



Dear guests of the pavilion,

The pavilions located at Eastmonte, Merrill and Westmonte Parks are available to both city and non-city residents to rent for birthday parties, baby showers, picnics, etc. Each of our pavilions is equipped with tables and grills and can seat up to fifty (50)-people. A multi-use facility contract must be completed along with payment in order to reserve the pavilion. A multi-use facility contract can be obtained by visiting our website at [www.altamontesports.org](http://www.altamontesports.org) or from the Westmonte Park Front Office located at 624 Bills Lane, Altamonte Springs, FL 32714 Monday through Friday 8am to 5pm.

Rental fees for pavilions are as follows:

- 4 hours - \$25 + tax
- 8 hours - \$50 + tax
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Pavilions may be reserved up to ninety (90)-days in advance. Once the Multi-Use Facility Contract is completed you may turn it in to the Westmonte Park Front Office or fax it to 407-571-8752. We accept cash, Visa, MasterCard or check (personal checks will not be accepted within thirty (30)-days of reservation). Reservations are not guaranteed or confirmed until you receive a reservation number.

Refunds will not be considered within ten (10)-business days prior to a reservation. In case of inclement weather or unforeseen circumstances, an alternate date will be offered first, a credit may be given, or a refund can be requested in writing. The Park Ranger on duty will determine if a refund can be requested due to inclement weather.

Effective January 1, 2011 bounce houses will no longer be permitted at recreation centers. If your reservation is prior to January 1<sup>st</sup> the bounce house company must provide a Certificate of Insurance five (5)-business days prior to the event. The certificate must reflect \$1,000,000 General Liability and \$1,000,000 Automobile Liability. In the description box on the certificate it must read "City of Altamonte Springs is listed as the additionally insured in regards to general liability." Water bounce houses are not permitted.

Decorations are permitted, however you may not nail or tack into the wood. Music is permitted at an acceptable volume (acceptable volume is at the discretion of the Park Ranger on duty). Alcohol is strictly prohibited. Set up, the event and clean up must all be included within the four-hour or eight-hour time block. All trash must be placed in trash receptacles located at the pavilion. Pets are not permitted.

If you have any questions or concerns regarding the pavilions please call 407-571-8740.

Sincerely,  
Altamonte Sports & Programs Staff

# LEISURE SERVICES MULTI-USE FACILITY CONTRACT

Reservation # \_\_\_\_\_

**RESERVATIONS ARE NOT GUARANTEED OR CONFIRMED UNTIL YOU RECEIVE A RESERVATION #.**

**EASTMONTE PARK** \_\_\_\_\_

**MERRILL PARK** \_\_\_\_\_

**WESTMONTE PARK** \_\_\_\_\_

**CHECK RESERVATION TYPE:**

(  ) Pavilion \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 (  ) Ball Field \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 (  ) Volleyball A \* B \* C \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ NUMBER OF PEOPLE: \_\_\_\_\_ TYPE OF ACTIVITY: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

NAME: \_\_\_\_\_ CONTACT # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Email \_\_\_\_\_

**RENTAL COSTS TO BE COMPLETED BY LEISURE SERVICES PERSONNEL** CASH /CREDIT/ CHECK # \_\_\_\_\_

<u>Reservation Type</u>	<u>Quantity</u>	<u>Amount</u>
A. Pavilion Reservation-4 hours \$25.00 + tax or 8 hours \$50.00 + tax	_____	\$ _____
B. Ballfield Rental before 5pm \$16.00 + tax per hour	_____	\$ _____
C. Ballfield Rental after 5pm \$23.00 + tax per hour	_____	\$ _____
D. Volleyball Courts \$7.50 + tax per hour	_____	\$ _____
		TOTAL \$ _____
TAX ID # _____		TAX \$ _____
*Personal checks will not be accepted within 30 days of reservation.		TOTAL FEES DUE \$ _____

**CANCELLATION POLICY**

**Refunds will not be considered within 10 business days prior to a reservation. In case of inclement weather or unforeseen circumstances, an alternate date will be offered first, a credit may be given, or a refund can be requested in writing. The Park Ranger on duty will determine if a refund can be requested due to inclement weather.**

I have read and I understand the cancellation policy. \_\_\_\_\_ Initials

**INSURANCE AGREEMENT**

**IS OUTSIDE ENTERTAINMENT BEING BROUGHT INTO THE PARK?** Yes \_\_\_\_\_ No \_\_\_\_\_

**IF YES, PROPER INSURANCE IS REQUIRED - Attached:** Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\*\* NAME/TYPE OF COMPANY ENTERING PARK:** \_\_\_\_\_

- 1) The applicant shall supply a "Certificate of Insurance" reflecting General Liability with a minimum coverage of \$1,000,000 along with automobile liability set at a minimum of \$1,000,000.
- 2) The City of Altamonte Springs shall be named as an additional insured, noted within the "Description of Operations" box.
- 3) The Certificate shall indicate that the applicant's insurance policy shall not be cancelable without thirty (30) days prior written notice to the City.
- 5) The undersigned must supply a "Certificate of Insurance" to the Department of Leisure Services no later than five (5) calendar days prior to the program/activity date.

**HOLD HARMLESS**

- 1) The program/activity will be terminated should it create or cause any violation of City of Altamonte Springs ordinances.
- 2) Litter resulting from the use of this facility is to be picked up and deposited in refuse containers before leaving the area or facility.
- 3) No alcoholic beverages or pets will be permitted on City property.
- 4) The applicant hereby agrees to indemnify and hold harmless the City of Altamonte Springs from any and all liability arising out of the applicant's use of the recreation facility.
- 5) The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

Initials: \_\_\_\_\_  
**Received Pool Users Policy Letter**