

FACILITY RENTAL POLICY: RESERVATIONS

Facility reservations are on a first come first served basis, for Redington Shores residents ONLY, and are secured by completing the contract and receipt of all monies.

Town functions shall be the only entity that will have precedence over another. No individual or group shall have precedence over another. Discounts will not be issued on rentals.

To reserve a facility for an available date, the Facility Rental Contract must be completed and returned with monies due in person at the Town Hall, which is located at 17425 Gulf Blvd. Redington Shores, Florida 33708.

REGULATIONS

1. All events must be concluded by the designated time.
2. Lessee has access to the facility only during the hours paid for.
3. Because the facilities are located close to a residential area, sounds must be maintained to a reasonable limit. If a complaint is made, the sound level must be lowered. If a second complaint is made, the event will be terminated, and the refund of deposit forfeited.
4. Weapons, fireworks, water slides, games of chance or gambling and drugs are prohibited.
5. Smoking is not allowed in any facility.
6. Alcohol that is permitted for an event must follow local, state, and federal regulations and remain in the facility.
7. Lessee is responsible to keep a list of invited guests and report uninvited guests and any minors under 21 illegally consuming alcohol. Lessee is responsible for assisting the Indian Shores Police Department (ISPD) with this violation. Failure to do so will forfeit the deposit and risk immediate termination of the event by the ISPD.
8. The Lessee is responsible for all other equipment needed for the event and will ensure that equipment does not overload any electrical system. The Lessee is responsible for removing individual equipment by the end of their event and ensuring that the Town's property is not damaged.
9. When renting Constitution Park, the Lessee will return the key to the Town Hall the following business day, between 12:00 pm and 4:00 pm. There will be a \$50 charge to Lessee if the key is not returned on schedule.
10. The Lessee is responsible for any damage to Town property (including damage caused by vehicles, persons and vendors associated with the event) and said costs will be deducted from the deposit. Damages over the deposit amount will be billed to the Lessee.
11. The Lessee agrees to indemnify and hold the Town of Redington Shores, including its elected officials, employees, and agents, harmless for all claims and liabilities, costs, expenses, and legal fees that the Town may incur because of the Lessee's use of the Town property on the dates set forth.
12. No loitering is allowed in the parking lot at any time.
13. Lessee is responsible to contact mosquito control (if relative) 3-5 days in advance, by dialing 311 and assumes all cost and responsibility for the service.

INSURANCE

The Town may require liability insurance based upon the level of risk associated with the activity to take place. The Town Administrator or designee shall determine if insurance is necessary and if so, the amount and limits of required insurance.

SPECIAL REQUESTS

All special requests must be made in writing and approved by the Town Administrator.

EVENT PREPARATION

1. All chairs and tables will be set up by the Lessee.
2. Town equipment (including kitchen appliances, facility equipment, etc.) may not be moved for any reason. If items are moved, the deposit will not be refunded.
3. No Town equipment may be taken outside of the property. All non-Town equipment (tables, chairs, rentals, etc.) must be removed from the property at the end of rental time.
4. No cooking of food is allowed in the Town Hall due to fire codes.
5. All deliveries and pick-ups must be arranged for the date of the function only. Lessee is responsible for receiving all deliveries and arranging for pickups. Deliveries and pickups must be made during the rental timeframe, unless approved by Town staff.
6. No vehicles are allowed on brick walkways or grass. Parking is allowed in available parking lots only.
7. No vehicles are allowed on walkways for loading or unloading.
8. Any reports of vehicles parking or driving on unauthorized areas, which includes all grass areas, walkways, or sidewalks, will initiate a \$100 charge assessed and will be deducted from the security deposit.

DECORATING

1. No fog, smoke, or bubble machines are allowed inside the Town Hall building or outside on the Town Hall grounds.
2. The use of glitter, confetti and/or throwing of rice is not allowed.
3. All decorations must be of free-standing style. No decorations of any kind are to be hung from the ceiling, sconces, chandelier, walls, or doors.
4. No staples, tape, nails, or Command Strips are to be used on the walls, ceiling, doors or windows.
5. Candles must be enclosed. No open flames of any kind.
6. Balloons are allowed in the Redington Shores Town Hall Back Room.

CLEAN-UP

1. All chairs and tables within the Town Hall Back Room are to be replaced in the manner in which they were found.
2. Trash can liners must be used in trash receptacles. All trash is to be emptied and taken to the receptacle outside the Town Hall facility, located at the rear porch area. Lessee is responsible for picking up ALL outside trash around the grounds of the building.
3. Kitchen sink, refrigerator, microwave, and counters are to be cleaned and all food removed that was brought for the rental event.
4. All food articles and spills are to be cleaned from tables and floors.
5. Restrooms must be checked for cleanliness and trash emptied.

6. No grease is to be poured into the sink. All grease is to be placed in the outside receptacle.
7. All lights should be turned off at the end of the rental event.
8. Failure to comply with any of the above will result in a minimum charge of \$75.
9. Lessee agrees to pay for any additional cleaning charges necessary due to COVID-19 or other public health emergency situations.

IN CASE OF AN EMERGENCY – CALL 911.

RENTAL FACILITIES, FEES, AND HOURS OF OPERATION

TOWN HALL BACK ROOM HOURS OF OPERATION:

Monday – Friday: 8:30 a.m. – 4:00 p.m. (excluding holidays)

Security Deposit = \$100.00 (Cash Only)

Alcohol Deposit (if applicable) = \$100.00 (Cash Only)

Rental fee = \$50.00 + \$3.50 (tax) = \$53.50, per day. (Cash, Check, Money Order, Credit Card. Credit card usage carries a 3.00% credit card fee)

CONSTITUTION PARK

7 days a week, Sunrise - Sunset

Security Deposit = \$100.00 (Cash Only)

Key Deposit = \$5.00 (Cash Only)

Alcohol Deposit (if applicable) = \$100.00 (Cash Only)

Rental fee = \$50.00 + \$3.50 (tax) = \$53.50, per day. (Cash, Check, Money Order, Credit Card. Credit card usage carries a 3.00% credit card fee)

TOWN HALL BACK-ROOM FACTS

Legal Capacity: 80 persons (not seating capacity)

Chairs: 64

6 ft. rectangle tables: 10

PAYMENTS AND SECURITY DEPOSITS

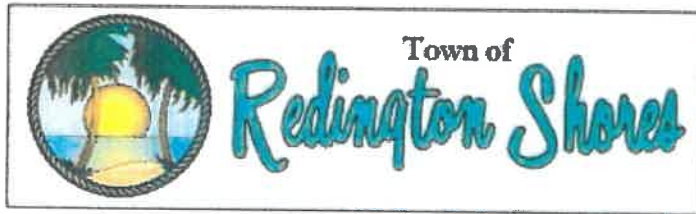
Rental fee and security deposit must be paid in full at the time of reservation. Forms of payment accepted are **cash only for all deposits**, and cash, check, money order, or credit card (with 3.00% fee charged) for all rental fees. Security deposit will be refunded within 30 days following your event, provided the area has been cleaned, ALL items removed from the grounds, and there are no violations or damages.

CANCELLATION POLICY

Cancellations with a full refund will be allowed no later than **THREE** days before the reservation. Events canceled due to inclement weather should be reported within 24 hours and will be re-scheduled for the next available requested date. Refunds will not be issued after the reservation date for events canceled due to inclement weather. (*Security Deposit refundable under terms of contract.*)

MISCELLANEOUS

- The Town Administrator can approve any extension beyond the aforementioned hours or waive any fees or conditions of the Facility Rental Contract.
- Once the contract has been signed and fees are paid, any changes must be made in person at the Town Hall by the Lessee.
- Lessee must provide proof of residency to receive the secure their reservation of the desired facility. If the Town ascertains, or if a Town resident acknowledges, that renting the facility is for a non-resident for either a personal or commercial/business function, then the Town may cancel the reservation. The Town Administrator may also refuse future rentals of any Town facility to said lessee and the non-resident or commercial/business user(s).



RESERVATIONS

The rental of Town Hall and Constitution Park in Redington Shores are reserved on a first-come, first-served basis for residents of Redington Shores ONLY.

Rental fee and security deposit must be paid in full at the time of reservation. Forms of payment accepted are **cash only for all deposits**, and cash, check, money order, or credit card (with 3.00% fee charged) for all rental fees. Security deposit will be refunded within 30 days following your event, provided the area has been cleaned, ALL items removed from the grounds, and there are no violations or damages.

LOCATIONS: _____ Constitution Park _____ Town Hall Back Room

HOURS: Constitution Park: 7 days a week, Sunrise - Sunset.

Town Hall Back Room: Monday-Friday (excluding holidays) 8:30 am – 4:00 pm.

FEES: Per day = \$50.00 rental fee + \$3.50 tax = **\$53.50**.

Deposits: Security: \$100 deposit, Key: \$5.00 deposit (**Key deposit for Constitution Park ONLY**).

Alcohol: \$100 deposit for on-site consumption (**The sale of alcoholic beverages is not permitted**).

PAYMENT:

Per day \$53.50 Rental Fee: \$ _____ Security Deposit \$100.00: \$ _____
Key Deposit \$5.00 (if applicable) \$ _____

TOTAL DUE: \$ _____

PAID IN FULL: # _____

Please Complete All Requested Information: Type of Activity:

Date Requested: ____/____/____ Hours Requested: _____ to _____

Expected # of attendees: _____

Name: _____

Address: _____

Street/PO Box City/State/Zip

Phone: _____

Email: _____

CANCELLATION: Cancellations with full refund will be allowed no later than **THREE** days before the reservation. Events canceled due to inclement weather should be reported within 24

hours and will be re-scheduled for the next available requested date. Refunds will not be issued after the reservation date for events canceled due to inclement weather. (*Security Deposit refundable under terms of contract.*)

GENERAL RULES & REGULATIONS: Reservations at Constitution Park are for the park pavilion area only. The playground and basketball court may be used; however, they remain open to the public as well. All items brought to the pavilion area must be removed by the end of the rental period. **The kitchen, bathrooms, and grounds must be left clean before leaving. Trash is to be removed from the premises and cleaning items must be stored away in their designated areas. Keys will be returned to Town Hall between the hours of 12:00 pm and 4:00 pm the following business day (Town Hall is open from 8:30 am until 4:00 pm.) No vehicles are allowed to be parked or driven inside the park area. Failure to comply with Town rules and/or the cleaning checklist will result in loss of deposit. Lessees will also be responsible for any damage in excess of the deposit. Lessees must have all activities completed, to include tear down and clean up, no later than 9:00 pm.**

Minors are required to always have adequate adult supervision. The use of **glitter, confetti, environmentally unfriendly items, and/or throwing of rice is not allowed.** When attaching decorations to the pavilion, please use tape or other non-marking materials. Do not use tacks, glue, staples, or any other marring material that can damage the facility.

Bounce houses are permitted **ONLY** if the lessee provides the vendor's certificate of liability insurance, naming the Town of Redington Shores as an additional insured. Certificate must be received no later than two days before the scheduled event. Water slides and any activities using water devices are prohibited.

AGREEMENT: The lessee agrees to indemnify and hold the Town of Redington Shores, including its elected officials, employees, and agents, harmless for all claims and liabilities, costs, expenses, and legal fees that the Town may incur as a result of the Lessee's use of the Town property on the dates set forth. Lessee, his/her heirs, and personal representatives hereby assume all liabilities, risks, injuries, and hazards incidental to the rental of the aforementioned facility/park, including transportation to or from said activity. In the event the Town of Redington Shores cannot perform this agreement due to Fire, Casualty, Acts of God, Civil Unrest or any other emergency or disasters beyond their control, including, but not limited to COVID-19 or any pandemic or public health emergency, the Town will make every attempt to reschedule the event, or return any monies paid, but shall have no further liability with respect to the agreement.

By signing below, you confirm that you agree to be in attendance during the event, and that you have read, understand, and agree to the policies, rules and regulations as stated in this Rental Agreement.

SIGNATURE OF LESSEE: _____ **DATE:** _____

SIGNATURE OF TOWN REPRESENTATIVE: _____ **DATE:** _____



Town of
Redington Shores

17425 Gulf Blvd., Redington Shores, FL 33708
727-397-5538

PARK RENTAL RULES AND CHECKLIST

Park Rental Rules are as follows:

1. Do not staple decorations to the tables or pavilion.
2. No amplified music (per Town Noise Ordinance Sec. 101.1).
3. Keys must be returned to Town Hall by the next business day between 12 – noon and 4 p.m. in accordance with Park Rules/ Cleaning Checklist or all deposits will be forfeited.
4. There is **no prior entry to the facilities** – you may set-up on the day of your rental only.
5. Restrooms are for renters only – not for public use.
6. Renters must clean and vacate premises by 9:00 p.m. on the day of their rental.

Cleaning/ Close-Up Checklist:

- Make sure all equipment is accounted for.
- Wipe down – sink, stove, oven, refrigerator, cabinets, and counter tops.
- Sweep and mop kitchen and bathroom floors.
- Clean pavilion area and grounds.
- Empty the trash in kitchen, bathrooms, and pavilion area and place in the dumpster provided.
- Leave mop, mop bucket, broom, and cleaning supplies in the kitchen.
- Lock all doors before leaving (**please double and triple check!**) – do not leave facility doors unlocked when the renter is not there.

If you do not comply with the rental rules and procedures, all deposits will be forfeited.

Thank you for helping us keep our park beautiful for everyone to enjoy!



Town of
Redington Shores

17425 Gulf Blvd., Redington Shores, FL 33708
727-397-5538

Constitution Park Parking Pass

VALID ON THE DATE OF RENTAL ONLY
NO OVERNIGHT PARKING ALLOWED

18214 Gulf Boulevard, Redington Shores, FL 33708

Date: _____

Name: _____

Please post in car dashboard



Town of
Redington Shores

17425 Gulf Blvd., Redington Shores, FL 33708

727-397-5538

Constitution Park Reserved

Date: _____

Name: _____

Please post in clear and conspicuous location

**RFP 22-027 | City Branding Initiative
Exhibit A - Rate Schedule**

TASK DESCRIPTION	Staffing Titles & Hourly Rates					Total Fee
	Project Manager	Outreach Specialis	Planner	Graphic Designer	Marketing	
	\$ 150.00	\$ 150.00	\$ 115.00	\$ 105.00	\$ 125.00	

TASK ONE - Quantitative & Quantitative Research						
Subtasks	Labor Hours					
1.1 Community Profile	4	4				4
1.2 Inspiration/Relevant Comp	4			4		
1.3 Website & Survey	5	5	5	8		8
1.4 Website Marketing	2	2		6		4
1.5 Public Workshop	11	11	10	6		10
1.6 Stakeholder Interviews	5	5	5			
1.7 Research Findings Doc	3		5	6		6
TASK ONE - TOTAL	\$ 5,100.00	\$ 4,050.00	\$ 2,875.00	\$ 3,150.00	\$ 4,000.00	\$ 19,175.00

TASK TWO - Branding Positioning Statement						
Subtasks	Labor Hours					
2.1 SWOT Analysis	2					8
2.2 Draft Statement	2	2				5
2.3 Feedback & Edits	2	2				5
TASK TWO - TOTAL	\$ 900.00	\$ 600.00	\$ -	\$ -	\$ 2,250.00	\$ 3,750.00

TASK THREE - Brand Concept						
Subtasks	Labor Hours					
3.1 Black & White Concepts	10			30		
3.2 Feedback & Edits	5	5		15		5
3.3 Color Compositions	10			30		
3.4 Feedback & Edits	5	5		15		5
3.5 Final Logo Files Setup	10			30		
3.6 Social Starter Pack	5			10		
TASK THREE - TOTAL	\$ 6,750.00	\$ 1,500.00	\$ -	\$ 13,650.00	\$ 1,250.00	\$ 23,150.00

OPTIONAL TASK FOUR - Style Guide						
Subtasks	Labor Hours					
4.1 Document Draft	4			10		
4.2 Feedback & Edits	4			8		
4.3 Final Deliverable	2			5		
TASK FOUR - TOTAL	\$ 1,500.00	\$ -	\$ -	\$ 2,415.00	\$ -	\$ 3,915.00

COMPANY NAME :

Total	\$ 46,075.00
Total w/#4	\$ 49,990.00

Audit Selection Committee Members

Mayor Marybeth Henderson
Sitting Member

Appointed 01/23

Paul Herzfeld
840 182nd Ave E.

727-644-4601

paul@herzfeld.net

District 4 Re-appointed 4/20, Exp 4/22

Ken Kelly

District 2 Appointed 01/23

RESIGNED 2-16-23

Jim Parker
223 174th Ave E

Jparker3@gate.net

District 1 Appointed 02/23

Financial Advisory Committee

David Grimes
17408 Gulf Blvd. Unit 1504
djgrimesr@gmail.com

District 1 Appointed 4/22, Exp 4/24

William (Bill) Sanders
17745 Gulf Blvd Unit 704
Wnsanders46@gmail.com

District 2 Appointed 4/21, Exp 4/23

OPEN

District 3

Paul Herzfeld
840 182nd Ave E.
727-644-4601
paul@herzfeld.net

District 4 Re-appointed 4/20, Exp 4/22

Kirby Howell
17820 Gulf Blvd
kirby@khowell.com

At Large Appointed 4/20, Exp 4/22

Cristy Herig

Alternate: District 2 Appointed 4/22, Exp 4/24
RESIGNED 12/23/22

Parks and Recreation

Marie Palena
201 175th Ave. E.
Mpalena2you@yahoo.com

District 1

Loretta Fricks

District 2
Appointed 4/22, Exp 4/24

235 176th Ave. E

lorettafricks@gmail.com

Rob Francour

District 4

RESIGNED 6-28-23 Via Email

CJ Hoyt

247 176th Terrace Dr.

cynthia.hoyt@gmail.com

At Large

Diane McCarthy District No. 1

17717 Gulf Blvd Unit 301

RESIGNED 6-20-23 VIA EMAIL

Michelle Ganio

17746 Long Point Drive

mrtganio@gmail.com

District No. 2

Reappointed 4/22, Exp. 4/24

Bonnie Utz

124/26 Beach Ave.

Utzie09@gmail.com

District No. 3

Reappointed 4/21, Exp. 4/23

Ginger McQuigg District No. 3 Alternate

ging6769@gmail.com

Emily Schrader

204 182nd Ave E

Eschrader828@gmail.com

District No. 4

Reappointed 4/18, Exp. 4/22

AT LARGE

Cathy Sypniewski

201 180th Ave E

cathysyp@gmail.com

Appointed 4/21, Exp. 4/23

Personnel Committee

Cynthia Cain- RESIGNED 12/9/22

District 1

Rich Perez

17725 Long Point Dr.

sdhrjp@comcast.net

District 2

Appointed 4-21/ Exp 4-23

OPEN

District 3

Jill Weingart

18304 Gulf Blvd. Unit 508

Weingi8@outlook.com

District 4

Appointed 4-21/ Exp 4-23

John Strakele- RESIGNED 1/4/2023

At Large

PLANNING AND ZONING BOARD

Steve Laird District 1
PO Box 8184 **RESIGNED**

Cynthia Hoyt
247 176th Terr Dr.
cynthia.hoyt@gmail.com

District 2
Reappointed 04/22, Exp. 04/24

Richard Caby
17720 Gulf Blvd., Unit 200
Filling Unexpired Term (DeMarco)
richardcaby@verizon.net

District 3
Appointed 04/21, Exp. 04/23

Merv Dickerson
18211 Sunset Blvd.
cdickers0n@aol.com

District 4
Reappointed 4/22, Exp. 4/24

AT LARGE

Lisa Foster (CHAIR)
845 180th Ave E.
L Foster myrscommitteesemail@gmail.com

Reappointed 04/21, Exp. 4/23

ALTERNATES

Cassandra Reardon **RESIGNED 7-27-23**

PPI Committee

"PPI Members shall continue to serve until they no longer serve due to resignation, removal, or otherwise." (Resolution 06-22)

Kim Harr
kimharr@harrins.com

Members:

Lisa Foster lddfoster@gmail.com

Dave Motley dmotley@gmail.com

Bill Blackburn wblackburn@blackburncoastalrealty.com

Justin Borus justin.borus@53.com

Vincent La Porta (Building Official) buildingofficial@townofredingtonshores.com

Jolie Patterson (Deputy Town Clerk, Staff) depclerk@redshoresfl.com

BUILDING OFFICIAL SERVICES

Michael S. McGlothlin
Town Administrator



Requirements for Building Official

- Floodplain Management Services
 - Building Official Services
 - Residential & Commercial Inspection (All Trades)
 - Residential & Commercial Plan Review (All Trades)
 - Natural Disaster Event Response
 - Pre-event activities = Contractor Outreach & Coordination
 - Post-event activities = Damage Assessment Field Work
-

Review of Potential Options

- Contract with external service provider for Building Official Services as described.
- Enter into Interlocal Agreement with Pinellas County for Building Official Services.
- Develop internal Building Official Services Program by hiring a full-time staff member.
 - Interest present in cost-sharing opportunity with neighboring jurisdiction if internal program option is selected?

VJB

Analysis of Respondent Municipalities: (Six Surveyed with Three Respondents)

- Town of Indian Shores utilizes Safebuilt for their Building Official Services.
 - Services provided with costs for same (effective 05/01/2025 Fee Schedule) =
 - Flood Plain Management - \$120,000 per/hr. with 1 hr. min.
 - Building Official Services - \$104.00 per/hr. with 1 hr. min.
 - Includes: Inspections & Plan Review (Resd./Comm. All trades)
 - Plans Examiner Services (on-call/as needed) - \$88.40 with 1 hr. min.
 - Natural Disaster Events (damage assessments) - \$88.40 with 8 hr. min.
-

Analysis of Respondent Municipalities Cont.

- Town of North Redington Beach utilizes Safebuilt for their Building Official Services.
 - No annual/reoccurring costs as Safebuilt retains all permit fees as payment.
 - Same price point for services as Indian Shores under 05/01/2025 Fee Schedule.



Analysis of Respondent Municipalities Cont.

- Town of Redington Beach utilizes Safebuilt for their Building Official Services.
 - No annual/reoccurring costs as Safebuilt retains all permit fees as payment.
 - Same price point for services as Indian Shores under 05/01/2025 Fee Schedule.
 - The Redington Beach Town Clerk also serves as the CRS Coordinator for their municipality, with direct support from Safebuilt as is needed.
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Questions & Discussion
