



City of Naples - Community Services Department

**FACILITY RESERVATION APPLICATION
NORRIS CENTER/CAMBIER PARK**

755 8th Avenue South | Naples, Florida 34102
Phone: (239) 213-3058 Fax: (239) 213-3053 Email: cambierpark@naplesgov.com

Use this form for: Any and all requests for facility/field/park uses. Requests should be submitted at least 2 weeks prior to the event date. If event requires a special event permit must be submitted 60 days in advance.

NAME/ORGANIZATION: _____

ACTIVITY & DESCRIPTION: _____

Attendance (Estimate): _____ Date(s) Requested: _____

Set Up Time Actual Event-Time Take Down Time
_____ to _____ to _____ to _____

Individual Responsible for Event/Activity: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Fax: _____

Email Address: _____

Alternate Contact: _____ Phone: _____

THE NORRIS CENTER		CAMBIER PARK	
Check Area Requested	AREA REQUESTED	Check Area Requested	AREA REQUESTED
	AUDITORIUM/STAGE - 3,384 sq. ft.		BANDSHELL / Mulch Area
	THEATRE LOBBY - 378 sq. ft.		BASKETBALL COURT
	ART ROOM - 715 sq. ft.		BOCCE COURT - North / South
	CONFERENCE ROOM - 190 sq. ft.		OPEN SPACE
	DANCE ROOM - 606 sq. ft.		PLAYGROUND GAZEBO - North (Small)
	GALLERY - 348 sq. ft.		PLAYGROUND GAZEBO - South (Small)
	GAMEROOM - 1,671 sq. ft.		PICNIC PAVILION (Large)
			SHUFFLEBOARD COURTS
			SOFTBALL FIELD

SPECIAL REQUESTS/NEEDS:

RULES: (Initial after each)

1. Alcohol/Glass/Gambling/Vehicles on turf areas is prohibited on all city property: _____
2. Parking is prohibited in areas other than designated parking spaces: _____
3. Food cannot be cooked on site without prior approval and grease must be removed from park: _____
4. Areas used must be cleaned & trash deposited in dumpsters or risk loss of security deposit/additional charges: _____
5. Any damage/loss must be replaced and/or repaired or will result in extra charges: _____
6. Smoking is prohibited in all city facilities and designated outdoor areas: _____
7. This application is for the date(s) & time(s) listed above and cannot be transferred or changed without park approval: _____
8. All provisions of state and local law as they pertain to accessibility and the A.D.A. shall be complied with: _____
9. Groups will be required to provide liability insurance, naming the City of Naples as additionally insured: _____
10. Tables/chairs are available for indoor use. You are responsible for setting up & putting away or see staff charges: _____
11. Amplified music, tents, cooking on premises, large attendance, ongoing events/activities, City co-sponsorship, etc., requires a Special Event Permit through the Community Services Department at (239)213-7120: _____

All rules, regulations and policies governing operation of City parks and Community Services Department facilities must be followed. (Ordinance 07-11560 and Resolution 07-11562).

Is this a Charitable/Non-Profit Organization? ☐ Yes ☐ No

If yes, FL State Tax Exempt #: _____

(Please provide us with a copy of your Tax Exempt form for our files)

Will there be amplified Music or entertainment? ☐ Yes ☐ No

If yes, please attach type(s) of entertainment and scheduled time(s) of performance(s).

Will this event require electricity? ☐ Yes ☐ No

If yes, please provide what type of uses: _____

FEES AND CHARGERS:	HOURS	Non-Profit Charitable/501c	Private/Commercial For Profit	TOTAL \$
Room Rental (Under 700 sq. ft.)		\$15/hr	\$25/hr	
Room Rental (700 - 2,000 sq. ft.)		\$20/hr	\$45/hr	
Room Rental (Over 2,000 sq. ft.)		\$50/hr	\$80/hr	
Kitchen Rental		\$15/hr	\$25/hr	
Bandshell / Mulch Area		\$80/hr	\$140/hr	
Outdoor Open Space Area (100ft x 100ft) small group		\$15/hr	\$25/hr	
Softball Field		\$35/hr	\$45/hr	
Basketball, Shuffleboard, Bocce		\$15/hr	\$20/hr	
Lights		\$15/hr	\$20/hr	
Gazebo/Picnic Pavilion/Non-Collier Resident		\$25/\$130/hr	\$35/\$165/hr	
Park Rental for Large Events		\$900 / day	\$1600 / day	
Rental during non-business hours		\$20/hr/room	\$40/hr/room	
Additional Staff		\$25/hr/staff	\$25/hr/staff	
Set up/Take down (tables chairs, etc.)		\$25/hr/staff	\$25/hr/staff	
Fund Raising		\$20/hr	\$20/hr	
Audio Visual/Kitchen/Other Equipment Rentals		\$10/hr/each	\$10/hr/each	
Deposit for Clean Up/Damage/Rule Violations		\$250	\$250	

TOTAL AMOUNT DUE: (Note: Final amount due may change due to actual use and applicable sales tax may be applied.) Note: Reservation Form effective October 1, 2018 - Do not use older form.

I, the undersigned, and above contractor will indemnify, defend and hold harmless, the City of Naples, its agents, employees, officers, servants, instructors, volunteers and any and all other associates, from and against any and all actions, in law or in equity, from liability claims for damages, demands, or judgments to any person or property which may result now or in the future from the conduct of this event/ activity. I understand that this waiver includes any claims based on negligence, action or inaction of any of the parties. The undersigned further expressly agrees that the foregoing release, waiver, and indemnify agreement is intended to be as broad and inclusive as is permitted by the law of State of Florida, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. I, the undersigned, will be responsible for all payments due to the city and adherence to all rules, regulations and policies.

Signature of Applicant

Date

(Note: If submitting this form electronically, please type your name and date on the corresponding lines above. Also, please review the Electronic Submittal disclaimer on the following page.)

Signature of Park Manager/Supervisor

Date

Approved: _____ **Denied:** _____

Make payments in person or mail to: The Norris Center, 755 8th Avenue South, Naples, FL 34102.
Date/time/location are not guaranteed until payment is received. Payment in full due no later than two weeks prior to the event. We accept Credit Card/Check/Cash. Make checks payable to City of Naples. Deposits paid by cash/ check will be refunded by check through the City Finance Department and may take up to 90 days.

ELECTRONIC SUBMITTAL

(NOTE: The button used to submit this form (via email) will appear upon checking the box and agreeing to the terms below. Saving this entire form for electronic submittal requires a minimum of free Adobe Reader version 11 (or greater), or Adobe Acrobat Standard / Pro).

☐ **By checking this box, typing your name in the applicant/citizen signature field(s), and submitting this form electronically (via email), you affirm that all information contained within this document was completed truthfully, and to the best of your knowledge and you understand that your electronic signature is considered legally binding the same as signing your physical signature by hand.**