CITY OF LAKE WALES

PROCEDURES AND RULES FOR PARK RENTALS

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City parks which are available to the public can be reserved for picnics, birthdays, reunions, and other similar type gatherings. Procedures are as follows:

1. Call City Hall at 678-4182, ext, 225
2. Your requested park (if available) will be noted on the calendar in that book for 24 hours
3. You must come to City Hall in person, complete and sign the rental contract, and receive the rules and regulations. Only those individuals 21 years of age or older can reserve a park.
4. A deposit/reservation fee is due at the time of rental. This fee will be refunded after your event if the park is left in a clean manner and no damage has occurred. The adult making the reservation and renting the use of the picnic area is responsible for any event involving minors.
5. Reservations made less than two weeks in advance must be paid in full and in cash.
6. One copy of the contract will be given to the renter, one copy will be taken to the cashier when payment is made, and the originals are retained in the rental book for the park.
7. On the date of your event at the park, make sure you have your contract with you in the event someone else is using the site. If they do not leave call the police. Your contract is your documentation that you have made a reservation and all the fees were paid.
8. Cancellations: If you have to cancel fees will be refunded at the following rates;
   30 days or more – full refund less $5.00 administrative fee
   14 days to 30 days – one half of the deposit and fees less $5.00
   Less than 14 days – no deposit refund, rental fees will be refunded less $5.00

By signing this contract you are agreeing to follow the rules and regulations of the City.
1. Park only in designated areas not on the grass.
2. Soliciting, advertising, selling or offering to sell any food, beverage, merchandise, article or anything whatsoever in the park is prohibited.
3. Loitering or congregating in the park after the park closes at 7:00 pm or before 7:00 am is prohibited.
4. No alcoholic beverages permitted in the park or parking areas.
5. The sale or purchase of drugs or controlled substances in the park is prohibited.
6. Weapons of any kind are prohibited.
7. Distribution of handbills, or other commercial or political advertising materials in the park is prohibited.

8. Inflatables will be permitted in some parks. However there is a two week advance notice required. You must indicate on the application that you will be using them and complete the separate application. The company that you use must provide insurance to the City indicating what you are getting, date of your rental and your name. The company is required to make contact with the City as well. The location of the inflatables at a particular park is the sole decision of the City of Lake Wales. If you are using a water slide, water must be available at that park and a separate fee for the use of the water is charged. Not all parks have electrical and water available.
9. No tents are allowed (except in Lake Wailes Park when a special event permit is obtained and a tent permit obtained by the Planning Dept)
10. The City of Lake Wales is not responsible for any personal items that are left at the site by persons using the park and picnic area. Personal property will be removed promptly after the conclusion of the use.
11. The renter is solely responsible for any accidents, injuries, or damaged property resulting from his or her use of the park.
12. The City of Lake Wales does not discriminate and will not permit discrimination on the basis of race, religious creed, color, sex, age, disability or national origin in the admission or access to the park, program or activity.
13. City staff will clean and pick up any trash prior the event. All trash and items used for the event must be picked up and removed once the event is concluded. Use the containers provided for trash and garbage.

I agree to abide by the rules and regulations set forth by the City of Lake Wales.

Signature of renter _____Date _____