

Escambia County Parks & Recreation

APPLICATION TO RESERVE PARK

1651 E. Nine Mile Rd., Pensacola, FL 32514 · (850) 475-5220 (office) · (850) 475-5224 (fax)

PARK / FIELD / FACILITY INFORMATION SHEET

Date: _____



**NOTE: Neighborhood Park reservations require 5-working days notice;
Athletic Park reservations require 10-working days notice.**

Organization / Team Name / Applicant's Name: _____

Event Day(s) & Date(s): _____

Time(s): _____

Event start time (include set up): _____

Event end time (include clean-up): _____

Please Check facility requested:

Park Pavilion Field(s) Facility(s)

Park Name: _____

Contact Person: _____

E-Mail Address: _____

Address: _____

Drivers License Number: _____

City: _____

State: _____

Zip: _____

Phone (day): _____

Phone (evening): _____

Fax: _____

Organization Type: (check one)

Escambia County Employee Use
 City or County Use
 Youth Organization
 Adult Organization
 Other _____

Sport: (check one)

Baseball
 Softball
 Football
 Soccer
 Other _____

Activity: (check one)

Practices
 League Play
 Tournament* (*see below*)
 Sports Camp/Clinic
 Party
 Meeting
 Class
 Other _____

YES NO (Check One) * Additional Fees May Apply

Need Lights
 Restroom Access (if available)
 Porta-toilets (additional fees may apply)
 Bleachers: #: _____ (if available)
 Bases
 Soccer Goals # _____ (if available)
 Trash Cans/Pick Up (additional fee may apply)
 Picnic Tables (if available)
 Will you be charging admission?

Tournament Name: _____

**Insurance Provider: _____

Affiliation: _____

Amount Insured: \$ _____

Estimated # of Participants: _____

Will food be at your event? (Yes or No)

If yes, will it be for sale? (Yes or No)

Type of food? _____

How will it be prepared? _____

Will it be catered? (Yes or No)

By whom? _____

Will you need Umpires/Officials? (Yes or No)

Association Name: _____

Will Field(s) need to be prepared: (Yes or No)

Mow Chalk Paint

Additional needs: _____

**Additional Fees will apply for Umpires, Field Prep, etc.*

Do you have any need for electrical hook-up or connections (if available)? (Yes or No)

(additional fees may apply)

Explain service needed: _____

Will there be amplified sound at your event? (Yes or No)

If yes, explain? _____

Do you plan on bringing any large items into the Park? (Dunk tanks, inflatables, etc.) (Yes or No)

If yes, what will you bring and where will it be purchased/reserved from? _____

Other Items (Specify): _____

ALCOHOL IS NOT PERMITTED AT ESCAMBIA COUNTY PARKS AND RECREATION FACILITIES AND EVENTS

**** Insurance requirements for Athletic Field events determined by Risk Management**

Park User Fees (Fees include applicable sales tax)

Type	Time	Description	Fees	Amount
Baseball/Softball Diamond	Per 4 hrs.	Lights - \$30/1 st hr; \$15/hr. thereafter*	\$26.88	
Football Field	Per 4 hrs.	Lights - \$30/1 st hr; \$15/hr. thereafter*	\$26.88	
Soccer Field	Per 4 hrs.	Lights - \$30/1 st hr; \$15/hr. thereafter*	\$26.88	
Softball/Baseball Field Prep/Lining	1 hour	Layout and Line Fields (Includes Labor and Materials)	\$75.00	
Football Field/Prep/Lining	2 hours	Layout and Line Fields (Includes Labor and materials)	\$100.00	
Soccer Field Prep/Lining	2 hours	Layout and Line Fields (Includes Labor and Materials)		
Touch-Up Fields/Lining **	¼ hour	Includes Labor and Materials	½ Price	
Concession Building	Per day		\$26.88	
Park Building	Per day	For Meetings or Storage	\$26.88	
Park Reservations	Per day	1-99 individuals	\$26.88	
Park Reservations	Per day	100-199 individuals	\$53.75	
Park Reservations	Per day	200-299 individuals	\$80.63	
Park Reservations	Per day	300-499 individuals	\$161.25	
Park Reservations	Per day	500+ individuals	\$215.00	
Cleaning / Damage (To be paid separate)		Refundable Deposit	\$25.00	\$25.00
* Not taxable ** Subject to approval & manpower availability		TOTAL AMOUNT ENCLOSED WITH APPLICATION		
Tax-Exempt ID # _____ (certificate must be attached) Subtract \$1.88 from rental fee if tax-exempt.				

Initial_____ In case of emergency reasons or for reasons beyond the County's control, the County reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the County is necessary.

Initial_____ If a reservation is cancelled less than 30 days before scheduled event, a \$25 administrative fee will be assessed. Only after all fees and required documents are turned in, will an approved reservation be issued. Final date for full payment of reservation will be 30 days prior to reservation date. All cancellations and revisions must be submitted in writing.

Initial_____ I hereby attest that the information contained in this application is true and correct. I understand that this is only an application and not a guarantee that a reservation will be issued. If a reservation is issued, I agree that (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable County, State, or Federal rules, regulations, codes or laws be violated, any reservations issued shall be automatically become null and void and any activity associated with this reservation will immediately cease.

Initial_____ I also agree that I will: (1) be financially responsible for any costs incurred by the County for damages to County property; (2) be financially responsible to reimburse the County reasonable attorney fees to enforce the provisions of any permit that is issued for the event described in this application; (3) forfeit all fee and deposits as partial compensation to the County for any costs associated with the enforcement of the provisions of the application for reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5) be financially responsible for any County costs that exceed fees and deposits already collected by the County for enforcement of provisions related to this application or reservation.

Initial_____ The users agree to indemnify, defend and hold harmless Escambia County, its officers, employees, agents, and volunteers from all actions, liabilities, claims, damage to personals or property, losses, costs, penalties, obligations, errors, or omissions that may be asserted by any person, firm, or entity arising out of or in connection with the activities conducted by the applicant, whether or not there is concurrent passive or active negligence on the part of Escambia County Personnel. This shall be a continuing release and shall remain in effect until revoked in writing.

Initial_____ In case of general maintenance or vandalism the picnic tables and BBQ's may be removed at anytime prior to your reservation.

Signature of Applicant

Date

Director's Signature

Date