



**NORTH BAY VILLAGE**  
**Administrative Offices**  
**1666 Kennedy Causeway, Suite 300**  
**North Bay Village, FL 33141**

Tel:(305) 756-7171 Fax(305) 756-7722 Website:www.nbvillage.com

**PARK REQUESTED (PLEASE SPECIFY BELOW)**

\_\_\_ PHILIP SCHONBERGER OT LOT (EXCLUSIVE USE OF PAVILION)

\_\_\_ DR. PAUL VOGEL COMMUNITY PARK (EXCLUSIVE USE OF CIRCLE PAVILION, PICNIC TABLES & BENCHES)

APPLICATION DATE: \_\_\_/\_\_\_/\_\_\_ RENTAL DATE: \_\_\_/\_\_\_/\_\_\_

HOURS OF RENTAL: \_\_\_\_\_ TO \_\_\_\_\_ DESCRIPTION OF EVENT: \_\_\_\_\_  
 (Max rental 4 hours- available ½ hour prior to rental time for set up and ½ hour after for pick-up)

NAME OF PERSON RENTING PARK FACILITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE AND ZIP: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ CELL OR PAGER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**PARK RENTAL RULES AND REGULATIONS:**

- Philip Schonberger Park is open from sunrise to sundown.
- Dr. Paul Vogel Community Park is open from sunrise to 9:00 p.m.
- Your rental will only be guaranteed for specified time frames noted above.
- Your rental only guarantees exclusive use of the designated area noted above- -park will remain open to the public.
- All waste from party at the park should be disposed by renter in City Trash Receptacles provided at the park for the event, if trash is not properly placed in receptacles you are subject to a fee of \$100.00 to be billed to your provided credit card.
- No barbeques or open fires.
- No drinking of alcoholic beverages permitted or allowed on premises.
- Caterers must bring pre-cooked food. Food is not allowed to be cooked on premises.
- Styrofoam food and drink containers are prohibited.
- It is the responsibility of the renter to supervise guests, presents and other party supplies.
- No animals permitted.
- No motorized vehicles.
- No bicycles, skateboards, skates or other wheeled vehicles are permitted.
- No bounce houses, water slides, inflatable's or carnival rides permitted.
- 94.020(A)(3)3. Expanded polystyrene food service article means plates, bowls, cups, containers, lids, trays, coolers, ice chests, and all similar articles that consist of Expanded Polystyrene (Styrofoam).
- 94.020 (B) Village contractors shall not sell, use, provide food in, or offer the use of Expanded Polystyrene Food Service articles in Village facilities or on Village property. A violation of this section shall be deemed a default under the terms of the Village contract, lease, or concession agreement. This subsection shall not apply to Expanded Polystyrene Food Service Articles used for prepackaged food that have been filled and sealed prior to receipt by the Village Contractor.
- § 97.04(13) It shall be unlawful for any person to use, carry, place or discard any Expanded Polystyrene (as defined in Section 94-03 of the Village Code) product into any park within the Village.

**FEE FOR PARK RENTAL (additional info to be completed on page 2 of this form):**

**\*This park rental form is subject to approval, renter will hold Village harmless of any personal injury occurring or misc. accidents occurring during your event\***

cc: Village Manager's Dept., Public Works, Bldg Dept., Code Enforcement, Police Dept.

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West Drive Park: Residents: \$100.00 flat fee for 1 event (paid by credit card. Due upon approval of reservation)  
Non-Residents: \$175.00 flat fee for 1 event (paid by credit card. Due upon approval of reservation)

Tot Lot Park: Residents: \$100.00 flat fee for 1 event (paid by credit card. Due upon approval of reservation)  
Non-Residents: \$175.00 flat fee for 1 event (paid by credit card. Due upon approval of reservation)

**\*\*Events for either West Drive Park or Tot Lot Park lasting over 4 hours will be charged an additional \$200.00 flat fee per hour. Any overage for hours rented or \$100.00 fee for trash will be automatically charged to renters credit card\*\***

PARK RENTAL & PAYMENT AUTHORIZATION FORM:

CREDIT CARD INFORMATION

VISA\_\_\_\_/ MASTERCARD\_\_\_\_/ DISCOVER\_\_\_\_/ AMEX\_\_\_\_

CREDIT CARD #: \_\_\_\_\_  
SECURITY CODE (LAST 3 DIGITS ON BACK OF MOST CARDS/ 4 DIGITS IN FRONT OF AMEX)  
\_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

CREDIT CARD HOLDER NAME: \_\_\_\_\_

CREDIT CARD BILLING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TOTAL AMOUNT BILLED ON CARD: \$ \_\_\_\_\_ Date: \_\_\_\_\_

EXTRA FEE CHARGE -  
(IF ANY ASSESSED AFTER  
EVENT): \$ \_\_\_\_\_ Date: \_\_\_\_\_

**My signature acknowledges full understanding and compliance with the park policies, rules and regulation and authorizes further payment of above park rental fee to be charged on my above named credit card as well payment for any additional fee relating to overage of rental hours and/or \$100.00 fee for trash if left in park**

\_\_\_\_\_  
Signature Print name

Approved by: \_\_\_\_\_ Date of approval: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name and title

FORM NOT APPROVED: \_\_\_\_\_ Date of non-approval: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name and title

Reason for non-approval: \_\_\_\_\_

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