

Village of Tequesta Parks & Recreation Department
399 Seabrook Road
Tequesta, FL 33469

Constitution Park Camp/School Park Reservation Policy

(PLEASE INITIAL LINES BELOW 1 THROUGH 16.)

1. ***NO PARK/PAVILION USE FOR ORGANIZED GROUPS (I.E. MOM'S GROUPS, SCHOOL/CAMP GROUPS, SPORTS TEAMS) WITHOUT A RESERVATION.***
2. There is no charge for park use. However, a park reservation must be made regardless of whether or not the pavilion/gazebo will be used.
3. Reservations must be made at least 10 business days in advance, but cannot be made more than 45 days in advance. Reservations will be made on a first come first serve basis.
4. No groups larger than 30 campers/students are permitted per visit.
5. Reservation does **NOT** include use of pavilion. Use of the pavilion/gazebo requires additional reservation form and fees. *(See attached fee schedule.)*
6. Only one camp/school will be permitted in the park for morning or afternoon sessions.
Sessions include:
 - a. Morning session: 9:00am-12:00pm
 - b. Afternoon session: 1:00pm-4:00pm
7. Reservations will not be accepted during times the Village of Tequesta's Summer Camp is using the park.
8. Due to limited parking at the Recreation Center, bus parking is not permitted in the Recreation Center parking lot.
9. Camps/Schools are not permitted to use restroom facilities inside the Recreation Center. Exceptions may be made for visits to the restroom for a maximum of three children escorted by camp/school staff.
10. Counselor/Teacher Expectations:
 - a. It is the visiting staffs' responsibility to ensure that children follow all park rules.
 - b. All counselors/teachers must supervise and accompany their campers at all times.
 - c. It is recommended that counselors/teachers supervise campers/students in restroom facilities.
 - d. A 1:8 camper-to-counselor ratio is recommended.

11. In the event of inclement weather, it is recommended that the group leaves the park.
12. Do not leave any bags or containers of trash on park grounds or tables. Put all trash in dumpster located in the parking lot.
13. All park rules and regulations must be followed at all times.
14. Repeated disciplinary issues will be addressed with Camp/School Administration.
15. No glass containers permitted in the park.
16. The camp/school making the park reservation is responsible for the conduct of its group and any damages the group makes to the park. A damage fee will be assessed if repairs are needed.

**** SPECIAL NOTE:** If your event results in additional costs to the Village of Tequesta due to property damage, non-routine maintenance, additional need for crowd control, etc, the permittee will be billed for additional services.

INSURANCE INDEMNIFICATION

“The permittee shall indemnify, defend and save harmless Village of Tequesta from all injuries (including death), property damage and other claims, liabilities, losses and causes of action arising out of or resulting from this agreement or arising from permittee’s use of the property or the use of said property by any person acting under the authority of permittee or participants and/or spectators in connection with the permittee’s activities in and on the site.”

**** SPECIAL NOTE:** This permit is subject to cancellation by The Village of Tequesta upon 14 days notification.

How to Reserve Constitution Park

In person:

Tequesta Recreation Center
 399 Seabrook Rd.
 Tequesta, FL 33469
 Monday - Friday
 8:00 - 5:00 PM

On the VOT Website:

www.tequesta.org

- 1) Go to Departments
- 2) Parks and Recreation
- 3) Village Parks and Facilities
- 4) Constitution Park Pavilion
- 5) Download, Print and complete form.
- 6) Fax to (561) 768-0705

Constitution Park Pavilion/Gazebo Reservation Fee Schedule

Week Day Fees (Monday through Friday)

FEE SCHEDULE	VOT RESIDENT FEE	NON-RESIDENT FEE	TAX EXEMPT
Monday -Friday 9:00 - 12:00 pm or 1:00 - 4:00 pm	Call for pricing (561) 746-0476	\$112.50 + 6% Sales Tax = \$119.25	\$112.50

Weekend Fees (Saturday and Sunday)

FEE SCHEDULE	VOT RESIDENT FEE	NON-RESIDENT FEE	TAX EXEMPT
11:00 AM - 4:00 pm	Call for pricing (561) 768-0476	\$225.00 + 6 % Sales Tax = \$238.50	\$225.00

****SPECIAL NOTE:** Proof of residency is required upon registering. Proof of residency is a driver's license or water bill.

PLEASE NOTE:

- A verbal reservation is valid for 5 business days, pending receipt of completed application, payment and any required documentation, including certificates and licenses. If the application is not received and payment is not made within 5 business days of the verbal reservation, the reservation will be void. (If you cancel/reschedule within 30 days of the original date, an alternate date may be arranged based upon availability. However, **NO REFUNDS** will be given.)
- **Fees may not be refunded for reasons including, but not limited to cancellation, rescheduling and/or inclement weather conditions.**
- If your function results in additional costs to the Village of Tequesta due to property damage, non-routine maintenance, additional need for crowd control, etc., additional costs will be billed to the individual/group hosting the function.

Cash or Check **ONLY** is accepted.

Please make all checks payable to the "VILLAGE OF TEQUESTA".
NO MONEY ORDERS OR CREDIT CARDS WILL BE ACCEPTED.

Constitution Park Camp/School Request Form

(THIS FORM NEEDS TO BE FILLED OUT COMPLETELY)

Group/Individual Requesting Park: _____

Who will be in charge of activity? : _____

Phone # (Home): _____ (Work): _____

Mailing address: _____

City: _____ Zip: _____

Email address: _____

What type of activity? _____

Event days and dates: _____

Event times: _____

Number of persons expected: _____ (No more than 30 people)

Sessions requested: (Please circle)

- a. Morning Session: 9:00am-12:00pm
- b. Afternoon Session: 1:00pm-4:00pm

STATEMENT OF LIABILITY

I understand the organization, agency, or individual requesting this facility shall be responsible for any damage or loss that may occur and will pay the Village of Tequesta the full replacement or repair value, or the cost of labor and vehicles if clean up work must be done by the Village.

GENERAL RELEASE

Assumption of Risk: The undersigned in consideration for the Village of Tequesta Parks & Recreation Department providing facilities, equipment, instruction and supervision at this facility for which he/she has requested, does thereby:

1. Assume all risks and responsibility of damage or injury involved through rental and use of this facility.
2. Agree to indemnify, defend, and hold harmless the Village of Tequesta, its officers, employees, agents and representatives, from any claim or suit for damages resulting from rental or use of this facility in accordance with the terms described in this agreement.
3. Agree to all terms & conditions.

NAME & SIGNATURE OF PERSON REQUESTING FACILITY:

_____ DATE: _____

For VOT Staff Use

VOT STAFF CONFIRMATION: _____
PAYMENT RECEIVED (Circle one.) CASH/CHECK CHECK # _____
CONFIRMATION DATE: _____