



City of Naples – Parks, Recreation and Facilities Department

BAKER PARK RESERVATION FORM

100 Riverside Circle | Naples, Florida 34102

Phone: (239) 213-3020 Fax: (239) 213-3018 Email: fleischmannpark@naplesgov.com



Use this form for: Any and all requests for Baker Park uses. Requests should be submitted at least 30 days prior to the rental/event date. If rental/event requires a special event permit must be submitted 120 days in advance.

NAME/ORGANIZATION: _____

ACTIVITY & DESCRIPTION: _____

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

Set up Time Actual Event Time Take Down Time
_____ to _____ to _____ to _____

Individual Responsible for Event/Activity: _____

Address: _____ City: _____ Zip: _____

Phone: _____ E-mail Address: _____

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

If yes, FL State Tax Exempt #: _____

(Please provide a copy of your FL Tax Exempt form with this application)

Will there be Amplified Music? [] Yes [] No If yes, Type & Location: _____

Note: You are responsible for the rental (from an outside vendor) of Tables/linens, Chairs, Tents, Audio/Visual Equipment and any other items required for your event, and for delivery/pick up, set up/take down, etc.

Table with 5 columns: FEES AND CHARGERS, HOURS, Non-Profit Charitable/501c, Private/Commercial For Profit, TOTAL \$. Rows include Sugden-Gomez Center, Kitchen, The Formal Lawn, City Staff, GCR Stage, Picnic Shelter, Sunrise Terrace, Non-City/Non-Collier County Resident Fees, Park Rental for Large Events, Rental during non-business hours, Outdoor Open Space for small groups, Fundraising, Equipment Rentals, Deposit for Clean Up/Damage/Rule Violations, and TOTAL AMOUNT DUE: \$0.00.

Make payments in person or mail to: Fleischmann Park Community Center, 1600 Fleischmann Blvd., Naples, FL 34102. Day/time/location are not guaranteed until the deposit has been received. Payment in full is due prior to final approval of reservation. We except 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.

BAKER PARK USAGE RULES (Initial Before Each)

- _____ 1. Glass/Gambling/Vehicles on sidewalks and turf areas is prohibited.
- _____ 2. Parking is prohibited in areas other than designated parking spaces.
- _____ 3. Groups will be required to provide liability insurance with minimum limits of \$1 million per occurrence, naming the City of Naples as additionally insured.
- _____ 4. Alcohol requests require submittal of an Alcohol Request Application form along with this reservation form.
 - Alcohol must be served/sold by a licensed vendor and a copy of license must be provided prior to event.
 - Must provide Host Liquor Liability Insurance of \$1 mil.
- _____ 5. Grills are available at each picnic shelter and are "Use at Your Own Risk".
 - Please deposit used (once cooled) charcoal/ashes in the receptacle located next to the grill.
 - Food can only be cooked in the grills located at the three Picnic Shelters.
- _____ 6. Areas used must be cleaned and trash deposited in receptacles or risk loss of security deposit/extra charges. Helium balloons are not allowed inside the Sugden-Gomez Center.
- _____ 7. Any damage/loss must be replaced and/or repaired or risk loss of security deposit/extra charges.
- _____ 8. Smoking is prohibited in all city buildings.
- _____ 9. This application is for the date(s) & time(s) listed and cannot be transferred or changed without City approval.
- _____ 10. All provisions of state and local law as they pertain to accessibility and the A.D.A. must be complied with.
- _____ 11. Outdoor amplified sound/music, tents, street/sidewalk closure, off-site parking, attendance over 1,500, petting zoo, City co-sponsorship, etc., in addition to this park permit requires a Special Event Permit through the Community Services Department at (239) 213-7120. Permit may require City Council approval, depending on event details. Note: Special Event Permit Application including all backup materials must be submitted to the Community Services Department a minimum of **120 Days** prior to the date of the event.

All rules, regulations and policies governing operation of City parks and Community Services Department facilities must be followed. (City Code of Ordinances Chapter 28 Sections 31-36).

Waiver: I, the undersigned 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 will, 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 listed above and understand that I may lose my deposit plus additional charges if all the requirements and rules are not followed and/or if damage/loss occurs.

Applicant Signature

Date

City Approval

Date

ELECTRONIC SUBMITTAL

Submit Form via E-mail

By checking this box, typing your name in the Applicant Signature field above, 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. Furthermore, you understand and agree that your typed name will serve as your electronic signature and shall have the same force and effect as your written signature.