

**Exhibit "A"**  
**Town of Southwest Ranches**  
**Country Estates Park Policy**

1. The Country Estates Park shall be open to the public between sunrise and sunset. Park gates shall be closed and locked at dusk.
2. Use of the pavilion and other park amenities are on a first-come, first-served basis.
3. Any organized gathering seeking to utilize a park amenity requires a reservation at least one week in advance. The pavilion may be reserved for two 6-hour periods per week (see Attachments 1 through 3 for details). Anyone seeking to reserve a park amenity must sign a form acknowledging that they have read and understand the Park Policies, Rules, and Regulations.
4. Park users shall take extreme care not to disturb equestrian users of the Park and shall never approach any horse without the owner's permission. Horse riders must be able to share the facilities with other park users.
5. Children shall be under adult supervision at all times.
6. All users of the park facilities must clean up after themselves and their guests. Trash, including but not limited to decorations, must be disposed of properly. This includes all debris generated by barbecuing activity, if applicable.
7. The Town of Southwest Ranches shall not be responsible for any loss of personal property or injury by fire, theft, accident, or natural incident at the park.

**Parks Policy – Prohibited Activities**

Although park users are urged to check with the Town to see if their proposed activities will be acceptable, the following is a non-exhaustive list of prohibited activities:

1. Use of the park for events with bounce houses or inflatable equipment that utilize water is prohibited.
2. Use of the park by commercial vendors or enterprises, and for-profit purposes are prohibited.
3. Stapling, taping, tacking, or any affixation to park facilities is prohibited. Balloons, glitter, sequins, confetti, and similar materials are prohibited.
4. No alcoholic beverages or glass containers shall be allowed in the park.
5. Parking at the park shall only be in designated areas; all unloading shall occur only in the designated parking areas.
6. Postings of signs and/or notifications shall be prohibited.
7. All animals shall be under control at all times and domestic pets shall be on a leash of 6 feet or less. Feeding of wildlife is prohibited.
8. Display or discharge of any firearms, fireworks, explosives, paintball guns, and/or similar types of weapons and items is strictly prohibited.
9. No swimming, wading, or boating.
10. No fires or overnight camping. Barbecuing is permitted only in designated areas on Town equipment by approved permit holders.
11. No organized picnic outing, event, or assembly of more than ten (10) people without a reservation. This includes, but shall not be limited to, parades, drills, maneuvers, sports, skills, or contests.
12. The Town Council or Administrator at its sole discretion reserves the right to grant exceptions to this policy, to waive any informality, non-material irregularity or technicality or take any other such actions that may be deemed to be in the best interests of the Town.

**Attachment 1**  
**Town of Southwest Ranches**  
**Country Estates Park Pavilion / Facility Rental**

The Town's Country Estates Park has a Pavilion facility that may be rented; however, for-profit activities will not be allowed in the park at any time.

**Rules and Regulations:**

1. The park pavilion may be rented for only two 6-hour periods in any week. The approved rental of the Pavilion entitles the person the exclusive use of the Pavilion only. Restrooms, parking, and other park facilities shall remain open to the general public at all times. The rental of the Pavilion restricts the use to a maximum of fifty (50) guests.
2. The Country Estates Park Policy (Page 1) shall apply to all persons utilizing the park property. All permit holders shall take all necessary steps to make sure that their guests follow the Park Policy. Children shall be supervised at all times. Any person or persons violating Amenity Rental or Park Rules and Regulations or, in the opinion of the Town constituting a public nuisance or potential hazard to public or park property, or exhibiting disorderly conduct, shall be asked to exit the park property. No refunds shall be given to any person or person asked to leave the park.
3. Any person holding a permit to rent a park amenity shall be responsible for their vendor(s') personnel, vehicles, and equipment and said vendor(s') compliance with all policies, rules, and regulations.
4. Barbequing is permitted, by approved permit holders only, only on Town equipment, if installed, in designated areas only. The following rules apply to barbequing activities:
  - NEVER use gasoline or kerosene to start the fire.
  - After using starter fluid, cap the container and move it away from the fire. NEVER add any type of starter fluid once the coals are burning.
  - To stop flare-ups, move cooking grid up and spread out coals.
  - To dispose of the ashes before fully cooled, soak them completely in water before putting them in a non-combustible container.
  - To dispose of the ashes, wrap in foil and put them in an empty non-combustible container.
5. Bounce houses or inflatable equipment that do not utilize water are permitted, to approved permit holders only, only in areas designated by Town's staff or designee.
6. Applicants must specify in their rental application whether barbequing activity will be included and any vendors that will serve the event (i.e., pony rides, food, etc.).
7. Pony ride vendors or other livestock vendors hired for permitted parties must provide proof of negative coggins and any other health certificates as may be required by Broward County for all livestock that will be brought to the park. (This information must be presented upon request at the time of the event.)
8. Applicant MUST present a valid driver's license or State photo ID when submitting an application.
9. The Town will not process incomplete applications. All required documentation and fees must be submitted at the time of application.
10. Noncompliance with the Town's stated policies, rules or regulations may result in the revocation of the permit, loss of cleanup/security deposit, and refusal of any subsequent permit applications for up to one year.

**Applicant acknowledgement of rules:**

- Rental fee and Security/cleanup deposit is due at the time of booking. Reservations will not be held without payment.
- Renters will have exclusive access to the rented facility/ies only.
- The renter listed on the reservation is the sole liaison between the event and the Town of Southwest Ranches.
- Renters are responsible for set-up, break-down and clean-up of the rental facility/ies. Additional fees apply for clean-up performed by the Town.
- Renters must include set-up, break-down and clean-up within the rental time period.
- Decorations in the facility/ies shall exclude the use of nails, tape, staples, pins on the walls, any adhesives on the doors, windows, furniture, tables, chairs, ceilings or any outside structure.
- Service agencies such as florists, caterers, disc jockey are to deliver and/or drop off any items only during your rental time.
- Based on the nature of the event, the renter may be required to hire an off-duty detail officer or additional staff.
- I have read, understand and agree to abide by The Town of Southwest Ranches Country Estates Park Policy. I will assume full responsibility for cleaning the facility/ies and returning the furnishings to their original position and otherwise have the facility/ies ready for inspection following the rental.
- I understand and acknowledge that I assume full responsibility for any and all damage done to the facility/ies or furnishings during the period of my reservation.

## **Attachment 1**

Town of Southwest Ranches  
Country Estates Park Pavilion / Facility Rental, continued

### **Pavilion Rental – Fees, Payment, and Insurance:**

1. Full payment for rental fee including security deposit is due at the time of application. All fees are subject to sales tax.
2. Facility Rental and Cleanup/Security Deposit fees are set forth in Attachment 3.
3. Payment may be by credit, check, or money order. If paid by check, a picture I.D. must be presented. Checks should be made payable to the Town of Southwest Ranches.
4. If applicant pays by check, the application must be submitted three (3) weeks prior to the event for funds to be processed. Application MAY BE denied, and the applicant will be responsible for all fees, including legal costs and fees, that may result from insufficient funds.
5. All vendors hired for any permitted party (i.e., pony rides, food vendors, etc.) will be required to provide a current Certificate of Insurance evidencing liability coverage in the amounts set forth in Attachment 3. This information must be submitted at the time of application.
6. If application is denied for any reason, the deposit and rental fee will be returned in full.

### **Setup/Cleanup/Security Deposit:**

1. Cleanup/security deposit is due at the time of application. The Town will inspect the facilities before and following the event.
2. Decorations shall not be stapled, taped, nailed, tacked, or adhered in any way to park property.
3. All decorations, including tying material, must be removed completely and disposed of properly within the permit time.
4. All trash shall be picked up and placed in receptacles. If amount of debris exceeds receptacle space, the permit holder is responsible for removing trash from the property as a part of cleanup.
5. Permit holder is responsible for cleanup and removal of all debris generated by barbeque activity.
6. After the event, if the facility has been sufficiently cleaned, as determined by the Town, the deposit will be returned to the permit holder within two (2) weeks.
7. All costs associated with any damage, trash removal, or other expenses incurred by the Town will be deducted from the security deposit. If cleanup costs exceed the deposit amount, the Town will use all means available to collect from the permit holder; and if not paid, the person will be prohibited from future use of the facilities. Any property damaged by the permit holder or a guest will be replaced/repaired at the sole cost and expense of the permit holder.
8. Failure to clean the facility properly or a violation of park rules will result in the complete loss of the security deposit.

### **Cancellation:**

1. The rental fee and security deposit will be refunded, less \$75 for administrative costs by the Town, if the Town is notified in writing of the cancellation at least one (1) week prior to the scheduled event.
  2. If the Town is notified of the cancellation less than one (1) week prior to the scheduled event, only the security deposit will be refunded.
  3. No refund of the security deposit will be made if the pavilion is not vacated promptly at the end of the rental period.
- Applicant **MUST** initial acceptance of these terms at the time of submission of the application.

**INITIAL:** \_\_\_\_\_

**Attachment 2**  
**Town of Southwest Ranches**  
**Application for Country Estates Park Facility Rental**

Date of Application: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Driver's License Number or Photo ID Number (attach copy): \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Number of attendees expected: \_\_\_\_\_

Time of Rental (6 Hour Maximum): \_\_\_\_\_

Will event include Barbeque activity? (Circle answer)    Yes            /            No

Additional Person to Contact, Name: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

**List participating vendors (i.e., bounce house vendor, pony rides, clowns, face painters, food vendors, etc.):**

Company Name\*: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service vendor will provide: \_\_\_\_\_

Phone Number: (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

Policy Number on Certificate of Insurance (attach copy to application): \_\_\_\_\_

Company Name\*: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service vendor will provide: \_\_\_\_\_

Phone Number: (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

Policy Number on Certificate of Insurance (attach copy to application): \_\_\_\_\_

**Attachment 2**

Town of Southwest Ranches  
Application for Country Estates Park Facility Rental, continued

Company Name\*: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service vendor will provide: \_\_\_\_\_

Phone Number: (Business) \_\_\_\_\_ (Cell:) \_\_\_\_\_

Policy Number on Certificate of Insurance (attach copy to application): \_\_\_\_\_

- **\*If company hired to provide equine services to the event, the vendor MUST furnish proof of negative coggins upon request at the time of the event. All animals must be properly vaccinated in accordance with Chapter 14 of the Town of Southwest Ranches Code of Ordinances. Other livestock vendors hired for permitted parties must provide other health certificates as may be required by Broward County for all livestock that will be brought to the park. (This information must be presented upon request at the time of the event.)**

Amount of Rental Fee Paid: (Add 6% sales tax) \_\_\_\_\_

Amount of Deposit Paid: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_ Applicant's Initials: \_\_\_\_\_

Circle Type of Remittance:    Check    Credit    Money Order

Check/Money Order Number: \_\_\_\_\_

Date of Check/Money Order: \_\_\_\_\_

**Applications containing fraudulent and/or omitted information will be denied.**

I, \_\_\_\_\_, the undersigned applicant, have read and understand the  
*(Print) Name of Applicant*  
rental and cancellation rules and the Country Estates Park Rules and use policy, as provided to me as  
part of this application on \_\_\_\_\_.  
*Date*

\_\_\_\_\_  
*(Print) Name of Applicant*

\_\_\_\_\_  
*(Print) Name of Town Representative*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Town Representative*

### Attachment 3

## Town of Southwest Ranches Country Estates Park Rental Fee Schedule

### Pavilion Rental Fees

Six hours (between 9:00 a.m. – 4 p.m.) \$100 (Add 6% sales tax)

Security Deposit: \$200

Cleanup and Security Deposit required at time of application.

(Deposit will be returned if the facility is vacated promptly and left in condition found.)

### Reservation Cancellation:

Notice of cancellation, in writing to the Town, at least one week prior to intended date of use. The rental fee and security deposit will be refunded, less \$75 for administrative costs by the Town. No refunds will be given for inclement weather, but applicant may request to reschedule.

### Insurance Requirements for Event/Concessions and/or Vendors:

Certificate of Insurance must be received and approved prior to approval of any reservation at the Town of Southwest Ranches' Facility. Certificates will not be processed without a contact name and phone number as well as a description of the special event in the Description of Operations section of the Certificate of Insurance, so the Finance/Risk Management Department may determine liability coverages.

### The following are the insurance requirements needed for events or concessions:

\$500,000 minimum for General Liability for all events except as noted below for *clowns, face painters and magicians only*.

\$100,000 minimum for General Liability for clowns, face painters and magicians.

\$500,000 minimum for Worker's Compensation and Employers' Liability for all events where vendors are coming onto any Town of Southwest Ranches property.

\$500,000 minimum for Automobile Liability for all events where vendors are coming onto any Town of Southwest Ranches property.

1. Certificates of Insurance MUST have thirty (30) days written notice of cancellation except ten (10) days for nonpayment of insurance premium.
2. Certificates of Insurance MUST have the authorized representative's signature on the bottom right portion of the Certificate of Insurance.
3. Town of Southwest Ranches, 13400 Griffin Road, Southwest Ranches, FL 33330-2628 must be the certificate holder AND the additional insured for liability coverages.
4. A description of your special event must be indicated in the Description of Operations section above the certificate holder section on the Certificate of Insurance.
5. All vendors must have a valid Broward County Local Business Tax Receipt.
6. Certificate of Insurance required herein shall be submitted via email to Parks@southwestranches.org with an original mailed to Town of Southwest Ranches, 13400 Griffin Road, Southwest Ranches, FL 33330-2628.

### Additional requirements for Bounce Houses, Pony Rides, Petting Animal Operations:

An adult employee of the vendor must be in attendance at all times during the event. Attendants must be at least 18 years old.