

## MAKING A RESERVATION

1. Call the friendly staff at 305-253-8655 for rentals at Coral Reef Park and Palmetto Bay Park or call, 305-234-6383 for rentals at Thalatta Estate Park & Ludovici Park.

2. Please visit the Village website at [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov) under the Parks Department page to view indoor/outdoor areas that are available for rentals, how many people the area accommodates, maps, duration of rental and other details.

3. Visit Coral Reef Park in person to complete the Rental Form and pay the required rental deposit and/or fee. **Please note that reservations are not confirmed until payment has been received.**

The Parks and Recreation Department accepts the following methods of payment:

Cash (no bills higher than \$20), Personal Checks, Money Orders, Visa, MasterCard, American Express and Discover. Payments are also accepted at the Coral Reef Park Tennis Window, Monday-Friday from 8 am-12 pm and again from 3 pm- 8 pm. Saturdays and Sundays, payments can be made at the Tennis Window from 8 am -6 pm. If you prefer to pay using one of the major credit cards listed above, a 2.25% processing fee applies.

4. Confirm that your party vendor (bounce house, cotton candy, entertainment, etc...) is on the Village approved vendor list. The Village requires all vendors who will provide services at any of its facilities to be registered in advance. If the vendor is not on the approved list, the registration requirements include:

- An original Certificate of Liability Insurance naming the **Village of Palmetto Bay as the Certificate Holder with address: 9705 East Hibiscus Street Palmetto Bay, FL 33157 and also added as additional insured** for \$1 million dollars.
- Copy of Business Tax Receipt (Occupational License).
- Please make sure your rental company, etc. business phone number is also indicated somewhere on the Certificate of Liability Insurance and that it **DOES NOT** list the park facility rental (must be Village of Palmetto Bay) information on the Certificate.
- **ALL** the above required vendor documents **MUST** be provided (2) two weeks prior to the rental.

5. Please make sure to read and review **ALL** Rules and Regulations for information concerning general park rules. Park Rules & Regulations may be found at [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov) under the Parks & Recreation Department page.

## RULES & REGULATIONS

- All reservations are on a first pay/first serve basis. Reservations may be made for any period that the facility is available but not more than three months in advance. Only one rental per person/entity per month.
- No refunds will be made unless notice is received at least two weeks in advance. All cancellations will be subject to a service fee.
- No unauthorized vending. The sale of any merchandise and/or services is expressly forbidden. Where tickets are used to obtain meals, beverages or services, the sale of same cannot be made in the park.
- The use of alcoholic beverages or gambling in any form are prohibited.
- Animals, including dogs on/off leashes (except in designated dog park), petting zoos, pony rides and magician rabbits are prohibited in the park.
- Music, in any form, must comply with park rules and regulations. DJs, amplified music and public address systems are not permitted.
- Parking shall be confined to designated areas. Parking in unauthorized areas when loading and un-loading will be subject to towing/and or ticketing. **NO PARKING OR BLOCKING OF SIDEWALKS, ROADWAYS AND PEDESTRIAN ENTRANCES.**
- No smoking or use of tobacco allowed on park premises
- No charcoal or gas grills may be brought on park premises.
- No motorized vehicles.
- Single standing picnic tables are available on a first come, first serve basis.
- Special parties involving the use of outside vendors (e.g., bounce house) require reservations, permit fees, and proof on insurance. Please inquire.
- The participant shall observe, obey and comply with all applicable city, county, state and federal laws, rules and regulations.
- Helmets must be worn at all times while using batting cages.
- The playground is for children under the age of 12; a parent or adult guardian must supervise all children. User assumes all risk in use of the site and shall be solely responsible and answerable for damages for all accidents and injury to person or property and hereby covenants and agrees to indemnify and keep harmless the Village and their officers and employees from any and all claims, suits, losses, damage or injury to person or property. Insurance requirements will be at the Park Manager's discretion.
- The Parks and Recreation Director or her designated representative may cancel or revoke the permit with or without cause; waive the requirements of the rules and regulations; or, in the public interest, make additional conditions regarding the use of Village buildings and grounds.
- When vacated, the facility shall be returned in the same condition as received. The security deposit will be forfeited for any damage, vandalism, missing equipment, failure to clean up after use, or failure to comply with rules and regulations.
- Wall décor and Official Village framed photographs may not be removed from the walls.
- Violation of rental policies may result in a one year ban or prohibition on use of park facilities.

**Please review Parks Rules & Regulations Ordinance on the Village website for additional information.**