



City of Keystone Heights

555 South Lawrence Blvd
Keystone Heights, Florida 32656
352.473.4807 Office 352.473.5101 Fax



Pavilion Rental Application

A three hundred dollar (\$300.00) deposit is required to be submitted with this application to reserve the requested date and time. Date and time MAY NOT be reserved without a deposit. Deposit may be returned within 3 business days following the event after inspection by city staff and keys being returned. Keys must be returned to city staff the following business day or placed in the mail slot at city hall.

APPLICANT INFORMATION

Applicant: _____ Address: _____

Phone: (_____) _____ - _____ Email: _____

EVENT INFORMATION

MAXIMUM CAPACITY IS 120 PEOPLE

Event Date: _____ Event Time: _____ to _____

Event Description: _____

- Refrigerator/Freezer-Non-Profit Only
Mon.-Fri.(7:30am-3:00pm)/ \$20 a day
- Civic/Non-Profit – Business Hours/No Holidays (7:30 am – 3:30pm)
\$20.00 per 3 hours / No Deposit Required
- Private Rental/After Hours Rental
 - 2 Hours – \$150.00 + \$300.00 Deposit
 - 4 Hours – \$300.00 + \$300.00 Deposit
 - Full Day – \$500.00 + \$300.00 Deposit
- Government Entity
NO COST

RULES AND SIGNATURE

I have received, read and agree to comply with all rules and regulations of the City of Keystone Heights, related to Pavilion use.

Print Name _____ Signature _____ Date _____

FOR ADMINISTRATIVE USE ONLY

- \$300.00 deposit collected on (date) _____ receipt number _____
- Use Fee of \$ _____ collected on (date) _____ receipt number _____
- Keys given to (name) _____ on (date) _____
- Keys returned by (name) _____ on (date) _____
- Deposit returned to (name) _____ on (date) _____
- I have received \$300.00 deposit (signature) _____



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Beach Pavilion Rules and Regulations

- Keys for the facility must be picked up Friday before 4:00 pm at city hall the business day prior to rental and must be returned the following business day after the event or dropped in the mail slot of city hall next to the entrance door.
- No one associated with the event (caterers, decorators, entertainment, hosts, etc.) may enter the facility more than **15 minutes prior** to the rental start time as indicated on the rental application. The facility must be cleaned and vacated within **30 minutes after** rental end time as indicated on the rental application.
- Walk-in refrigeration and freezer storage is **NOT** included with pavilion use.
- Parking inside the gated area of the park is prohibited. Parking is permitted within the designated areas provided.
- NO** nails, tacks, staples, adhesive, or any other related material shall be used to display any decorations or signage of any kind to the structure or to any city property. There shall be no tents, carports or other structures erected on city property without prior permit approval.
- All tables and chairs, **MUST** be wiped clean and properly stored after being in use. Sink, microwave, and refrigerator must be wiped clean and free from debris. Pavilion must be swept.
- All litter, trash and personal belongings **MUST** be removed from the facility immediately after the event.
- Cooking within the facility is **PROHIBITED**, there are charcoal grills provided within the beach area for guests use. (Guests must provide charcoal)
- NO ALCOHOLIC BEVERAGES ARE ALLOWED.** Keystone Beach and Historic Pavilion is monitored by video cameras and will be used to determine consumption of alcoholic beverages. If it is determined that alcohol was on sight deposit will not be returned.
- The City of Keystone Heights shall be held harmless from any liability, claims, costs, damages, attorney's fee, or other charges, liens, or fees of any kind or nature as a result of the renter or any one associated with the event activities.
- Activities shall be limited to the event description as provided by the applicant in the pavilion application
- Insurance may be required depending by type of event anticipated and described in the application

I, _____, hereby known as the "applicant" have received, read and agree to all the above rules and regulations set forth by the City of Keystone Heights.

Signature of Applicant

Date