

GENERAL INFORMATION FOR THE USE OF CITY OF VERO BEACH PARKS & BEACHES, INCLUDING PAVILIONS, STAGE EQUIPMENT

General Information

A “city” resident lives within the City limits of Vero Beach and/or owns real estate within the corporate limits of the City of Vero Beach. Residency can be determined with your voter registration card, or tax receipt.

Reservations and Fees for Private Groups

All parks and regular picnic pavilions are first-come, first-serve. For groups under 50 people with no special requests, there is no fee or permit required to use our parks or beaches. For groups over 50 people, there is a minimum \$50.00 plus tax processing fee and a permit application must be submitted. This allows you the right to assemble; it does not reserve your picnic area. Only the Grand or Large Picnic Pavilion facilities at Riverside Park, the Bethel Creek House and the Riverhouse can be reserved. Forms and specific fee information can be found in the “Forms” section of our website. To be placed on our facility and/or park calendars, call 770-6517. Your date will be saved for one week, at which time you must set up an appointment to bring in your permit form(s) and pay applicable fees. Returning event reservations are taken no more than 365 days from the event. New event reservations are taken no sooner than 10 months out from the event date. All rental fees are taxable, therefore, please add 7% tax to all rental fees, or provide a current copy of your Florida sales tax exemption certificate. Your rental is guaranteed when forms are approved and fees are paid and insurance with endorsement has been approved by the City of Vero Beach. Required fees must be paid within two (2) weeks of booking date or reservation is forfeited. All rentals are subject to a cancellation fee. Renters who live outside Indian River County will be charged a \$100.00 damage deposit on pavilion rentals and a \$200.00 damage deposit on stage or equipment rentals which is refundable after inspection of the site and/or equipment. Please note that it may take two weeks or more for these refunds to be processed.

All payments must be in cash, check or credit card (Mastercard or Visa restrictions apply).

Royal Palm Pointe Park Fountain Hours

Fountain hours vary so please call 567-2144 for specific hours. Generally the fountain runs from Wednesdays – Saturdays from 10:00 a.m. – 3:00 p.m. (closed Sundays, Mondays, Tuesdays). During Indian River County School Board Spring and Summer Breaks, the fountain normally runs from 9:00 a.m. – 7:00 p.m. Mondays, Wednesdays, Thursdays, Fridays, and Saturdays (closed Tuesdays & some Sundays). From mid-December to mid-March, the fountain runs Saturdays only from 10:00 a.m. – 3:00 p.m.

The Large Picnic Pavilion

Open-air rental facility. 30 x 60 ft. rectangular concrete slab with roof and open sides. Directly west of restrooms and drinking fountain. Has charcoal grills for cooking nearby. Adjacent to volleyball court. Ideal for casual gatherings, barbecues, company picnics, etc. Electric is available for \$25.00 per day with a \$50.00 electric key deposit. You will be responsible for locking the electric box at the end of your event, and returning the key for your deposit refund. Please note that it may take two weeks or more for this refund to be processed. Tables and chairs are not provided. Please see the “Forms” section of our website for specific rental prices.

Grand Pavilion

Open-air rental facility. Two small and one large gazebo connect together to form one open-air pavilion. Diameters are 21 feet for the smaller gazebos, and 25 feet for the larger gazebo. Each gazebo has cupola ceiling lighting. Ideal for more formal occasions such as weddings, luncheons, awards, etc. Used for table seating, it can accommodate 75 to 100 people comfortably. Used for chapel seating it can accommodate up to 150 comfortably. Cooking at the Grand Pavilion is prohibited. Electric is available for \$25.00 per day with a \$50.00 electric key deposit. You will be responsible for locking the electric box at the end of your event, and returning the key for your deposit refund. Please note that it may take two weeks or more for this refund to be processed. Tables and chairs are not provided. Please see the “Forms” section of our website for specific rental prices.

Tents

All tents require specific approval. 10x10 or 12x12 foot “pop-up” tents or canopies with no sides are permitted provided the stakes to secure such are *no longer* than 10 inches and that the tents are placed at least 5 feet apart. Larger tents and tents with sides are required to adhere to Indian River County Ordinance related to fire prevention. Please call 226-1949 for more information. Before staking larger tents into the ground, you will be required to arrange for a “locate” for underground utilities.

Stage

Two (2) rental units. Trans-Stage: Full size, 24’ x 40’; Half size, 12’ x 40’; Ground to Deck, 43”; Folded Height, 9’8”; Folded Width, 7’8”; Tongue: 7’. Deluxe Mobile Stage w/Canopy: Aluminum. Performance dimensions – 24’width x 16’ depth. Height from deck to canopy: front height of 12’6” and rear height of 9’6”. Includes stairs with handrail. Additional options include stage backdrop, sidewalls, 12’ long equipment ramp, professional lights and 4’ x 4’ side stage extensions for speakers. Requires flat surface and 22’ wide clearance. Daily rental fees apply. See the “Forms” Section of our website for specific pricing. Pricing includes set up and removal by Recreation Department staff only. There is an additional charge of \$50.00 per hour for either stage, if set up or take down is during unscheduled hours (weekdays after 2:30 p.m. and weekends,) and a \$75.00 per hour fee during holidays.

Public Events

Applicants must answer the questions on the application form in order to obtain approval to use City park grounds for a public event. This application and specific information is available in the “Forms” section of our website. In most cases, insurance will be required and must name the City of Vero Beach as additionally insured with the date and location of your event specified, and an insurance endorsement must be provided to us prior to your event. To check the availability of a specific park, or for additional information, please call 770-6517.

Decorations/Clean-up

Decorations may be added, but must be removed before leaving the area. Use of nails and staples is prohibited. Only non-stick painter’s tape, plastic “zip-ties,” string, or similar material may be used. You may need to bring additional trash bags or cans for excess trash. Trash may be disposed of in the dumpsters near the boat ramps. Area must be cleaned after the event, or you will be charged for clean-up expenses.

Bounce Houses and Water Amusements

Bounce Houses and Water Amusements require a park permit with a \$50.00 plus tax processing fee. Permit application can be found in the “Forms” section of our website. Bounce Houses and Water Amusements are only allowed at Riverside Park, MacWilliams Park or Charles Park on a first-come/first-serve basis and can only be set-up on the grass for a maximum 4 hour time period. An additional \$50.00 electric fee is required along with a refundable \$50.00 electrical key/damage deposit. Please note that it may take two weeks or more for this refund to be processed. Water Amusements require a \$65.00 water fee. These fees are not taxed. Be aware that there may be other activities at the park. You can call the Recreation Department at 770-6517 to check for any conflicting public events. The Bounce House/Water Amusement vendor must provide the Recreation Department with a current “Certificate of Liability Insurance” naming the City of Vero Beach as additionally insured with the date and location of your event listed, and an insurance endorsement must be provided to us prior to your event. Without the proper paperwork and insurance, Bounce Houses/Water Amusements are not allowed in the parks.

Ocean Beach Parks and Turtle Season

March 1st through October 31st is officially turtle season for the Vero Beach and Indian River County area. It is very important that no activity disturb turtle nests in this area. Should you want to use the beach during this time, please limit all items to those that will sit on top of the sand, rather than sink into the sand. If in doubt, please call (772) 978-4855 and ask for assistance, or call (772) 567-8000 and ask for the Indian River County marine turtle permit holder.

Rest Rooms

Restrooms are generally open from dawn to dusk. For after hour use, a key may be obtained prior to the event from the Recreation Department at Leisure Square 3705 16th street , Vero Beach, FL 32960 with a \$50.00 key deposit. Please note that it may take two weeks or more for this refund to be processed. You will be responsible for locking the rest rooms at the end of your event, and for returning the key for your deposit refund.

Electricity & Water

Electric and water may not be available at all park locations. Water and drinking fountain water are available in most parks. For electrical use at the Grand Pavilion and the large Picnic Pavilion at Riverside Park as well as public events, there is a \$25.00 per day charge for electricity. A refundable \$50.00 deposit is required for the key to access the electric box. You will be responsible for turning the electric off and locking the electric box at the end of your event. Key must be returned for your deposit refund. Please note that it may take two weeks or more for this refund to be processed. There is a \$20.00 per day charge for water for public events. Bounce Houses and Water Amusements require additional charges.

Parking

Parking for the Grand Pavilion is allowed outside the perimeter of the St. Augustine grass area that extends approximately 50 feet from all sides of the pavilion. Driving or parking on the St. Augustine grass area that surrounds the Grand Pavilion is strictly prohibited. Parking for the Picnic Pavilion is directly in front of the pavilion in parking spaces along the road parallel to the Indian River. Parking at other parks and park areas is permitted in designated spaces.

Prohibited

Dogs on leashes are allowed at the FOLLOWING Parks: Royal Palm Park (excluding the fountain area), MacWilliam Park north of Dahlia Lane in Riverside Park. All other City of Vero Beach Parks no animals are allowed except trained guide dogs, unless prior approval has been obtained and insurance has been provided to the City of Vero Beach. Driving or parking on the St. Augustine grass that surrounds the Grand Pavilion is strictly prohibited. No alcoholic beverages may be consumed at any time without an approved Alcohol Permit and deposit. All other special requests, i.e. tiki torches, trailered cookers, etc., must be specifically approved by the City Manager. Please call 770-6517 for more information or make your request in writing and mail it to, or drop it off, at 3705 16th Street, Vero Beach, FL 32960.

Emergency Contacts

In case of an emergency during your event, please contact the
Recreation Department Supervisor on Duty at 538- 1397 or
the City of Vero Beach Police Department non-emergency number at 978-4600.

Additional questions

Please call the City of Vero Beach Recreation Department at 770-6517,
Monday thru Friday, 9:00 a.m. to 5:00 p.m. We will be happy to answer any questions you may have.