



Manatee County Parks & Natural Resources Department
 G.T. Bray Recreation Center
 Rental Request Form

Name of Organization:		
Contact Person:		
Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	
Email Address:		
Rental Date:	Anticipated Attendance:	
Purpose of Rental:		
I understand that a rental that is open to the public, or utilizes such equipment as a DJ, live band, or is special or unique in nature, may require a special event permit and/or a certificate of insurance. <p style="text-align: right;">Initial _____</p>		
<u>Room(s) Requested</u>		<u>Time Requested (include set-up and break down)</u>
Teen/Game Room		From _____ To _____
Art Room		From _____ To _____
Movie Room		From _____ To _____
<u>Special Requests</u>		
Audiovisual	YES NO	(includes TV/DVD/Projector Screen – additional fees apply)
Podium	YES NO	
Easel	YES NO	
Tables	YES NO	If YES, how many? _____
Chairs	YES NO	If YES, how many? _____
Other:	_____	
PLEASE READ AND SIGN THE WAIVER OF LIABILITY BELOW:		
In consideration of your accepting my registration, I hereby, for myself, my dependents, executors and administrators, waive and release any and all rights and claims for damages I or my dependent may have against Manatee County and its representative, successors and assign for any and all injuries suffered by myself or dependent at any activity sponsored by these groups.		
Additionally, I have received and understand the Recreation Center Guidelines.		
_____		_____
Signature		Date

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Rental Guidelines

1. A \$100 refundable deposit is required for all rentals. If it is determined by the Facility Manager that the room is left in its original condition, the deposit will be refunded by mail (if paid by cash or check) or applied back to the credit card (if paid by credit card). An original credit card receipt must be submitted to process this deposit if paid by credit card. Please allow up to four weeks to receive the refundable deposit.
2. Room rentals are non-refundable. You may apply for a credit or change to another available date with fourteen (14) days notice.
3. **ABSOLUTELY NO ALCOHOLIC BEVERAGES ALLOWED IN ANY COUNTY PARK FACILITY.**
4. If you require additional time for room set-up and/or break down, this time must be paid for prior to your rental. Your rental will start and end at the exact time reservations were made. Please be cognizant of these times.
5. No items may be taped, pinned, tacked, etc. to any walls, floors or ceilings in the Recreation Center.
6. No confetti, glitter, piñatas, bubbles, silly string or other such items may be brought into the Recreation Center.
7. The behavior of all rental guests is the sole responsibility of the individual renting the facility. If it is determined by the staff member working that guests in attendance are unruly and/or unsafe they will be asked to leave. Law enforcement will be notified if necessary.
8. You and your guests may only utilize the areas rented and paid for. Other amenities, that have not been reserved, such as the pool, gym, tennis courts, fitness center, teen room, etc. may not be used. There may be an opportunity for individuals to pay for these services. Please inform your guests what they have access to.
9. “Commercial” refers to any individual or group that requests use of County facilities for the purpose of publicity, advertising, sales, or for any other for-profit purposes. Additional fees may apply.