



Sports & Leisure Services Mixon Farms Rental Application

Facility Rental Fees:

Gazebo & Grand Pavilion: Includes 1 hour rehearsal, set up, 5 hour event, and 1 hour cleanup. Also includes 2 A/C suites for getting ready, dinner tables and chairs for 100 guests, and event supervisor. \$4,000/day

Event Lawn Add-on to Gazebo/Pavilion Rental: \$200/day

Special Event Rental Fees

Grand Pavilion: This is for the pavilion ONLY. There will be no access to the suites or kitchen, no tables/chairs rentals, no event supervisor on site, no special lighting, etc. \$80/day

Event Attendance of 1-50 \$200/day

Event Attendance of 51-150 \$250/day

Event Attendance of 151-300 \$300/day

Event Attendance of 301-1,000 \$400/day

Event Attendance of 1,001-2,500 \$500/day

Event Attendance of 2,501-5,000 \$700/day

General Fees

Post time of departure fee \$50/15 minutes

Late Booking Fee (non-refundable): Applications submitted within 30 calendar days of the event will be subject to a late booking fee. \$25

Cancellation/Reschedule Fee(non-refundable): Requests to cancel/reschedule within 14 days of event date will be subject to a cancellation/reschedule fee. \$50

Event Deposit (refundable): Required with attendance of 101-999. Refund will be processed once the event supervisor determines the organizer has abided by agreed upon terms and facility is in the same condition as before the rental. \$100

Large Event Deposit (refundable): For events at Mixon Gazebo and Grand Pavilion, having alcohol or involving more than 1,000 people. These events may apply up to 2-years in advance. Large Event Deposit will be applied as a Cancellation Fee if the event is cancelled. Refund will be processed once the event supervisor determines the organizer has abided by agreed upon terms and facility is in the same condition as before the rental. \$500

Large Event Cancellation Fee (non-refundable): Large Event Deposit will be applied as a Cancellation Fee if the event is cancelled \$500

Park Closure Fee (non-refundable): \$500/day

Temporary Air Supported Structures: Bounce houses, etc. \$15/structure/day



Sports & Leisure Services Mixon Farms Rental FAQs

What holds my reservation?

Your date is reserved upon receipt of your completed application. Email confirmations of availability does not guarantee date will still be available upon receipt.

How soon will my event be permitted?

Events are reviewed by staff to verify that the application is complete and then sent to our review team. This process takes one week, plus additional time to address any questions or concerns that may arise. Please be sure to FILL OUT THE APPLICATION COMPLETELY with as MUCH DETAIL AS POSSIBLE. Include the number of people attending, dates, times, etc. as well as more details such as any activities you will host or vendors operating on site.

Do I have to pay when I submit my application?

For events at Mixon Gazebo and Grand Pavilion, having alcohol or involving more than 1,000 people, a large event deposit is required. Full payment is due 2 weeks prior to the beginning of the event. Lack of payment will result in cancellation of event. Other fees may be assessed for additional activities, site closures, or staff presence.

Who am I required to provide insurance certificates for?

Any businesses operating on Manatee County property must provide a Certificate of Insurance naming Manatee County as additionally insured. This includes event planner, rentals, DJ, catering, etc.

What happens if I need to cancel my event?

For events at Mixon Gazebo and Grand Pavilion or having 1,000+ attendees, the \$500 Large Event Deposit will be applied as a Cancellation Fee if the event is cancelled. Other events cancelled with more than 2 weeks' notice can be cancelled and rescheduled at no cost. Events cancelled with less than 2 weeks' notice will result in a \$50 cancellation fee.

Do you have a preferred vendor list? No, we do not have a preferred vendor list.

What is the maximum capacity for a wedding at the Grand Pavilion? The capacity is 300 people.

Do you include any wedding planning services? No, we only provide venue coordination.

How do I set up a site visit? Call or email us at the information below and we'd love to schedule a tour during business hours.

Thank you for considering Mixon Farms for your special event! We are committed to helping you host a great event, so please do not hesitate to ask us questions.

Sincerely,

Event Supervisor of Mixon Farms

941-742-5923 x5819

mixon@mymanatee.org



Sports & Leisure Services Mixon Farms Rental Application

Applications submitted less than 30 days in advance are subject to a \$25 late booking fee.
Applications received less than 14 days prior to the event date will be rejected.

APPLICANT INFORMATION

Company/Organization: _____

Contact: _____ Email: _____

Telephone Number: _____ Website (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

EVENT INFORMATION

Please fill out all relevant information. If a field is not applicable, mark N/A.

Title of Event: _____

Event Date: _____ Setup Time: _____ to _____

Anticipated Attendance: _____ Event Time: _____ to _____

Cleanup Time: _____ to _____

Site/Facility within Mixon: Gazebo/Grand Pavilion Event Lawn Honeybell Hall

Will your event have alcohol? YES NO

Events requesting alcohol on County property WILL require additional insurance. The County reserves the right to refuse requests for alcohol inclusion in any event. These events may also require off- duty police officers/security, paid for at the expense of the renter.

_____ (If yes, please initial) I understand that events with alcohol will require additional insurance which the renter will provide.

Does the registered organization that owns and operates the event hold a current not-for-profit registration?

Or are they partnering with a not-for-profit? YES NO

If yes, please provide a copy of registration and a copy of DR-13 and DR-14 as applicable and please explain relationship and partnership purpose in detail: _____

Has this event taken place previously? YES NO

If yes, when and how many times? _____

Where: _____ Previous attendance: _____

Provide a brief history: _____

EVENT LOGISTICS

*Please fill out the form as clearly and completely as possible.
The more information you give the quicker we will be able to process your event.*

Planned activities (games, facepainting, alcohol, etc):

Vendors (any business operating at Mixon Farms, including: event planner, rentals, catering/food trucks, etc):

Entertainment (detail type of entertainment, i.e.: bands, DJ, dancers, etc. and list by name):

Event equipment to be used (Include dimensions, staging/platforms, tents, booths, vehicles, etc. Large tent sizes require a temporary use permit issued by the County/Municipality):

Sound system and hours of amplified sound. Describe equipment (Include PA systems, mic, speakers, amps):

Please describe electrical requirements. Note that electricity may not be available in all areas and you may need to provide your own generators for electrical support.

Will your event require extra toilet facilities beyond those available on site? Yes No
If yes, how many port-o-lets will you order? Event organizers are required to order their own port-o-lets and may be required to order additional facilities if their event exceeds 1,000 people.

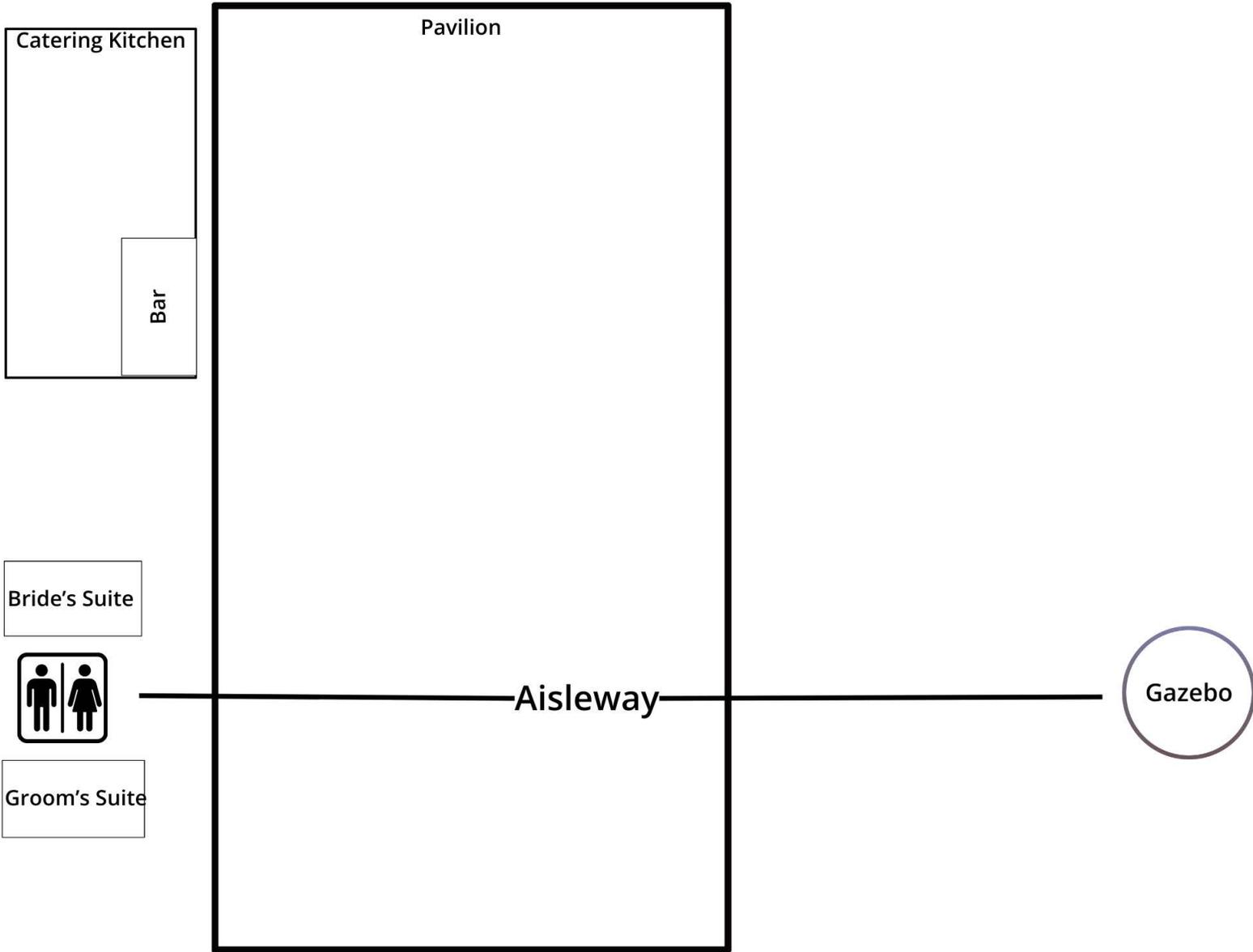
Trash plan for your event (Except for trash placed in receptacles, everything brought in for an event must be removed by the end of the event. Public events with 1,000 or more people will require a plan or dumpster):

Describe all signage that will be used and the proposed locations:

Is this an organized speech activity or demonstration? If yes, describe topic, manner, etc

SITE PLAN

*Events will require a site plan. Please sketch out the layout of your event in the space below.
You may also want to attach an aerial map etc. showing your plan.*



TERMS OF AGREEMENT

Please read the following terms carefully.

By signing below, you indicate that you understand, and agree, all requirements.

As the applicant, I hereby accept and understand the responsibility to oversee all contractors, vendors, or parties affiliated with the event to ensure compliance with all policies, rules, regulations and guidelines of Manatee County and the regulations listed below. I understand that falsification of any aspect of this application or any other violation may result in immediate cancellation and/or revocation of the permit. I understand that the permit is non-transferable and non-refundable.

- A completed Rental Application must be submitted a minimum of 14 days prior to event. If any section does not apply, mark N/A or cross out that section.
- A refundable damage deposit of \$100 will be obtained for each rental with over 100 guests. Events with alcohol will require a \$500 damage deposit. The deposit will be returned after it has been determined by event supervisor that permit terms have been abided by and facility/event area has been left free of debris and in good condition. Please allow 4-8 weeks for processing.
- **Payment must be submitted 10 business days prior to event date.** Failure to do so will result in the release of all facilities and areas reserved for the event.
- Event insurance is required for all Gazebo and Grand Pavilion rentals. Proof of insurance naming Manatee County as Additionally Insured is due at least 2 weeks prior to the event. For all other events on site, Department staff and Risk Management will determine if an event requires a Certificate of Insurance.
- Caterers and other vendors operating their business on property must provide a certificate of insurance naming "Manatee County, a political subdivision of the State of Florida" as Additionally Insured
- Alcoholic beverages are not allowed on county property without express permission and paid \$500 deposit.
- No staking tents allowed on grounds unless authorized. Weighted bucket drops are permissible.
- The applicant is responsible for the collection and proper disposal of all trash generated during the event and may be required to provide a dumpster or roll off and volunteers, or hired help, to assist with trash removal, depending upon the size of the event.
- The volume level from public address or sound systems must remain at an acceptable level and should not be audible from a distance of more than 50 feet.
- All non-essential production and personal vehicles must be parked in public parking areas. No overnight parking.
- Law enforcement may be required to provide traffic and/or crowd control at the event organizer's expense.
- A user fee will be charged for each facility/open space used and special support needed.
- Animals other than standard service animals are not allowed within the buildings. Wildlife releases are not permitted within Mixon Farm.
- Candles, fire, and open flames are not permitted within the building except for sterno and chafing dishes. No fireworks or sparklers on property.
- Decorations are welcome however staples, nails, tacks, and other permanent items are not permitted. Tape and adhesives must be removed after the event. Balloons, confetti, and fake flower petals are not permitted. Real flower petals must be removed from the property during clean up.
- Drones are not allowed on property.
- A damage deposit may be required upon approval of the permit; the deposit will be returned after it has been determined by event supervisor that the renter abided by all rules and event area has been left free of debris and in good condition. Please allow time for processing.
- Speech activity will be permitted in a content neutral manner. Speech activity must stay within the parameters of the law by adhering to all applicable rules and regulations, allow coordination of multiple uses of the limited space by staying within 6 feet of approved table/location.
- Event organizers may be asked to present a copy of their permit to local Law Enforcement during the event. Please have it available. Event organizers must be present during the event.

_____(Initial Here) I will abide by the above Terms and Conditions and abide by rules and requirements set forth in permit.

LIABILITY FOR DAMAGE OR INJURY

The RENTER shall be liable for damages to any property or injuries to any person which may arise from or be incident to the organization's activities, use, and occupation of the Property under this Agreement. RENTER shall, at its own expense, promptly repair any and all damage to the Property caused by said organization. RENTER shall defend, indemnify, and hold harmless Manatee County from any and all third- party claims, liabilities, loss or cause of action for property damage or bodily injury, including death, arising out of any act or omission of the RENTER or any defect in the property or its improvements arising out of or in connection with its activities, use, and occupation of the Property under this Agreement. Such indemnification shall include, but not be limited to, the payment of all claims, losses, and judgments of any nature whatsoever in connection therewith, and the payment of all related fees and costs, including any attorney's fees incurred by the County in connection with the RENTER's activities arising out of the performance of this Agreement.

Applicant's Signature: _____ Date: _____

Please email or mail completed packet to: mixon@mymanatee.org or
Manatee County Sports and Leisure Services Department
ATTN: Mixon Farms
5502 33rd Ave Dr, Bradenton, FL 34209

SPECIAL EVENT INSURANCE

See instructions below for obtaining the proper coverage for your event.

Manatee County has established insurance and Certificate of Insurance requirements for specific facility users, vendors and contractors entering into agreements with the County for the purpose of special events and activities. Additional Certificate of Insurance will be required for various entities that participate in the event. Before commencing use or services under an agreement with the County, a Certificate of Insurance must be furnished which includes the following:

- **Type of Insurance Required:** General Liability and Occurrence should be checked.
- Specific date(s) of the event must be stated clearly on the certificate, *if blanket coverage is not in effect*.
- Coverage must be in place during length of your event, including any setup or tear down dates.
- **“Manatee County, A political subdivision of the State of Florida” must be named Additional insured** under certificate holder and special provisions. See attachment for example.
- **Liability and Liquor** (if alcohol is approved to be served) must be at \$1,000,000.
- **Special Events Minimum Insurance Requirements:**

COMMERCIAL GENERAL LIABILITY Occurrence Form Only	SPECIAL EVENTS	CONCERTS, EXPOS	SPECIAL EVENTS using Bounce Houses, Pyrotechnics, Fireworks or Staging higher than 2ft
Each Occurrence	\$1,000,000	\$2,000,000	\$5,000,000
General Aggregate	\$2,000,000	\$4,000,000	\$10,000,000
Third Party Property Damage	\$1,000,000	\$1,000,000	\$1,000,000

If Aggregate limit present, confirmation needed that the Aggregate limit has not been eroded Insurance Carrier(s) must have a minimum A.M. Best Financial Rating of A- FSC VII; or better

- **Description of Operations:** Manatee County, A political subdivision of the State of Florida is named as additionally insured.
- **Certificate Holder:**
Manatee County, a political subdivision of the State of Florida
1112 Manatee Avenue West, Bradenton, Florida 34205
- **Signed Hold Harmless required.**
- **Endorsement** is required listing Manatee County, a political subdivision of the State of Florida, as an Additional Insured. Having this listed on the Certificate of Insurance only is not proof enough that it was actually endorsed onto the policy.
- **Where to Obtain Insurance:** A Certificate of Insurance may be obtained through your organization’s insurance carrier, or online through a variety of carriers. Manatee County offers GatherGuard to provide affordable alternative options for event insurance. Please contact us more information on this program.

Provide all Certificates of Insurance to mixon@mymanatee.org no later than ten (10) days prior to the event.

For all insurance questions, please contact Manatee County Risk Management, Nicole Bezdek at (941) 745-3750 or nicole.bezdek@mymanatee.org.

SPECIAL EVENT INSURANCE

See instructions below for obtaining the proper coverage for your event.

Manatee County Board of County Commissioners has made available General Liability Insurance for your convenience through GatherGuard. This policy has all of the required limits and terms and conditions in place for events anticipating up to 5,000 attendees at one of our facilities. Organizations that hold events with 5,001 or more attendants must acquire different insurance.

If you are interested in obtaining insurance coverage for your event through this policy, please go to the following website and follow the below instructions: Gatherguard.com

Instructions

1. Click on [Get a Quote](#)
2. Choose your [event type](#)
3. Answer the 3 questions
4. Search for a venue: [Mixon Farms; 2525 27th St E, Bradenton, FL 34208](#); Select [NEXT](#)
5. Basic Coverage: Select [NEXT](#)
6. About Your Event: [Enter Information](#); Select [NEXT](#)
7. Additional Coverages: include [\\$25 Damage to Rented Premises](#)
8. Select [Checkout](#)

Once the above is purchased, you will immediately be provided a Certificate of Insurance which verifies coverage has been obtained. You should retain this certificate for your files and provide a copy to your event supervisor.

Should you wish to procure insurance on your own, please note that the following minimum limits and terms and conditions are required:

Minimum Limits per Leased Period

General Liability – Each Occurrence	\$1,000,000
Third Party Property Damage	\$1,000,000

Concerts, Expos

General Liability – Each Occurrence	\$2,000,000
Third Party Property Damage	\$1,000,000

Bounce Houses, Fireworks and Staging Greater than Two Feet

General Liability – Each Occurrence	\$5,000,000
Third Party Property Damage	\$1,000,000

Terms and Conditions

- Manatee County, a political subdivision of the State of Florida, must be named as an additional insured
- Insurance carriers must be A rate, or better
- Coverage to be in place during length of lease

Please provide your Certificate of Insurance evidencing coverage **and the Endorsement** naming Manatee County, a political subdivision of the State of Florida, as an additional insured to your Event Supervisor no later than ten (10) business days prior to the event.

Should your event include specialty items (i.e. Bounce House, alcohol, food trucks etc.) additional insurance is required either by you, the Event Holder, or the company supplying these items. Please contact your Event Supervisor with any questions.