

**CITY OF PUNTA GORDA
GOVERNMENT CENTER PLAZA
OPEN SPACE AT FREEMAN HOUSE
HECTOR HOUSE PLAZA
HERALD COURT PLAZA
HERALD COURT CENTRE**



Government Center Plaza



Hector House Plaza



Herald Court Plaza



Herald Court Centre

**RENTAL POLICIES AND PROCEDURES
FOR URBAN PARKS**

Rental Policies For Urban Parks

1. This manual shall cover rental policies, procedures and fees for the use of the Government Center Plaza, Hector House Plaza, Herald Court Plaza, Herald Court Centre top parking deck and the open space of the Freeman House, known as City Urban Parks. Herald Court Centre top parking deck is not available for rental during the Annual Downtown Block Party or the Annual Downtown Bike Night.
2. Reservations for small events are available to non-profit organizations only, with an estimated attendance of 100 people or less for all City Urban Parks with the exception of Herald Court Centre top parking deck. The maximum number of attendees permitted for the Herald Court Centre top parking deck will be determined by the Fire Marshall.
3. Reservations for events lasting 4 hours or less, do not involve the sale or distribution of alcoholic beverages to the general public, do not have the need for electricity or include any attractive nuisances (rock climbing wall, bounce house, etc.), may be approved administratively, all other reservation requests will require Development Review Committee (DRC) approval.
4. Reservation requests must be made in writing, using a form developed by the City of Punta Gorda. The request must be received a minimum of sixty (60) days prior to the event. The request must also include a diagram (site plan).
5. All rentals that include access to the interior of the Freeman House are handled through Old Punta Gorda, Inc. Please call (941)637-1445 or (941)833-4414.
6. If renting the open space only by the Freeman House, please contact the City of Punta Gorda, Zoning Department, (941)575-3314.
7. Rental fees will be charged at the rate of \$25.00 per hour for all City Urban Parks with the exception of Herald Court Centre top parking deck. The rental fees for Herald Court Centre will be \$125.00 per ½ day and \$250.00 per full day. A damage deposit in the amount of \$250.00 will be charged for all City Urban Parks with the exception of Herald Court Centre. The damage deposit for Herald Court Centre top parking deck will be \$500.00. The damage deposit is refundable, if after an inspection, no damage is found or no additional clean up is required.
8. Hours for event(s) at the Government Center Plaza must be after normal business hours for the City of Punta Gorda or on weekends, including set-up and clean-up. Normal business hours are from 8:00 am to 4:30 pm, Monday – Friday.
9. A reservation for the Government Center Plaza area does not include the use of the City Hall Annex parking garage. The City Hall Annex parking garage closes daily at 5:00 pm.
10. When reservations are approved for Herald Court Plaza, the ingress/egress to the businesses along Herald Court may not be blocked at any time.
11. No public restroom facilities are available at any site with the exception of Herald Court Centre top parking deck. If Herald Court Centre top parking deck is rented, the event organizer is responsible for contacting the property management company to arrange for a restroom attendant; any cost for such personnel is the responsibility of the event organizer. Event organizer is responsible for providing restroom facilities.
12. Event organizer will need to provide additional trash containers and provide for the removal of the trash containers.
13. Event organizer is responsible for notifying the public of “No Parking” on the top parking deck a minimum of 24 hours prior to the event by posting signs and barricades.
14. You may not limit access to the public parking at the Government Center Plaza or the Herald Court Centre parking garage.
15. You may not charge for parking.
16. Tents will require special approval as to location. Contact Public Works at (941)575-5050 for location approval. No tent stakes may be utilized for blacktop or brick paver

surfaces. Tents will require a separate tent permit, which may be obtained from the Punta Gorda Fire Prevention office, (941)575-5542.

17. Glass containers are prohibited.
18. If alcoholic beverages will be served, you will be required to supply a copy of an alcoholic beverage license or exemption letter from Alcoholic Beverage and Tobacco department of the Division of Business and Professional Regulation. Please contact Division of Alcohol Beverages and Tobacco at (239)278-7195.
19. No refunds will be issued unless an evacuation order has been issued for the area by emergency management.
20. Horses, ponies, elephants, lions, tigers and other exotic animals are not permitted on any site.
21. No cooking will be permitted on any site. Catering is allowed, provided that no cooking is done on-site.

Rental Fees

For approved non-profit events, a rental fee will be charged, including all applicable local and state sales tax, unless a tax exempt certificate is provided.

Open Space – Government Center Plaza, Hector House Plaza, Herald Court Plaza, and/or open space near the Freeman House – up to 100 people (maximum permitted)	\$25.00 per hour
Damage Deposit – Refundable after inspection if no damage is found or no additional clean up is needed. If damage in excess of \$250.00 is found, the additional cost shall be the responsibility of the event organizer.	\$250.00
Herald Court Centre Top parking deck of Herald Court Centre Parking Garage(maximum number of attendees to be determined by Fire Marshall on a case by case basis.)	\$125.00 per ½ day (4 hours or less) \$250.00 per full day (over 4 hours)
Damage Deposit – Refundable after inspection if no damage is found or no additional clean up is needed. If damage in excess of \$500.00 is found, the additional cost shall be the responsibility of the event organizer.	\$500.00



City of Punta Gorda, Florida

Urban Design Group

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Telephone: (941) 575-3372 ** Fax: (941) 575-3356

APPLICATION FOR USE OF THE CITY URBAN PARKS

GOVERNMENT CENTER PLAZA

HECTOR HOUSE PLAZA

HERALD COURT PLAZA

OPEN SPACE OF THE FREEMAN HOUSE

HERALD COURT CENTRE TOP PARKING DECK

Organization:			
Contact Name:			
Mailing Address:			
Email Address:			
Daytime Phone:			
Evening Phone:			
Fax Number:			
Cellular Number:			
Date of Event:			
Setup:		Event Start Time:	
Cleanup/Tear-Down:		Event Stop Time:	
Describe Traffic Control: Must notify public 24 hours prior to event that the top deck will be closed to the public for parking.			

Description of Event:			
Will alcohol be sold/served?: If yes, a copy of the alcoholic beverage license must be provided by organizer.			
Will music be involved?: If yes, give details w/type of music, time of performance(s), etc.			
Are tents proposed?: If yes, a separate tent permit is required through the Fire Prevention Office - 941-575-5529.			
Will admission be charged?:			
Number of people anticipated?: Please note - maximum attendance permitted is 100 in all facilities with the exception of the Herald Court Centre top parking deck.			
Name and contact info for 2 people with authority present during the event:	Name:	Phone:	
	Name:	Phone:	
Check any City assistance needed:	<input type="checkbox"/> Electricity <input type="checkbox"/> Water <input type="checkbox"/> Other- give details		
Indicate which plaza is requested:	<input type="checkbox"/> Government Center <input type="checkbox"/> Hector House Plaza <input type="checkbox"/> Herald Court Plaza <input type="checkbox"/> Freeman House Open Space <input type="checkbox"/> Herald Court Centre Top Parking Deck		

City of Punta Gorda
WAIVER AND FACILITY PERMIT

It is hereby agreed and understood that the above facility is reserved, as specified, for the use of the above named person and/or User. The facility reserved is subject to inspection by any authorized representative of The City of Punta Gorda in order to assure proper use of City property. This permit must be in the possession of the User to whom it is issued and shown upon request to any of the above-mentioned representatives.

The User assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of City property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The User shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the Facility, and shall indemnify and hold harmless The City of Punta Gorda and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The User further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

User: _____ Date: _____

Approved: _____	Date: _____
City of Punta Gorda Representative	

FOR OFFICE USE ONLY

Rental Fee: \$ _____ <input type="checkbox"/> Cash Date Paid: _____ <input type="checkbox"/> Check <div style="text-align: center;"><i>Event Coordinator's Approval</i></div> _____ Date: _____ Event Permit Number: _____	DRC Approval Required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date approved: _____ City Council approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No SCA Number: _____ Date approved: _____
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Cc: City Police Department
 Fire Department
 City Manager's Office
 Parks and Grounds

Code Compliance
 Building Department
 Growth Management