

To be completed when an event, regardless of location, is held within the City of Bunnell Limits OR to rent a City owned facility. Not required for private events held on private property.



City Use Only: Date Received: _____ _____ Standard Facility Rental _____ Special Event
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Due dates: At least 14 days prior to facility rental day OR 30 days prior to event for a minor special event OR 45 days prior to event for a major special event. Note: Exception to 14 day requirement for facility rental ONLY per Sec. 2-221(a)(1).

**EVENT DISCLOSURE FORM**  
CITY OF BUNNELL P.O. Box 756, Bunnell, FL 32110  
Phone (386) 437-7500

**APPLICANT/ORGANIZATION INFORMATION**

Name of Activity/Event \_\_\_\_\_

Description of Event \_\_\_\_\_

Sponsoring Organization Name \_\_\_\_\_

Primary Contact Person:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**EVENT INFORMATION**

Location of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Hours of Operation \_\_\_\_\_ Will be gated  Yes  No

Set-up date(s)/time(s) \_\_\_\_\_

Expected Number of Attendees \_\_\_\_\_

Event is open to the Public:  Yes  No (Note: events open to the public may be subject to special event review and permitting)

Parking Details: location of all parking, traffic flow, and points of ingress/egress shown on dimensionally accurate sketch

Utility Services Needed:  Yes  No  
 Electrical  Water

Parade:  Yes  No (sketch of route will be needed)

Be advised the closing of any State road requires FDOT permission/permit & the applicant is responsible for obtaining this permit and providing a copy to the City)

Route \_\_\_\_\_

Start/End Times \_\_\_\_\_ Number of Participants \_\_\_\_\_

Staging location \_\_\_\_\_ Staging Start Time \_\_\_\_\_

Street Closings Needed:  Yes  No

Street Names: \_\_\_\_\_

Need for City Barricades will be determined by the City and rates charged according to fees established by the City Commission.

Vendors:  Yes  No

(all vendors will need to obtain an appropriate Bunnell business tax receipt prior to the event)

Beer, Wine, or Alcohol being sold:  Yes  No

(a copy of the State license to sell beer, wine or alcohol will need to be provided to the City)

Entertainment Details:  N/A

Stage being used  Yes  No

Speakers/Microphone  Yes  No

Electrical Hook-ups needed  Yes  No

Performance Time(s) \_\_\_\_\_

Clean-up/Litter Control:

\_\_\_\_\_ Number of Trash Cans

\_\_\_\_\_ Number of Recycle Bins

Requesting City Solid Waste Service for dumpster and pick-up  Yes  No

Security: if applicable or  N/A

Name of Company \_\_\_\_\_

Contact Name and Number \_\_\_\_\_

\_\_\_\_\_ Number being hired

Requesting Off-duty Law Enforcement Officers  Yes  No (personnel rates will apply)

Providing internal Security with Event Staff  Yes  No Number \_\_\_\_\_

Emergency Medical Services/Fire Services:  N/A

(show location of all services on a dimensionally accurate sketch)

Department of Health (64E-6.0101 FAC compliance):  N/A

Potable Water Source: \_\_\_\_\_

Method of Sewage Disposal: \_\_\_\_\_

Food service vendors proposed:  Yes  No Handwash Stations (number): \_\_\_\_\_

Camping proposed:  Yes  No

DOH Approval Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Private Event Statement: By Initialing here, I certify this is a private event: \_\_\_\_\_

This activity should not be considered a special event for the following reasons:

- (1) The event is a private event as described in the Code of Ordinance Section 2-191 or the event will be conducted on agricultural private property.

*"Private event means those events with more than one person and less than 250 people and which will not be open to the general public, regardless of location. Such private events or activities include but are not limited to weddings, picnics, family reunions, and birthday parties."*

- (2) Except for city solid waste services, no additional city services will be needed for the event.
- (3) If the activity creates an impact on city services requiring the need for additional city services creating an extra expense to the city, the event holder will reimburse the city for the additional expenses.

As the applicant, I understand the City will provide an invoice for the additional services and I am responsible for the payment of this invoice. Signature \_\_\_\_\_

Indemnification Agreement:

The applicant assumes full responsibility and liability for and indemnifies, defends, and saves the City harmless against all liability, claims for damages, and suits for or by reason of any injury to any person, including death, and damage to any property, connected to the holding of the special event. Initial\_\_\_\_\_

Insurance (Special Event):

No later than 2 days prior to the event, I agree to provide a copy of the insurance certificate as required by Code of Ordinance Sec. 2-204. *Insurance—Review insurance amounts considering major/minor event.* Initial\_\_\_\_\_

**I certify that the information contained above and submitted along with this application is true and accurate to the best of my knowledge and belief.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applying as Re-Occurring Event  Yes  No

# EVENT DISCLOSURE CHECKLIST

*This page must accompany the request*

- Completed Form/Application
- If event is being held on private property, permission from property owner or documentation you are the property owner
- Copy of driver's license
- Copy of the 501 (c) 3 certificate
- Dimensionally Accurate Sketch of Event
  - Sketch must show the following when applicable
    - Parking location and traffic flow pattern
    - Gate locations or ingress/egress points
    - Tent and booth locations; Vendor locations
    - Permanent structures or buildings on site
    - Light fixtures/Utility poles/Electrical hook-ups
    - Stage location(s)
    - Restroom/portable toilet locations
    - Hand wash/sanitizer locations
    - Refreshment stand locations
    - Established eating areas/tables
    - EMS/Fire Services station(s)
    - Location of Security (if applicable)
    - First-Aid station location (if applicable)
- Proposed Vendor List
- Proposed Parade Route information and sketch
  - Documentation of FDOT approval for closure of State Roads or documentation the permit process has started
- Beer, Wine, or Alcohol Information- detailed proposal for sales, including vendor name, and whether vendor presently holds any type of license for on-premises consumption of alcoholic beverages; times beer, wine, or alcohol will be available for purchase
- Proposed List of Entertainment/Performers
- Internal Security Details
- Insurance certificate

## NOTES:

*The applicant will be contacted regarding the decision of the City within seven (7) days.*

*The City may provide additional feedback regarding other requirements which must be met in order to rent the City facility or the applicant may need to proceed with the complete special event review and permitting process.*

**If not requesting to rent a City Facility, STOP Here.**

## City of Bunnell Facility Reservation Request

### **General**

The City of Bunnell offers the following facilities for rental. Please check the box next to the facility or facilities you are requesting.

**Bunnell Coquina City Hall** - The 3,500 (approx.) square foot Bunnell City Hall, located at 200 S. Church St., can accommodate small to large groups. The room's versatility meets the needs of social events and business conferences as well as banquets. Bunnell City Hall has the capacity to seat 130 people in theater style seating and 80 people with table and chair set-up.

*Note: The parking lot behind the Coquina City Hall IS NOT City owned. Do not plan to have access to or the use this parking lot by renting the Coquina City Hall. You will need the permission of the property owner to gain permission to access and use this parking lot.*

**Versie Lee Mitchell Community Center** - The 1,700 (approx.) square foot Versie Lee Mitchell Community Center, located at 405 E. Drain St., can accommodate intimate gatherings and small business functions. The VLMCC has a 80 person maximum capacity.

**Edward Johnson City Park** - EJCP is a large park facility located at 401 E. Court St. that houses a baseball field, volleyball court, basketball court, tennis court, soccer/football field, children's play equipment and a covered pavilion equipped with picnic tables and BBQ pit. Park hours are sunrise to sunset. This park is equipped with stadium lighting and may be used by community recreational teams with prior approval by the Bunnell City Commission.

**Joanne B. King Park** – JBKP is a large park facility located at 300 Citrus St. that houses a basketball court, tennis court, 2 multi-purpose fields, 2 baseball fields, children's play equipment, adult exercise equipment and 2 covered pavilions with picnic tables. Park hours are sunrise to sunset.

**Carver Sports Complex** – Two sports fields located at 305 E. Drain St. Park hours are sunrise to sunset. Please be advised the Versie Lee Mitchell Community Center, Carver Pavilion and Carver Gym are not included in the rental of the sports fields.

**Lake Lucille** – The driveway area and adjacent grassy areas leading to the Bunnell Coquina City Hall.

## City of Bunnell Facility Rental Policies, Rules & Guidelines

### **User Responsibilities**

The applicant reserving the facility must remain on the premises throughout the period for which it is reserved or until the event ends. Facilities must be restored to their original clean condition. Users of the City facilities agree to pay for any damages to City property. The applicant will pick-up any facility key(s) at City Hall during regular business hours, Monday through Friday 7:30 a.m. to 4:30 p.m.

### **The following are prohibited:**

- Drugs and the use of tobacco products.
- Disruptive behavior.
- The use of any equipment that interferes with City operations or which creates any losses or liabilities for the City.
- Organizations or individuals gathering petition signatures may not block the public right-of-way, interfere with the conduct of business, or create litter problems.
- Sale of alcohol
- Admission fees (except for preauthorized fundraisers)

### **Reservations**

To reserve a facility, a fully completed and signed Event Disclosure Form must be submitted to City Hall during regular business hours (Monday through Friday 7:30 a.m. to 4:30 p.m.).

**Note:** Reservation requiring City staff participation must be reserved (14) fourteen days prior to the event.

Facility reservations requested by not-for-profit organizations must include a copy of the 501(c) 3 certificate. The certificate copy will be kept on file in the Finance Department.

Facilities must be booked in person at 201 W. Moody Boulevard. Facilities may be reserved up to a year in advance. A facility will not be booked until the deposit has been paid in full. Any additional fees must be paid in full before the event date; otherwise the event will be cancelled by the City. Use of facilities is limited to the type of meeting or activity stated on the application.

Facilities are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Allowing a group to meet in City facilities does not constitute the City's endorsement of the group's policies, beliefs or practices. Advertisements or announcements by any group implying such endorsement are not permitted. Some restrictions regarding time, place, and manner of presentation may apply.

A final guaranteed number of guests and security arrangements (if necessary) with the Bunnell Police Department must be completed by noon **three business days** (72 hours) prior to the event date. If no guarantee is received, the City will prepare and charge for the number of guests specified on the original reservation.

**Fees**

Fees for facility rentals are adopted by resolution. A copy of the current resolution will be provided to the applicant.

Fees are based on a minimum of two hours and shall be subject to change by the City Commission. Staff does not have the ability to waive or reduce the facility rental deposit or hourly/daily rental fees.

Should any unpaid portion of this account be placed for collection with an outside agency or attorney, the undersigned agrees to be responsible for all costs related to collection.

**Insurance**

The Lessee shall procure and retain commercial general liability insurance in an amount of not less than \$1,000,000 per occurrence for bodily injury and property damage and shall name the City of Bunnell as certificate holder and additional insured and shall provide a copy of the same to the Lessor prior to the utilization of the before-described premises. The requirement of insurance shall be within the sole discretion of the City.

For events meeting the requirements of a special event, the Lessee shall procure and retain commercial general liability insurance in an amount(s) required by the Bunnell Code of Ordinance *Section 2-204. - Insurance—Review insurance amounts considering major/minor event.*

**Operating Hours**

Facilities are available for use Sunday through Saturday from 7 a.m. to midnight. When planning an event, please take these hours into consideration when arranging the set-up and clean-up of the event. Lessees must return the room to its original condition and then vacate the facility by the time noted on the rental application.

**Right to use Public Facilities**

EJ City Park, JB King City Park and the Carver Sports Fields are public facilities that should be open to the general public during their regular hours of operation. By reserving/renting this facility, the applicant will be granted the right to use specific facilities reserved through this agreement. While members of the public should not be turned away from using portions of the facility which may not be utilized by the applicant's event (ie. swing sets, climbing equipment, walking trails, exercise trails, un-used sports field etc.), the applicant does have the right to respectfully request that a member(s) of the public not interfere with their right to use the specifically rented facilities for the duration of their event as documented by the Event Disclosure Form.

**Right to Cancel**

Either party may cancel this Agreement, within 3 days (72 hours) prior to the event and with written notice to the other, without liability as a result of acts of God, over which neither party has control, government regulation, terrorism, disaster, strikes, civil disorders, or any other factors over which neither party has control, making it impossible or illegal to conduct the program consistent with those conditions that existed at the time the contract was entered into. The parties may, however, agree to go forward on such terms and conditions that may be re-

negotiated. With proper written notice, any advance deposit(s) made shall be refunded in full to the party who made the deposit.

### **Refund of Security Deposit/Cancellation Fees**

Deposits are refunded after City personnel inspect the facility. Deposit refunds take 2-4 weeks to be processed.

If this event is cancelled less than 48 hours prior to the date of the event, the undersigned lessee agrees to forfeit fifty percent (50%) of the deposit. If this event is cancelled without notification, the undersigned lessee agrees to forfeit one hundred percent (100%) of the deposit.

### **Room Configuration**

A limited number of tables and chairs are available for your event needs. The lessee will be responsible for any additional seating requirements.

**\*Under no circumstance is furniture or equipment to leave the premises of facilities.**

### **Food and Beverage**

No alcoholic beverages are allowed in the EJ City Park, JB King City Park, on the Carvers Sports Fields, unless approved through the special event permitting process. If violation of the City's alcohol ordinance or Florida state law is found, the event will immediately be closed and participants will be asked to leave and will be subject to full cancellation fees. The applicant or event sponsor may also be issued a civil citation by law enforcement.

Food and beverage may be served in the facilities, provided proper care is given to clean-up after the event.

All food and beverage should be consumed inside the facilities, and trash placed in the appropriate receptacles.

### **Kitchen Usage**

Kitchen facilities are available with the City Hall and VLM Community Center rental. The kitchens include a warming oven, a refrigerator, a microwave, a sink and spacious counters for the caterer of your choice. These are not full service kitchens.

### **Cleaning**

All rentals must be returned to the condition in which it was when you entered. The floors are to be swept before you leave following the event. **Do not wet mop the floors.** The bathrooms and kitchen are to be cleaned and wiped down. Please make sure that you turn all equipment completely off before you exit the premises. You are responsible for the disposal of all trash. No trash is to be left behind; dumpsters are located at each facility.

All lights must be turned off with the exception of the middle ceiling lights at City Hall. Secure all doors and windows upon leaving.

### **Parking**

The City assumes no responsibility for lost or stolen items or damage to vehicles in the City Hall,



VLM Community Center, EJ City Park, JB King Park, Carver Sports Complex or Lake Lucille parking lots.

### **Security/Emergency Personnel**

The Lessee is responsible for providing off duty officers for any event when the attendance is above 150 persons or whenever deemed necessary by the City of Bunnell. Each event, regardless of size or attendance, is to be reviewed and approved by the Bunnell Police Department, Bunnell Fire Department, Bunnell Public Works Department and Bunnell Community Development in advance to determine if additional emergency personnel are required.

### **Publicity**

Each group is responsible for its own publicity. Any printed publicity must include the statement: "This event is not sponsored by the City of Bunnell." Publicity is not to include the City's telephone number, nor may the City's name and address be used as a mailing address.

### **Signage and Decorations**

Unauthorized signs will be removed without notice.

Materials may not be attached to walls, windows, doors or furnishings.

No open flames, masking or duct tape, glitter, confetti, silly string, etc. may be used in the facilities. Flameless votive candles will be allowed.

### **Indemnification**

Lessee shall indemnify and hold harmless the City of Bunnell and its elected officials, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of Lessee or its employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to this Contract and Lessee's use of the Premises.

Lessee shall indemnify and hold harmless the City of Bunnell if the facility is deemed unsafe and unusable due to an act of nature or war.

The City of Bunnell will not assume or accept any responsibility for damage to or loss of any merchandise or articles brought onto the premises prior to, during or following the Lessee's event.

### **Damages**

The Lessee is liable for all damages, expense, and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the Lessee's use of the facility and all tangible property. Repair or replacement costs due to damage of City of Bunnell facilities, furnishings and equipment will be charged to the event sponsor. The cost of damages assessed by the City of Bunnell will be based on the replacement value.

**Revocation and Refusal of Authorization for Use**

Each renter understands that authorized City personnel may enter the facility at any time during the scheduled event for periodic checks of the facility. The privilege of using a City of Bunnell facility will be revoked and all persons being removed from the property and forfeiture of entire deposit will be made if the activities of the facility users negatively impact in the following ways:

- The event is conducted in a noisy, disorderly or inflammatory manner.
- The size of the meeting presents personal safety or building security issues, or creates an undue parking demand on the surrounding neighborhood.
- The facility users neglect to pay all required fees, or neglect to pay for damage to the facility.
- The facility users neglect to leave the room in the condition in which it was found.
- There is any violation of City policy.
- A lessee fails to show for a scheduled rental without prior notification.

**The City of Bunnell reserves the right to decline lessees the use of City facilities based on prior rental history violations.**

**Priorities**

Priority will be given to: City of Bunnell sponsored events; Flagler County sponsored events; groups that are City of Bunnell based. All other groups will be given consideration on a first-come/first-served basis. The City of Bunnell reserves the right to preempt any event for a City-sponsored event. In such rare instances, the City will make every reasonable effort to give ample notice and to assist the group in reserving another date or City facility. If that is not possible, there will be a full refund of any advanced deposit.

The City of Bunnell reserves the right to assign alternate meeting space for the lessee's function should the original facility designated be unavailable or inappropriate, based on the lessee's final guaranteed number of guests.

The City reviews this policy annually and reserves the right to change it anytime.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Bunnell Representative

\_\_\_\_\_  
Date

## FOR CITY USE ONLY

Fundraiser:  Yes  No

Facility or Facilities Requested/Rented: \_\_\_\_\_

Item	Amount Due	Date Paid	Additional Information
Special Event Permit # _____			Create Permit in Incode 9 & Receipt Payment
Special Event Performance Deposit			Create Permit in Incode 9 & Receipt Payment
Facility Deposit(s) Due			Receipt #
Hourly/Daily Fees Due			Receipt #
Electricity Use			Receipt #
Concession Stand			Receipt #
PD Personnel Costs			Receipt #
Fire Personnel Costs			Receipt #
PW Personnel Costs			Receipt #
Other City Staff Costs			Receipt #
Equipment Fees			Receipt #
SW Fees			Receipt #
<b>TOTAL DUE</b>			

Invoice Created and Sent:  Yes  No  N/A Date Sent : \_\_\_\_\_

Deposit Applied Packet # \_\_\_\_\_

Floating Deposit  Cash  Check # \_\_\_\_\_  Money Order # \_\_\_\_\_

Keys:  
Key # \_\_\_\_\_ Provided on: \_\_\_\_\_ Returned on: \_\_\_\_\_

Refund Information:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**REFUND**

Amount	Check #	Date Sent

EVENT: \_\_\_\_\_

**DEPARTMENTAL REVIEW**

Department	Initials	Date Reviewed	Status	Comments
Police Department			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Fire Department			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Community Development			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Solid Waste			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Public Works			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Finance			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
City Manager			<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	

**Lead Department Determination:**

- Special Event- Community Development
- Facility Rental Only- Finance

*Note: Departments only need to return this page with any comments to the lead department to document completion of the review. The lead department is responsible for any and all contact with the applicant for coordination of the special event or facility rental.*