



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



Pavilion Rental Application 2016

*A fifty dollar (\$50.00) 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**

Event Date \_\_\_\_\_

4 hour Start Time \_\_\_\_\_ End Time \_\_\_\_\_

All day Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Description \_\_\_\_\_

**MAXIMUM CAPACITY IS 67 PEOPLE**

4 HOUR

ALL DAY

\$75.00 + deposit

\$150.00 + deposit

**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**

\$50.00 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 \$50.00 deposit (signature) \_\_\_\_\_



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



Beach Pavilion Rules and Regulations

- Keys for the facility must be picked up Friday before 4:00 pm at city hall.
- Keys 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 event start time as indicated on the rental application.
- The refrigerator is **NOT** property of the City of Keystone Heights and is **NOT** available for public use.
- The facility must be cleaned and vacated within **30 minutes after** the event end time as indicated on the rental application.
- Parking inside the gated area of the park is prohibited. Parking is permitted within the designated areas provided.
- No nails, tacks, staples, 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 **4** tables, **54** chairs (28 red and 26 fold up), and **1** microwave **MUST** be wiped clean and properly stored after being in use. Sink 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 MAY BE BROUGHT ONTO CITY PROPERTY**
- 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