

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Dennis Andresky, Parks and Recreation Director, 797-1150

SUBJECT: Resolution

AFFECTED DISTRICT: Townwide

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING APPROVAL OF THE REVISED ROBBINS OPEN SPACE PARK OPERATING GUIDELINES FOR USE OF THE ROBBINS LODGE AND OUTDOOR PATIO AREA AMENDING R98-341 AND AUTHORIZING TOWN OFFICIALS TO EXECUTE SUCH AGREEMENT.

REPORT IN BRIEF: This is a resolution amending R98-341 changing the Robbins Open Space Park Operating Guidelines for use of Robbins Lodge and outdoor patio area event scheduling section to increase the number of rentals of the facility by groups or individuals and organizations from the limit of two (2) rentals per 12 month period to four (4) rentals per 12 month period.

PREVIOUS ACTIONS: R98-341

CONCURRENCES: None.

FISCAL IMPACT:

Has request been budgeted? N/A

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Resolution

Robbins Open Space Park Operating Guidelines

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING APPROVAL OF THE REVISED ROBBINS OPEN SPACE PARK OPERATING GUIDELINES FOR USE OF THE ROBBINS LODGE AND OUTDOOR PATIO AREA AMENDING R98-341 AND AUTHORIZING TOWN OFFICIALS TO EXECUTE SUCH AGREEMENT.

WHEREAS, the Town operates the Robbins Lodge and Preserve as an element of our Open Space Program; and

WHEREAS, it is desirable to provide staff support for each of these events which shall be reimbursable through established fee schedule, which will recover the cost of the rental of the facility from users; and

WHEREAS, the Town wishes to revise the established the Robbins Open Space Park Operating Guidelines for use of Robbins Lodge and outdoor patio area event scheduling section to increase the number of rentals of the facility by groups or individuals and organizations from the limit of two (2) rentals per 12 month period to four (4) rentals per 12 month period.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA.

SECTION 1. The Town Council of the Town of Davie does hereby approve the revised Robbins Lodge and Patio Operating Guidelines attached hereto.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2003.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2003

ROBBINS OPEN SPACE PARK
OPERATING GUIDELINES FOR USE OF THE
ROBBINS LODGE AND OUTDOOR PATIO AREA

The Town of Davie Robbins Open Space Park is the site of the Robbins Lodge and the Town encourages utilization of these facilities by individuals and groups for gatherings and activities consistent with the character of the Open Space Park.

GENERAL PROVISIONS

The scheduling of events to be held at the Robbins Lodge shall be handled by the Town of Davie ~~Community Services~~ Parks and Recreation Department. This department can be reached at 954-797-1145. The use of these facilities shall be through a facility Lease Agreement which provides for a minimum usage timeframe and supplemental extensions at an established hourly rate. All activities including set-up and breakdown are to be included in the contract rental period. Rental fees do not include staff support for the set-up or breakdown of furnishings and equipment. During each event a Town of Davie recreation attendant will be on-site at all times. Robbins Lodge direct phone number is 954-476-9736, and will be answered during events only.

Event Scheduling:

The Community Services Department maintains a 12 month calendar of activities and will accept reservations for available dates within that 12 month period. Reservations will be held for 14 days to allow the Lessee an opportunity to make the 50% rental deposit, which shall be non-refundable. Failure to satisfy the deposit requirements within the required 14 day period will result in cancellation. In the event the Town of Davie is unable to accept a proposed lease application, the aforementioned reservation deposit will be refunded. Schedule changes will be accommodated within the 12 month activity calendar subject to availability and payment of a \$50 administration fee. Groups, individuals and organizations shall be limited to ~~two (2) rentals within a 12 month period.~~ four (4) rentals within a 12 month period.

Method of Payment:

The final 50% payment is due a minimum of 14 days prior to the Lessee event day. Payments are accepted by cash, money order, Cashier's check or approved credit card.

Operating Times:

All activities and participation within the Robbins Lodge shall be limited to the hours of 8:00 am and 10:00 pm, with final breakdown completed by 11:00 pm daily. All activities and participation within the Robbins Outdoor Patio Area shall be limited to the hours of 8:00 am and 9:00 pm daily. Activity hours shall include the set-up and breakdown for all activities.

Security Deposit:

The Town is committed to maintaining the highest standards of cleanliness and maintenance of the Robbins Lodge facilities. For all events, the Town will require a \$500 security deposit payable two weeks prior to the event day. This deposit is refundable two weeks after the event, providing the Robbins Lodge and its surrounding property is left in a clean, orderly fashion and free of damage. A walk-through before and after each event will determine if damage has occurred or if additional cleaning is needed.

Tents:

For your convenience, the Robbins Outdoor Patio area has preinstalled anchor points for a potential 25' X 55' or 25' X 35' outdoor tent. The Lessee is responsible for making arrangements with outside vendors for installation and removal. No additional tent anchoring stakes, pins or connections will be permitted beyond those currently provided. All tents and apparatus must be fire and safety rated for the intended use.

Music and Entertainment:

Music, entertainment and sound systems are permitted inside the Robbins Lodge facility and all decibel levels must be maintained at a reasonable level. The determination of reasonable and acceptable sound levels shall be at the sole discretion of the town. All activities within the Robbins Lodge facility shall at all times be maintained at a volume level which results in decibel levels measured at the property line consistent with the Town of Davie noise ordinance. Failure to adhere to standards shall be grounds for termination of the event without refund or redress. Electronic amplified music sound systems are not permitted in the Outdoor Patio Area. All activities in the Outdoor Patio Area shall be limited to a sound level which results in decibel levels measured at the property line consistent with the Town of Davie noise ordinance. Music on the Outdoor Patio Area will not be permitted after dusk.

Safety Regulations:

To ensure the maximum safety and enjoyment for all guests, we request that Lessees familiarize themselves with fire and safety regulations and follow these guidelines. Occupancy of the Robbins Lodge shall not exceed the auditorium design capacity of 110 guests and banquet seating capacity of 80 guests. Occupancy of the Outside Patio Area shall not exceed 110 guests. All entrances, exits, aisles and doors must remain cleared and unobstructed at all times. This is a smoke free facility and no smoking or open flames are permitted inside the premises.

Tables and Chairs:

For your convenience the Town provides on-site nine (9) 60" diameter round banquet tables, four (4) 6' long tables, and 110 upholstered stacking chairs. Tables and chairs are not permitted to be removed outside of the building. These

furnishings are available to the Lessee with set-up and breakdown the responsibility of the Lessee.

Dancing:

Dancing is permitted in the designated dance floor area only.

Decorations, Signs and Posters:

The Lessee shall not conduct or permit any actions which may injure, mar or in any manner deface the Robbins Lodge or surrounding property. The Lessee shall not conduct or allow alterations of any kind to the building, facilities, or surrounding property. The use of confetti, rice, bird seed or glitter in the Robbins Lodge, facilities or surrounding properties shall not be permitted.

Parking:

Parking is permitted in designated areas only. Deliveries are permitted behind the Lodge.

Food Service:

Food service is permitted in the Robbins Lodge and Outdoor Patio Area. The Robbins Lodge warming kitchen provides a stove, refrigerator and microwave oven. The Robbins Lodge Patio Area provides a large outdoor barbecue and kitchen, with stove and refrigerator, together with restroom facilities. The Lessee may make private arrangements or secure the services of a commercial caterer of their choice. Commercial caterers must maintain a one million (\$1,000,000) general liability insurance policy for all activities. All kitchen areas, stove tops, counters, sinks and refrigerators must be cleaned after each use. All trash must be removed from the facility at the end of the event and properly stored in the containers provided by the Town.

Alcoholic Beverages:

Alcoholic beverages are not permitted.

Ancillary Activities and Services:

The sale or rental of items on the premises of the Robbins Lodge and Robbins Preserve will at all times be under the control of the ~~Community Services~~ Parks and Recreation Department. Lessee must have approval from the ~~Community Services~~ Parks and Recreation Department to sell or rent items. Such items must relate to the usage for which the building is rented.

The ~~Community Services~~ Parks and Recreation Department reserves the right to decline approval for the sale, rental or distribution of items inappropriate to this facility.

GENERAL POLICIES

Obstruction:

No portion of the sidewalks, entries, passages, or ways of access to the premises for the public shall be obstructed or caused to be obstructed by the Lessee, or caused or permitted to be used for any purpose other than ingress and egress to and from the premises. Storages closets and restrooms shall not be used for any purpose other than that for which they were constructed. Any damage resulting from or any misuse of any portion of the facility or equipment of the Robbins Lodge and Robbins Patio, shall be paid for by the Lessee.

Disorderly Behavior:

The Town of Davie reserves the right to dismiss or expel any person or persons from our facilities for disorderly behavior that is detrimental to the Town or Town's facilities. This includes, but is not limited to, conduct that constitutes safety hazards, physical abuse, and failure to comply with Town rules and regulations. If you are dismissed or expelled from the facility, you will be denied future facility access. The term "disorderly behavior" shall include disorderly conduct, drunkenness, disruptive behavior, violation of building policy, town, state or federal law, improper conduct of business or any event, or actions which would compromise the safety and or the enjoyment of others.

Rental Access:

The Town of Davie reserves the right to decline rental of the Robbins Lodge or Outdoor Patio Area for any event or activity inconsistent with the character of the Robbins Open Space Park or not in compliance with the operating guidelines or Lease Agreement.

I have reviewed the operating guidelines for use of the Robbins Lodge and Outdoor Patio Area, and agree to the guidelines as stated above.

SIGNATURE: _____

DATE: _____