



Frank Brown Park  
 16200 Panama City Beach Parkway  
 Panama City Beach, FL 32413

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## Frank Brown Park Community Center FACILITY USE AND LICENSE AGREEMENT

Contact Name:			
Group/ Company Name:			
Phone:		Email:	
Address:			
City:		State:	Zip:
Type of Event:		Approximate Number of People:	
Date of Event:	/ /	Time of Event (INCLUDING SET-UP and CLEAN UP)	
		: a.m./p.m. -	: a.m./p.m.

Are you charging an entrance fee? <i>If YES, 1% tax is due to City of P.C.B. Payments should be made at Licensing Office located in the Building Dept. located in the Public Services building next to City Hall.</i>	YES	NO
Are you serving food? <i>Most activities will not require a public service license. If you are unsure whether or not you will be required to have a public food service license, please visit <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> to confirm.</i>	YES	NO
Is this a catered event?	YES	NO
Is this event private or open to the public?	PRIVATE	PUBLIC
Are you using an amplified DJ or Band? <i>If YES, please provide name and contact information of DJ or Band.</i>	YES	NO
How many tables and chairs will you need? * Please provide layout 5 days prior to event.	Chairs: _____	
	6ft Rectangular Tables: _____	

The purpose of this contract covers the right to use said space for the above mentioned purpose and none other: This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ month 20\_\_\_\_ by the City of Panama City Beach, a municipal corporation under laws of the State of Florida, through its Parks & Recreation Department, party of the first part, hereinafter called the Lessor, \_\_\_\_\_, party of the second part hereinafter called the Lessee. That the Lessor, in consideration of the covenants of the Lessee, hereinafter set forth does reserve the below listed facility for Lessee for the time purposes specified, and the subject to the conditions and stipulations hereinafter provided. The Lessee shall be liable for any and all damages caused through its own act and the act of any of its employee's or agents, or anyone visiting the building and/or park facilities upon the invitation of the said Lessee, caused to this building, park facilities, or any portion for which the City is held liable. The Lessee hereby releases Lessor from any and all damages, from

every cause to persons or property caused by its use of the building and/or park facilities, or during its use of said facility, and the Lessee agrees to hold the Lessor harmless from damages claimed or sustained by it or from any cause during said use. If the Lessee fails to comply with the covenants, condition, stipulations or limitations set forth in agreement, Lessor reserves the right, through the City Manager or Parks & Recreation Director to cancel this agreement, with or without notice; said cancellation to be within the absolute and arbitrary discretion of the Lessor without the necessity of giving the Lessee any reason for such cancellation. It is expressly agreed that in the event of a cancellation of this contract that the Lessee shall have no claim of any character against the Lessor because of such cancellation in witness thereof the parties hereto, or their agents, duly authorized, have hereunto set their hands and affixed their seals.

Classroom				
	Fee	Total Rent	6.5% tax	Total Due
Reservation Fee (Non-Refundable)	\$50			
Hourly Rent	\$45 / hr			
Tax Exempt Groups (Must attach certificate)	\$30 / hr			
Holiday Hourly Rent	Double			
Gymnasium				
Reservation Fee (Non-Refundable)	\$200			
Hourly Rent	\$75 / hr			
Tax Exempt Groups (Must attach certificate)	\$55 / hr			
Holiday Rent	Double			
Package (Gymnasium & Classroom)				
Reservation Fee (Non-Refundable)	\$250			
Hourly Rent	\$100 / hr			
Tax Exempt Groups (Must Attach Certificate)	\$70 / hr			
Holiday Rate	Double			
Miscellaneous				
Sound System	\$50 / day			
Late Fee	\$100 / ½ hr			
Tablecloth Rental (white)	\$10 each			
Table Skirt Rental (14ft- white)	\$30 each			

**\*ALL FEES DUE (14) DAYS IN ADVANCE FOR CONFIRMED RESERVATION\***

**\*RESERVATION FEES MUST BE PAID AT TIME OF RESERVATION\***

The City of Panama City Beach (Lessor):

(Lessee):

\_\_\_\_\_  
Parks & Recreation Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Representative  
Authorized Agent  
Lessee

\_\_\_\_\_  
Date