic Center  
16700 Jog Road  
Delray Beach, FL 33446  
Phone: 561-495-9813  
Fax: 561-496-7483  
[www.pbcparcs.com](http://www.pbcparcs.com)

Welcome,

Thank you for choosing a Palm Beach County Parks & Recreation facility, the South County Civic Center to host your event. It is the perfect setting to hold meetings, banquets, and special events of various sizes. From a board meeting for five to a social gathering of five hundred or any size in between, the South County Civic Center can accommodate your group's needs. The 6,400 square foot assembly hall can easily be divided into four separate meeting rooms. Rooms can be set-up theater, banquet, classroom or boardroom style. Amenities' include two 315 square foot classrooms, a stage for presentations, and a food preparation kitchen with an ice machine, commercial grade freezer and refrigerator and internal sound system and audio visual equipment.

Interested groups can contact the center for additional information. Rental space is available on a first-come, first serve basis and can be reserved up to one year in advance. Space may be limited due to a high demand for use. Fees for facility use are assessed by the hour and vary with the size of the room desired and the type of organization booking the space. The Civic Center staff is available to accommodate your special needs to help make your meeting or event a success.

Please complete the rental application so staff can get an accurate detail of your meeting or event. We have included our policies and other helpful information in this guidebook as we hope it will help in creating a successful event.

If you have questions or concerns about the information provided, or there is something we can do to assist in the successful planning of your event, let us know.



**Palm Beach County Parks and Recreation Department**

**South County Civic Center**

16700 Jog Road

Delray Beach, FL 33446

Phone: 561-495-9813 Fax: 561-496-7483

**Facility Rental Request**

Date: \_\_\_\_\_

**Please Check Box of Rental Area Requested:**

Classroom       1 or 2       combined (1 & 2)

Assembly Room (s)    w/ kitchen    w/o kitchen

Full Assembly Room    w/ kitchen    w/o kitchen

\*\*\*\*\*

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization: Profit \_\_\_\_\_ or Non-Profit \_\_\_\_\_ If non-profit, provide documentation of 501 status.

Tax Exempt: Yes \_\_\_\_\_ or No \_\_\_\_\_ If yes, provide copy of tax exempt certificate.

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

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

\*\*\*\*\*

**Requested Date & Time (please indicate a.m. or p.m.):**

Single Use: Date \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_

Weekly: Dates \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_

Monthly: Day of the Week \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Hours: From \_\_\_\_\_ to \_\_\_\_\_

Set-up time: From \_\_\_\_\_ to \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ **# of People Attending:** \_\_\_\_\_

**Set Up Style:**     Banquet     Board Meeting     Theatre     Classroom     Other

**# of Tables:** \_\_\_\_\_                      **# of Chairs:** \_\_\_\_\_

**Program Information (please check all appropriate categories)**

- Private Function     Political                       Food/Beverage Served  
 Meeting                       Religious                       Entertainment, (please describe) \_\_\_\_\_  
 Educational                       Fundraiser                       Other (please describe) \_\_\_\_\_

**Check the appropriate activities for your event:**

- Admission or ticket charge     Event Advertising     Sales of food, beverages or merchandise

**Alcohol:**

Will you be serving alcohol at your event?     No                       Yes

Will you be selling alcohol at your event?     No                       Yes

**Security:**

Is security needed at your event?     No                       Yes

**Equipment Needs:**

- Podium     Microphone     Wireless Microphone     LCD Projector  
 Easel     TV                       VCR                       DVD Player

**Vendors:**

List all vendors and the services they are providing for your event:

\_\_\_\_\_

\_\_\_\_\_

\*Vendors must provide proof of insurance naming Palm Beach County Board of County Commissioners as Certificate holder and Additional Insured. Additional coverage will be required if alcoholic beverages are sold.

**Please include any additional information not requested on the application.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## SOUTH COUNTY CIVIC CENTER

### FACILITY POLICIES and CONTRACT REGULATIONS

It is the responsibility of the applicant to read the following policies **BEFORE** completing the rental contract and **BEFORE** signing the application. Failure to adhere to such policies may result in the loss of your security deposit and may also jeopardize future rental requests by the applicant. All reservations are handled through the staff at the South County Civic Center. The facility rental policies and application can be picked up at the Civic Center or found online. Any questions regarding any of the following policies can be answered by contacting the South County Civic Center at 561-495-9813.

**Admission.** No admission may be charged unless specified in writing at the time the application is signed.

**Application.** Application for rental use must be made in person during regular business hours and must be made on the rental application provided by the South County Civic Center and signed for an applicant assuming responsibility for the rental. This person must be present during the rental period. The applicant must be at least 21 years of age. Applications may not be secured no more than 12 months prior of the desired date. A security deposit of \$250.00 is due at signing of contract to secure your reservation. Applications will not be accepted without payment of the security deposit.

**Banners.** Banner requests must be made in writing at least 30 days prior to event and language approved.

**Cancellations.** At the sole discretion of Palm Beach Parks & Recreation or local law enforcement present, a rental may be cancelled without a refund if the rental applicant/participants do not adhere to the South County Civic Center rules, ordinances, condition or restrictions under which the permit was issued.

**Capacity.** All room capacities must be adhered to. Any group surpassing the published room capacities will be asked to leave the premise and will forfeit the security deposit.

**Children.** Minor children must be supervised by an adult throughout the time that they are in the facility.

**Clean-up.** Applicant must leave the facility and its contents in the same condition in which you found them. Place all trash in the receptacles provided. Each group is responsible for the general clean-up of the room (s) rented. General clean-up refers to removing all loose trash including food, beverages, decorations from tables, kitchen and all rented areas and placing in receptacles in the room.

**Conduct.** Courtesy and safety are mandatory. Equipment abuse, profanity, and fighting are unacceptable behavior. The South County Civic Center reserves the right to remove any person behaving in an objectionable manner, causing disruption to guests and/or staff, or a vendor with inappropriate or questionable displays, at the expense of the Renter.

**Damage.** Renter will be responsible for the replacement or repairs of the building or its contents therein which becomes broken, defaced, or damaged by members of rental group or their children. No persons shall willfully mark, deface, disfigure, tamper with, displace or remove any part of the South County Civic Center.

**Decorations.** Decorations must be freestanding or tabletop. Nothing may be hung from the walls or ceilings. The use of glitter, confetti, nails, tacks, push pins, hooks, glue, staples, or other surface adhesives or objects that may damage the walls or other County property is prohibited. The use of incense, smoke and/or fog machines, throwing of rice, confetti, bird seed or other materials is strictly prohibited.

**Equipment.** Renters have the opportunity to request in advance use of equipment on the rental application. Guarantee of securing equipment is on a first come first serve basis based on advanced requests.

**Fees.** The South County Civic Center assesses fees according to the Board of County Commissioners approved fee schedule. Fees are subject to change. The security deposit secures your requested date, not the fees. The fees are assessed by either civic or private rates. Civic rates are available for not-for-profit organizations possessing a 501 ( c ) certificate from the IRS. To qualify, an organization must have an elected board, and meet regularly. Documentation is required. Private rates are applied to incorporated businesses, and social functions including but not limited to weddings, banquets, birthday parties, anniversary parties, retirement parties, baby showers etc. No fees are waived unless approved by the Department Director.

**Fire Safety.** All safety precautions necessary for fire protection and safety must be observed. Exits and entry ways must be kept clear of obstructions at all times.

**Food Preparation Kitchen.** Renters have the opportunity to request use of the prep kitchen. Kitchen includes commercial grade refrigerator and freezer and an ice machine. Cooking, eating and serving utensils along with paper goods are not provided. Cooking is not permitted inside of the kitchen. Kitchen must be cleaned prior to exit of facility. Deductions will occur if the kitchen is not left clean, and if there is damage to the kitchen and/or equipment.

**Furniture.** Lobby furniture may not be moved. The Civic Center will provide tables and chairs according to the renter's room choice layout. Facility owned tables and chairs are not permitted outside of the Civic Center or to be used in the prep kitchen.

**Misrepresentation.** Palm Beach County reserves the right to withhold the security deposit or a portion and shut an event down if it is found that the applicant misrepresented information on any of the rental documents. Misrepresentation is the responsibility of the applicant. Any such misrepresentations may result in denial of future rental requests. Examples include but are not limited to:

- Failure to disclose the true nature of the activity.
- Exceeding the reported number of guests or capacity of the facility.
- Failure to report the sale of alcohol.

**Opening.** The building will not be open until the stated time on the rental permit. The building will not be open for anyone other than the applicant or his/her designee (s).

**Parking.** Parking is allowed in designated parking spots only. Overnight parking is prohibited.

**Payment.** A security deposit in the amount of \$250.00 is due upon booking the facility for some events. The final payment is due between three months to no later than 30 days prior to the event. Partial payments are not accepted. Failure to pay the balance by the due date will result in cancellation of the agreement and forfeiture of a portion of security deposit monies paid. For civic rentals, \$100 will be forfeited and for private rentals, \$150.00 will be forfeited. For weekly and monthly organizations, payment is due prior to scheduled meeting date. A security deposit is not applicable to meetings.

**Personal Property.** Palm Beach County Parks & Recreation is not responsible for any personal property that is left on premise by an individual or group using the Civic Center.

**Pets.** No pets are allowed in the facility with the exception of service animals.

**Request for Rental.** Approvals for use will be on a first come-first serve basis and depends on space availability. Requests for rentals will not be considered official without the signed application and payment of the non-refundable advance deposit. If you wish to view the facility, it is recommended that you call in advance of your visit to be sure the room is available for viewing.

**Responsibility.** One representative from the rental group/organization is solely responsible for making all rental arrangements with the Civic Center staff. The group contact is required to attend all meetings and remain on premise until all members have left and will walk through the rental area with staff prior to leaving.

**Revocation.** The permit may be revoked due to misconduct, falsification of information, or failure to comply with the rental policies as described herein. In this event, all future rental requests made by the applicant or organization will not be approved and/or accepted.

**Room Set-up.** A detailed room set-up diagram is required two weeks prior to event. If the renter decides to change the requested set-up on the day of the event, it is the renter's responsibility to make all necessary changes.

**Rules.** The Civic Center is under the exclusive control of Palm Beach County Parks and Recreation Department. County employees have the authority and will enforce all rules and regulations governing the use of the Civic Center. All activity on the Civic Center property will be conducted according to applicable laws, rules, regulations, and County ordinances.

**Security.** Palm Beach County Parks & Recreation Department may require security for some events including the Palm Beach County Sheriff's Office, at the renter's sole expense. The determination of the number of officers and associated fees will be provided by the Sherriff's permitting office. All fees must be paid to the Sherriff's office prior to event. Failure to do so will result in the cancellation of the rental.

**Security Deposit.** The security deposit is due when making the reservation. The security deposit will be refunded within 6-8 weeks of the rental. Damage fees are based on replacement or repair costs incurred by the County and may exceed security deposit amount. Renter is required to pay for anything greater than amount collected to cover the cost of the repair or replacement of damaged items. Within three business days the Facility Manager will contact the group to discuss any damages. Damage fees may include, but are not limited to:

- Removal of carpet stains requiring more than standard extraction techniques.
- Stains on the walls
- Broken furniture and/or equipment
- Defacement of any part of the interior or exterior of the facility.
- Damage created by improper use of equipment or non-compliance of facility rules.
- Equipment found to be missing as a result of a group utilizing facility.
- Any other circumstances which justify a damage fee.

A security deposit may not be required for:

- Any groups, clubs or organizations which utilize the facility on a regular basis for multiple meetings during the year, and have rental fees paid in advance.
- Government agencies and other organizations granted fee waivers by the Department Director.

**Set-up.** The rental fee includes tables and chairs based upon the room occupancy. Rental hours purchased should include any time needed for set-up and decorating.

**Smoking.** The Civic Center is a non-smoking and drug-free facility. Use of tobacco products are NOT permitted in the facility. Patrons who wish to use tobacco products may do so outside of the facility in the designated smoking areas with the doors completely closed.

**Storage.** Storage space is not available. Please leave the facility and its contents in the same condition in which you found them.

**Sub-leasing or subcontracting.** Sub-leasing or sub-contracting of this facility is not permitted.

**Tax exemption:** Any organization claiming exemption from the state sales tax must provide a copy of its Florida Sales Tax Exemptions Form. The name of the organization, as it appears on the check or credit card, MUST match the name on the certificate.

**Termination of Contract/Refund Policy.** Renter has thirty days prior to the event date to cancel for a full refund of all fees paid excluding a portion of the security deposit. For civic rentals, \$100 will be forfeited and for private rentals, \$150.00 will be forfeited. No refund is given less than 30 days from event date.

**Usage hours.** Usage hours are subject to the approval on the rental permit. All changes in usage and usage hours must be arranged with in advance with the Registration clerk or Facility Manager. Changes may influence the original permit approved. Facility rentals are up to 10pm Sunday-Thursdays and midnight Friday & Saturday.

**Weekend Use.** Rentals of the Civic Center on a Saturday or Sunday must rent the entire assembly room for a minimum of 4 hours. All rentals will be charged maintenance overtime of \$31.00/hr for the duration of the rental.



**PBC Parks & Recreation Department  
South County Civic Center**

**Reservation Details:**

**Reservation Contact:** \_\_\_\_\_

**Reservation #:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_

**Policies & Regulation Statement:** I have received the four (4) page South County Civic Center Facility Policies and Regulations, have reviewed them, and agree to abide by them.

**Signed:** \_\_\_\_\_ / /

**INDEMINIFICATION:**

"I, the Permittee, in consideration for using the South County Civic Center, agree to protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, damages, or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of or in connection with Permittee, its members, volunteers, participants, officials, agents, employees, subcontractors (hereinafter "Permittee's Affiliates") use of the South County Civic Center/. Permittee hereby assumes the risks associated with Permittee's and Permittee's Affiliates use of the South County Civic Center.

In the event County shall be made a party to any litigation commenced against Permittee or Permittee's Affiliates by Permittee or Permittee's Affiliates against any third party, Permittee shall protect and hold County harmless and pay all costs and attorney's fees incurred by County in connection with such litigation and any appeals thereof. This provision shall survive expiration or termination of this Permit.

This Permit shall be governed by the laws of the State of Florida, and is intended to be interpreted as broadly as possible. I, Permittee, agree that exclusive jurisdiction and venue against Palm Beach County, its agents, designees, employees and elected officials shall be in Palm Beach County. If any part of this Permit is determined unenforceable, all other parts shall remain in effect."

**Print:** \_\_\_\_\_  
Print name of Permittee

**Signed:** \_\_\_\_\_ / /  
Signature of Permittee

## PAYMENT TIMELINE

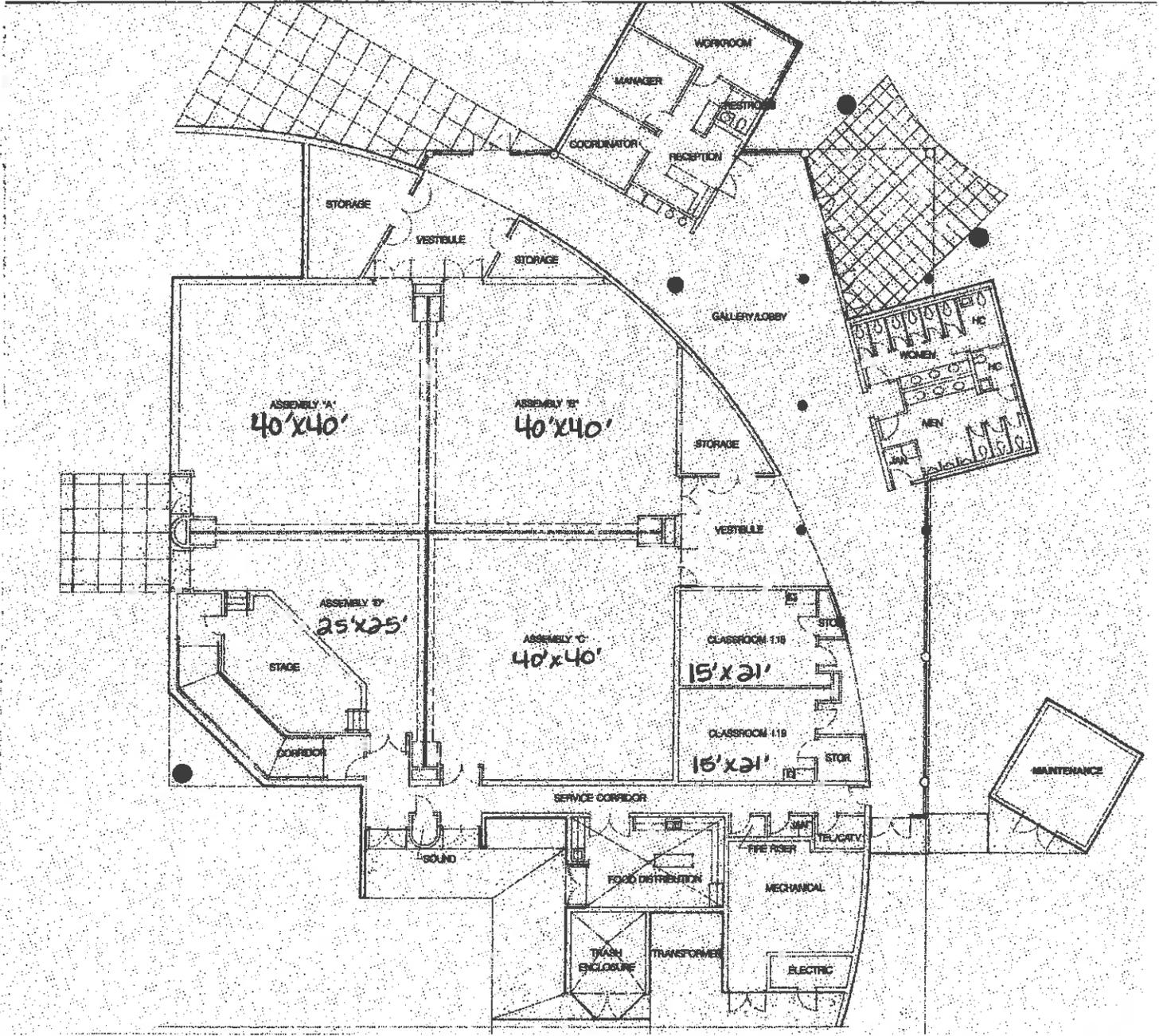
<b>Due at Booking 6mths-1yr</b>	<b>Due 1-3 months before event</b>	<b>Due 7-14 days before event</b>
*Completed application with signatures.  *Payment of security deposit.  *Tax exempt certificate if applicable.  *Documentation of 501 (c ) status, if applicable.	*Confirmation of event set-up and end times.  *Customer must pay entire balance of their account.	*Insurance certificates for all vendors.  *Layout of room set-up.  *Confirmation of number of tables, chairs and equipment.

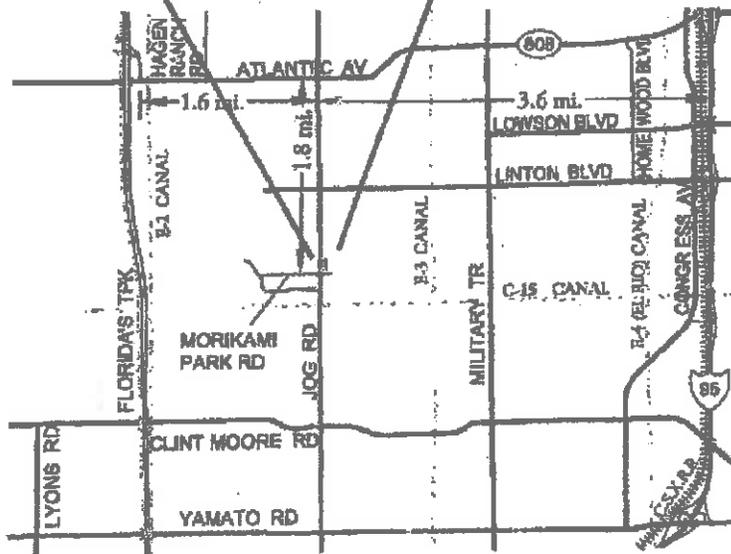
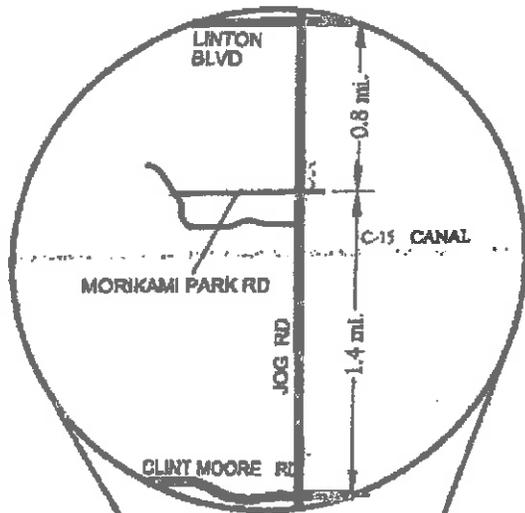
**Checks are to be made payable to Palm Beach County Board of County Commissioners or PBC BOCC.**

**Visa, MasterCard and Discover are accepted.**

## Event Planning Checklist

<b>ITEM</b>	<b>DEADLINE</b>	<b>COMPLETED</b>
Signed Contract with payment Security deposit.	Based upon event date.	
Tax exempt certificate, if applicable.	Based upon event date.	
Payment of event balance.	Thirty days prior to event.	
Insurance certificates for vendors.	7-14 days prior to event date.	
Layout of room set-up.	7-14 days prior to event date.	
Confirmation of number of tables, chairs	7-14 days prior to event.	
Confirmation of audio equipment.	7-14 days prior to event.	
Confirmation of event set-up & end times.	7-14 days prior to event.	







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability	3DS5466-M1332099	06/09/2018	06/10/2018	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC Retail Liquor Liability	3DS5466-M1332099	06/09/2018	06/10/2018	PRODUCTS - COM/PROP AGG \$ 1,000,000 DEDUCTIBLE \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.  
Attendance: 260, Event Type: Wedding.

## CERTIFICATE HOLDER

Palm Beach County  
Board of County Commissioners  
C/O South County Civic Center  
16700 Jog Road  
Delray Beach, FL 33446

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Will Maddox*

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
Palm Beach County Board of County Commissioners C/O South County Civic Center 16700 Fog Road Delray Beach, FL 33446
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.