



Application for Rental of the Special Events Area

Rental Date: _____ Rental Time (including setup & breakdown): _____

Applicant Name: _____

Business Name: _____
(if applicable)

Mailing Address: _____

Phone Number: _____ Cell Number: _____

Fax Number: _____ Email Address: _____

Applicant Name: _____

How will the rental area be used? _____

Who will be invited to attend the event? _____

Approximately how many will attend the event? _____

Description of Rental Area: We rent our approximately one-acre Special Events area for private and public events. The area is grassy with two water spigots, a 110 volt outlet, one garbage can, one pet waste bag dispenser, two picnic tables and one large shade pavilion. The area is completely fenced with one double-gated walk through entrance and one drive through entrance.

Rental Availability: This area can be rented during normal Office Hours.

Rental Rate: The rental rates are \$40 plus tax for the first hour and \$20 plus tax for each additional hour. These fees are waived for active Dog Wood Park Members hosting personal, *private* parties. Charitable 501c3 non-profit animal organizations may also qualify for free rental of this area (please inquire to Park Management).

Food and Drinks: Those renting the Special Events area are welcome to have a cook-out and to serve food and drinks of any kind (including alcohol, just as long as it is used in moderation). Those hosting fundraisers are allowed to sell food and drinks as part of their fundraising effort. Sales may take place only in the Special Events area.

Other Sales: Fundraisers are welcome to sell any kind of goods that will raise money for their charity except those items that are in direct competition with items sold at Dog Wood Park. Sales may be made only in the Special Events area. Sales of services must be approved by Dog Wood Park Management.

Vendors: Fundraisers are welcome to invite vendors to their events and to charge vendors whatever fees they wish to participate in the event. Vendors who have businesses that are in direct competition with Dog Wood Park (dog parks, obedience, agility, treibball and trainers, self-service dog bathing establishments, etc. may not participate.

Deposits: A \$40 deposit will be required to reserve the space. This deposit is fully refundable if the park is notified at least 30 days prior to the event that the space is no longer needed, or if the event cannot be held to due inclement weather.

Use of Main Part of the Park: Use of the main part of the park does not come with rental of the Special Events area. Rental of the Special Events area is just that; rental of that one acre only. Sometimes those hosting events in the Special Events area would like for their guests to have access to the main part of the park, as well as the Special Events area. You may choose to direct your guests to enter the main park at their own expense following regular visitor hours, rules and fees. Alternatively, you may wish to pre-pay your guests visitor fees in advance of your event. For group rates, please contact park management.

If those attending the event wish to also use the main part of the park, entry to the park must be through the office. No entry to the main part of the park directly from Special Events are will be allowed (and vice versa). Users will have to enter through the office each time they enter the main park, and enter through the Special Events entry gate each time they enter the Special Events area. Those choosing to allow their guests to enter the main park through pre-payment or Group Rates may use their own hand stamp or give their guests a ticket that identifies their guests as such so that the park staff will recognize them as they come through the building or they may rent our hand stamp for \$5.00 per event.

Rules: The host of the special event can use rules that differ from the park rules. For example, for safety reasons we do not allow children under 4 ft. tall in the park; you can choose to allow them if you wish. Same option applies for unaltered male dogs. Please note though that we have these rules for safety and liability reasons; if dogs are to be off-leash in the Special Events area, allowing advised that if any guests attending the Special Event then decide to enter the main park, they will have to follow main park rules (see website for specific rules). Any guest or their dog that does not meet with park requirements will be turned away, so please review rules carefully and inform your guests in advance.

Cleanup: We expect the area to be left as clean as it was when you arrived. Hosts should check to make sure that all poop was picked up and that all trash has been taken to the dumpster (in the northeast corner of the parking lot). We will assess a \$25 cleanup fee if we have to clean the area.

Liability Waiver and Insurance: All guests of your event must sign a liability waiver prior to entering the Special Events area, this protects you, your organization and the park should an injury happen during your event. Please use the following liability waiver or one that is very similar. If you do not use this wording, please make sure the park is covered by your own waiver (prior approval of any substitute liability waiver is required in advance of your scheduled event). After your guests have signed the waiver(s), turn them into the office. We will keep them on file in case any problems arise. Alternately, if you want to have a copy of the sheet(s) we will make copies for you.

"I understand there are dangers involved in attending an event in which dogs are around strange people and other dogs and that some accident or injury may result. I am willing to assume those risks for myself, my guests and/or my dogs. In exchange for the opportunity to attend this event I release Dog Wood Park of Jacksonville and (name of you and/or your organization) from any liability should any injury or accident happen to me, my guests and/or my dogs. Also, I agree to be responsible for any damage or injury caused by me, my guests, and/or my dog's while on the Dog Wood Park of Jacksonville premises".

If the event is large enough and if your organization has its own liability insurance, we may ask that you have your policy cover the Park on the day of the event.

Additional Tables: Should you need additional tables, we have several plastic tables with folding legs that we will allow you to rent. Rental fee is \$5.00 per table

Restrooms: There are no restrooms in the Special Events area. Anyone renting this area for anything more than a small, private party or event, is expected to make arrangements for portable toilet(s), aka; Porta Potties.

I have read, understand, and agree to abide by all rules and policies in this agreement.

Printed Name: _____ Signature: _____

Position: _____ Date: _____

This section to be completed by Dog Wood Park Staff

Will a main park discount program be used? **Y or N** _____ If **YES**, describe: _____

Plastic table rental fee? **Y or N:** _____ tables @ \$5 each = _____ Hand Stamp and Ink Rental @ \$5: **Y or N** _____

Deposit Due: _____ Date Received: _____ Payment Type: M/C Visa Disc AMEX Cash Check

Balance Due: _____ Date Received: _____ Payment Type: M/C Visa Disc AMEX Cash Check

Credit Card #: _____ Expiration Date: _____ Security Code: _____

Comments: _____