

Depot Park Rental Policy

Receipt Number: _____

Completed By: _____

Thank you for your interest in requesting the use of Depot park for your organized event. The cost for reserving the park is \$200 (\$100 for non-profits) plus a \$50 required deposit.

- All arrangements for the use of Depot Park are to be made with and approved by the Sanford Parks Department.
- Rental fees for the Depot are based on a six-hour time period. No rentals will be approved to proceed beyond 10:00p.m.
- Any Cancellations made within two weeks or less **will forfeit** the \$50 deposit.
- No reservations will be guaranteed over the telephone.
- In the event that a time change must take place, all confirmations of changes must be cleared through the Parks Administrator at least 1 week prior to the event.
- A noise ordinance is in effect for all Depot functions. Noise levels shall not exceed the normal decibel level. Sec. 16-102 of the City of Sanford Code of Ordinances states that loud or disturbing noise is prohibited.
- If serving alcohol, please carefully read the alcohol policy.
- If grilling, grills must be placed on the asphalt next to the railroad tracks and not on the sidewalks or grass.
- Activities sponsored or cosponsored by Downtown Sanford, Inc., City Council, the Sanford Board of Realtors, or the Railroad House have priority in scheduling use of the park, and no person shall use, or abet the use of the area in which such activities are being held in violation of posted notices.
- The reserving party is responsible for clean up immediately after the event and for all property damage. The refundable security deposit of \$50 will be returned provided the park is not damaged and is free of debris upon inspection after the event. Should property damage exceed \$50 (amount of security deposit), the reserving party will be subject to payment of the actual cost of damages incurred during the rental time.
- Bands will be responsible for all set up and breakdown of their equipment.
- The City of Sanford reserves the right to require security at an even at the cost of party renting the facility.
- The contact person listed below must be present at all times at the event, and must have a copy of the completed application present during the event.
- WEATHER POLICY: Rescheduling due to weather will be at the discretion of the Sanford Parks Administrator and staff.

Application Form for Use of Depot Park

Name (Contact Person & Organization):		DL #:
Address:		City/State/Zip:
Telephone:		Alternate Phone:
Date of Event:		Time Range:
Type of Event / Estimated Attendance:		
<u>Proposed Activities:</u>		
Will you need the use of the bandstand? (please circle) YES NO		
Will you be grilling? (please circle) YES NO		<i>If yes, please acknowledge guidelines above.</i>
Will you be serving alcohol? (please circle) YES NO		<i>If yes, please acknowledge the alcohol policy.</i>
I HEREBY CERTIFY that I have read the rental policy, that I am authorized and the responsible representative of the requesting party, that the above information submitted is true, and that my party will comply with the regulations, policies, and fee schedule governing the use of the facility.		
Signature of Applicant:		Date:
Approved by:		Date:

For More Information:
 Contact: Peter West
 Sanford Parks Department at 919-353-5808