



## Palm Beach County Parks and Recreation Department

### SOUTH BAY CROSSROADS CENTER REGULATIONS

The following regulations govern the use of the South Bay Crossroads Center.

1. Reservations are made on a first-come, first-served basis and may be made up to three (3) months in advance.
2. An *Application for Use of Facilities* must be completed and all applicable checklist items must be checked. The *Application for Use of Facilities* must be signed and submitted to the Reservation Office located at the South Bay RV Campground, 100 Levee Rd, South Bay.
3. *Application for Use of Facilities*, payments, and other required documentation must be received by the Reservations Office at time of reservation.
4. A refund will be issued if cancellation is requested no less than thirty (30) days prior to the original event date and is subject to a processing fee (\$10 if your event was scheduled Mon-Thurs, \$20 if your event was scheduled Fri-Sun or on a holiday).
5. Rescheduling of event requires no less than ten (10) business days notice prior to the original event date. Rescheduling may be done only once and is subject to a \$10 transfer fee.
6. The rental fees are as follows: Weekdays (Mon-Thurs) \$84.80 and weekends (Fri-Sun) and holidays \$217.30. These rates include applicable taxes. Tax exempt organizations must submit a copy of their Consumer's Certificate of Exemption along with their payment. The organization's name and address appearing on the check **must exactly match** the name and address on the certificate.
7. A refundable facility and key security deposit is required for all events: \$100.00 standard security deposit or \$250.00 if your event has been classified a Special Event; and \$25.00 key deposit. Refunded deposits will be returned one month following the event, provided there are no damages or rule violations.
8. Renter/applicant is to check the building prior to the event to ensure it is in good condition and there is no damage.
9. Renter/applicant is responsible for the following at the conclusion of the event:
  - Tables and chairs are to be cleaned and then stacked in the storage room
  - Trash must be put in containers. Grounds must be left trash free.
  - Floor is to be swept and mopped.
10. The building is to be cleaned, vacated, and secured no later than 10:00 p.m.
11. Vendors providing services such as bands or DJs, catering, clowns, etc. are required to provide a Certificate of Insurance naming Palm Beach County Board of County Commissioners as additional insured. Minimum coverage is \$1 million. Vendor and the service they are providing must be listed on the permit.
12. Nothing may be taped, glued, stapled or otherwise attached to the walls or ceiling of the building without prior permission. Must be listed on permit.
13. Maximum building occupancy is 100 persons. Under no circumstances may this limit be exceeded.
14. The rental of South Bay Crossroads Center is for the Crossroads Center building only. All event participants are to remain inside the building or on the walkways of the premise. Any damage to the South Bay RV Park grounds during this event is the responsibility of the renter/applicant. Palm Beach County Parks and Recreation Department is not responsible for articles left behind after the event.
15. No parking is allowed inside the adjacent RV Campground or Boat Ramp areas.
16. An off-duty Palm Beach County Sheriff's Deputy is required if attendance of your event is more than 50 people ***and/or*** live music is present, sound system is 100 watts or more, or there is alcohol consumption. Please contact Palm Beach County Sheriff's Office Contract Services at (561)784-1304. There is a charge for contract officers.
17. If the event includes fundraising, is open to the public, has an admission fee or involves selling food, drinks or merchandise, please call (561)966-7047.
18. If your event results in additional costs to the County due to property damage, non-routine maintenance, additional need for crowd control, failure to follow park rules and regulations, and/or failure to provide accurate information, your deposit may be subject to forfeiture and loss of permit privileges.
19. **For holiday and weekend maintenance issues please call (561)458-8230.**

If you have any questions regarding the rental of the South Bay Crossroads Center, please contact the reservations office at the South Bay RV Campground  
100 Levee Road, South Bay, Florida 33493 (561)992-9067

www.pbcparcs.com