

## Application for Rental of the Special Events Area at Dog Wood Park of Jacksonville

Name of Contact Person \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Rental Date \_\_\_\_\_ Rental Hours (including set-up and clean-up time) \_\_\_\_\_

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. We have an adjoining approximately 3-4 acre area that can be rented at the same time; this is allowed only for large events for which the one-acre area is not large enough. Both these areas are lighted at night. The Special Events area is a grassy area with two water spigots, a 110 volt outlet, one garbage can and poop bag dispenser, a picnic table, at least 10 chairs, several shade umbrella stand (and we will let you use our shade umbrellas if you request them) and, soon, a shade pavilion (there are no trees in the area for shade). The area is completely fenced. There is a double-gated walk-through entrance and a wide drive-through entrance.

**When the Area Can Be Rented.** This area can be rented during all our office hours: weekdays from 3-7pm, Saturday from 9am to 6pm and Sunday from 10am to 6pm. The area can be rented during hours our office is not open only if you pay one of our employees to work at the park during the event (\$12/hour), and only if we can find an employee willing to work those hours.

**Rental Rate.** The one-acre area may be rented for \$40 for the first hour and \$10 for each additional hour. These charges will be waived for dog park members hosting personal parties and for organizations hosting fund raisers for animal-related charities. Talk with the management about rental rates for the entire 4 or 5 acres.

**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 so long as it is used in moderation). Those hosting fundraisers are allowed to sell food and drinks as part of the 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 the charity. Sales may be made only in the Special Events area. Sales of services must be approved by dog 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 of Jacksonville (dog parks, obedience and agility trainers, self-service dog bathing establishments) 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 due to inclement weather. If the deposit is made by credit card, we will not put any charges on the card until the day of the event. The \$100 for use of the main part of the park (see next section) may be paid in lieu of a deposit.

**Use of the 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 to the Special Events area. We have several options for those who feel their guests will also want to use the main part of the park. One option of course is to just let any guests of the event who choose to enter the main park pay as if they were any other visitor of the park. Other options are as follows:

