



**CITY OF GULF BREEZE PARKS & RECREATION DEPT.
2025-2026 SCHEDULE OF FEES
Effective 10-1/2025**

GENERAL RENTAL INFORMATION

The City of Gulf Breeze values all profit and non-profit organizations that want to use City Facilities. User fees have been established in different tiers for events/activities based on the impact on each site and the estimated amount of time staff will spend before, during, and after each event. User fees cannot be discounted or waived without completing a fee waiver request form and obtaining approval from the City Manager.

All Rentals are on a first-come, first-served basis, one year in advance. There may be exceptions for some rentals, such as Gazebo Rentals and Gulf Breeze Community Center rooms. The Parks and Recreation Department reserves the right to block off or close facilities, making them unavailable to rent.

RESPONSIBLE PARTY

The Responsible Party is the designated contact for the event and will be responsible for any contracts, payments, and behaviors of the group. The responsible party must be on site for the duration of the event, including setup and take down. They must be available to Parks & Recreation staff for information.

PRIVATE RENTALS

Private rentals are defined as birthday parties, family reunions, weddings, etc. Some activities may change your status from a Private Rental to a Special Event. Please consult the Facility Coordinator before adding an activity that may change your status.

SPECIAL EVENTS

A special event is one that requires any city personnel, resources, and/or public facilities beyond the "norm" of a typical workday. Examples of events that require a special event permit include traffic control, temporary road closures for races, concerts that require tickets, festivals, parades, trade shows, and similar events. Events may be classified as a Special Event if they are advertised to the public or require ticket sales or fees to participate.

TOURNAMENTS

A Tournament is defined as a minimum of 4 four teams and a series of games that make up a single unit of competition.

RULES

All participants must abide by park and facility rules; respect the facility, staff, and park patrons. Any and all damages to property will be the responsibility of the Responsible Party. Should problems arise with any group, the City of Gulf Breeze Parks & Recreation Department reserves the right to refuse service.

RENTAL DATES

Facility Rentals may be booked up to one year in advance. ***All recognized City Holidays may double the rental Rate for requested dates.*** Holiday rates apply to Good Friday, Memorial Day, the 4th of July, Labor Day, and Veterans' Day. Facilities are Closed to Rentals on Easter Sunday, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

Parks (Woodland, Williamsburg, Vista, McClure, Deadman Island Preserve, Hodges, Highpoint, Wayside, Splash Pad, and Beachside Dog Parks). These parks are not leased or reserved for any events. These parks are open to the public for daily use.

RENTAL FEES FOR CLUB SPORTS

Rental Fees must be paid at the time of reservation or in advance. GBSA is not classified as a Club Sport and has its own Contract with the City Council.

To qualify for the club sport rate, the organization must be contracted and scheduled for a minimum of two months in advance.

INSURANCE

Insurance is required for all sporting and special events.

- Coverage limits: A minimum of \$1,000,000 liability per occurrence and \$2,000,000 aggregate. Vendors are required to provide the same level of coverage.
Certificate of Insurance (COI): The Certificate of Insurance must list the City of Gulf Breeze as additional insured and list the event site by name and address. The COI must be specific and detailed.
- Submission Deadline: The COI must be provided to the Gulf Breeze Parks & Recreation Department a minimum of 14 business days before the event holder takes possession of the site/facility.
- Term of Coverage: Insurance policies must cover the entire term of the lease, including setup and take-down dates.
- Exceptions: Can only be made by approval from the City Manager.
- Review & Compliance: All insurance policies/COI's will be reviewed by City staff and approved or denied. If denied, the Responsible Party must provide the proper insurance by the required deadline, or the event will be canceled.

PRIVATE RENTAL FEES

Private Bookings canceled within 14 days of the event will be subject to a \$15 fee. There will be no refunds for bookings canceled with less than 7 days' notice.

SPECIAL EVENTS

CONTRACTS AND SPECIAL EVENTS

If a City Special Event Permit is deemed necessary, once the permit application is reviewed by staff, the city manager will place it on the City Council agenda for approval. Once approved, an agreement will be provided for signature by the Parks & Recreation Department, specifying the terms and conditions for the use of city property. Note: All agreements/contracts must be processed through the Gulf Breeze Parks & Recreation Department and not a third party; otherwise, any special event permit will not be honored. You must return your completed form(s) to the Facilities Coordinator at 800 Shoreline Drive, Gulf Breeze, FL 32561.

RESERVATION DEPOSITS – SPECIAL EVENTS

A reservation deposit of 50% is required and must be paid at the time of reservation. See the user fee descriptions. The reservation deposit is non-refundable. If the reservation is canceled for any reason, the reservation deposit fee will be forfeited. All reservation deposits will be applied to the event fees. The Responsible Party must pay a reservation deposit of 50% and then has 14 days before the event to pay the remaining balance.

ON-SITE EQUIPMENT, STORAGE & DELIVERIES

Any deliveries to the Park property should be made to the event site. Our department cannot store equipment or supplies before and after each event. If, for any reason, items are left on site, the Responsible Party will be charged a per-day rental fee. Please see the user fee sheet. Rooms are available for rent to store equipment if needed. You must pre-arrange this with the facilities coordinator and provide your own staffing for moving equipment that has been shipped.

TENTS

Any tents placed on Park property must have prior approval from Park staff. Tents larger than 10' x 10' will need approval from the Facility coordinator and the Parks Supervisor. Stakes in the ground are not allowed at **ANY PARK**.

ALCOHOL

Alcohol is not permitted in Gulf Breeze Parks & Facilities unless the following requirements are met:

For Special Events: The Responsible Party may request approval for alcohol by completing an Alcohol Addendum and receiving City Manager approval. If City Manager approval is granted, the Responsible Party must secure a temporary alcohol permit or work through an approved licensed caterer/vendor and provide insurance for the event/activity. *Insurance Requirement for Alcohol: Caterer must carry a minimum of \$1

million Liability & \$2 million Aggregate and must include alcohol liability on the insurance certificate naming the City of Gulf Breeze as additional insured.

For Private Events: Applicant must complete a Gulf Breeze Parks & Recreation Private Event Alcohol Inquiry and obtain approval by the Parks & Recreation Director.

SECURITY

Security may be required for any event on City property and is at the sole discretion of the City of Gulf Breeze. Security personnel must be licensed and insured. The Gulf Breeze Police Department will provide an hourly rate for off-duty officers with a 4-hour minimum.

VENDORS

All vendors must be approved by the Event Director and be in good standing with the City. Vendors must set up in the pre-approved locations and display their vendor permits on-site.

Vendor Rates: \$30 fee per day or a maximum of \$60 for three or more days.-(based on a per-day setup fee for the vendor). There are no discounts, fee waivers, refunds, or rain checks. All Vendors will complete paperwork and make payments at the front desk of the Community Center before setting up.

TOURNAMENTS

TOURNAMENT FEES

All Tournaments require a non-refundable reservation fee. If fees have not been paid by the end of the 14 days after the event, the Responsible Party will no longer be considered in good standing with the City. The City may then void or require upfront total payment or double reservation deposit for any future contracts. To be back in good standing with the City, the Responsible Party must prove two successful seasons of outstanding payments on time. Depending on the type of tournament, a non-refundable deposit of 50% of the total fees or a fee of \$40/field/day will be required.

RESERVATION DEPOSITS- TOURNAMENTS

Reservation Fees are due upfront at the time of the reservation and will be applied toward the final cost of the tournament. If the reservation is canceled for any reason, the reservation fee will be forfeited. Some rentals require upfront payments for the entire rental at the time of booking to secure the dates.

SCHEDULES, FIELD SETUP & PER DAY USAGE FEES

All Tournament Directors must submit their final schedules to the Parks and Recreation Staff at least 3 business days in advance. Directors must also provide (in writing) the field layout and field dimensions a minimum of 5 business days in advance so staff can prepare.

SCOREBOARDS/ TIMING EQUIPMENT

Scoreboard use is included in the lease for the baseball/softball, lacrosse, soccer, volleyball, and football tournaments. Scoreboards and timing equipment must be operated by a responsible adult. Any damage to equipment will be the sole responsibility of the Responsible Party.

INCLEMENT WEATHER

The Gulf Breeze Parks & Recreation Department will work closely with the Responsible Party. In the case of inclement weather, the final decision to cancel an event will be the Responsible Party's decision—unless otherwise deemed unsafe by the City Manager, Parks & Recreation Director, or designee.

Note: Due to uncontrollable weather, the City of Gulf Breeze Parks and Recreation Department will work with the Event Director based on staff costs, hourly rates, and reservation deposits. For tournaments, if all games are canceled by 6 pm the day before, no fees will be charged for that day. If games are canceled by 11 am on the day of due to bad weather, the Tournament Director will be charged 6 hours for that day.

****GULF BREEZE PARKS & RECREATION USER FEE SCHEDULE****

**These fees are paid through the Gulf Breeze Community Center as part of the Special Event process. **

For Details, please visit <https://www.gulfbreezeparcsandrecreation.com/>

GULF BREEZE COMMUNITY CENTER PRIVATE RENTALS

Note: Lessee does not have sole use of the facility unless the entire facility is leased. The Parks & Recreation Department may lease any unrented space to another user/group.

Meeting Rooms

Fee

Description: Events will be staffed with one City employee.

Reservation fee goes towards securing the date/setup/cleanup/staff.

Bookings canceled within 14 days of the event will be subject to a \$15 fee, and there will be no refund for bookings canceled with a notice of 7 days or less.

Fees are due at the time of booking.

Insurance is not required for the following rentals:

Indoor Facility Room Rentals

Fee

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|------------------------------------------------------------|----------|
| Clay Ford Conference Room 104: (1,200 sq ft/ 233 capacity) | \$50 hr. |
| Multi-Purpose Room 101: (1,485 sq ft/ 210 capacity) | \$50 hr. |
| Multi-Purpose Room 209: (1,476 sq ft/ 240 capacity) | \$50 hr. |
| Theatre Room 206: (2,125 sq ft/ 306 capacity) | \$75 hr. |

Gymnasiums: (Gym A – 10,395 sq ft/ Gym B – 9,405 sq ft/ 1,430 capacity)

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| Full Gymnasium Hourly - Fees are due at the time of booking | \$100 hr. |
| Half Gymnasium Hourly - Fees are due at the time of booking | \$50 hr. |

Miscellaneous Fees:

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| Set-Up/Break Down Fee – Small Event (<100) | \$25 |
| Set-Up/Break Down Fee – Large Event (100+) | \$50 |
| Floor Covering Fee (Required for any events in gyms that require tables/chairs) Per Gymnasium | \$150 |
| Score Clock | \$50/day |
| Sound System | \$50/day |
| Projector and Screen | \$50/day |
| After Hours Fee - If staff is required to stay longer than the scheduled event | \$100 per ½ hr. |

NON-PROFITS, HOA'S, AND EMPLOYEE FEES

Non-profit documentation or employee/residence verification is required for discounted or waived fees on room rental rates. A Fee Waiver Request Form must be submitted to the Facility Coordinator and approved by both the Parks & Recreation Director and the City Manager.

(Gymnasium Rentals may require insurance)

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| Non-Profit, Proper HOA & Full-Time Employee Rate (with required paperwork) | ½ off the standard fee |
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PAVILION RENTAL FEES

Private Pavilion Rental: Fees are due at the time of booking

Non-refundable Holiday Rate – Double the Per Hour Rate - See Page 1 for details

Bookings canceled within 14 days of the event will be subject to a \$15 fee, and there will be no refund for bookings canceled with a notice of 7 days or less.

Parking Fees are still required for any reservations at Shoreline Park South. Parking may be prepaid by completing a Gulf Breeze Parks & Recreation Shoreline Park South Prepaid Parking Inquiry, which will be approved by the City Council.

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| Shoreline Park S. Pavilion Rental - Half Day Resident – Shoreline Park South (8am - 2pm or 3-9pm) | \$30/ ½ day |
| Shoreline Park S. Pavilion Rental - Full Day Resident – Shoreline Park South (7 am - 9 pm) | \$60/day |
| Shoreline Park S. Pavilion Rental - Half Day Resident – Shoreline Park South (8am - 2pm or 3-9pm) | \$50/ ½ day |
| Shoreline Park S. Pavilion Rental - Full Day Non-Resident – Shoreline Park South (7 am - 9 pm) | \$100/day |
| Sunset Kids Park Pavilion Rental – Per Hour | \$10 |
| Welcome Area – 6-hour reservation limit (4 Reservations Per Month) - Resident | \$30 |
| Welcome Area – 6-hour reservation limit (4 Reservations Per Month) – Non-Resident | \$50 |

SHORELINE PARK SOUTH & MARINERS LANDING PARKING FEES

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| Daily Boat Launch | \$10 |
| Daily Boat Trailer Parking Pass | \$10. Day (24 hrs.) |
| Motor Vehicle Parking Fee (First 30 minutes are free) | \$1/hour (max \$10) |
| Annual Shoreline South & Mariners Landing Parking and Boat Launch Pass – Residents (April 1 – March 31) | Free |
| Annual Shoreline South & Mariners Landing Parking Pass – Non-Residents (April 1 – March 31) | \$75 |
| Annual Shoreline South & Mariners Landing Parking and Boat Launch Pass – Non-Residents (April 1 – March 31) | \$150 |

ATHLETIC FACILITY RENTAL FEES

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| Description - Softball/Baseball/Soccer/Multi-Purpose Artificial Turf Field | Fee |
| Park Hours - Lights Out 10 pm. | |

Due to unforeseen crises/staff shortages, the City reserves the right to change schedules with 72-hour notice.

Practice Rates - (No Insurance)

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| Artificial Turf Half Field Rate | \$50 hr. |
| Daily Rental – Artificial Turf Full Field Rate | \$100 hr. |
| Daily Rental – Per Standard Field | \$25 hr. |
| Lights | \$10 hr. |
| Multi-Use Cages – Per Lane | \$25 hr. |

Tennis, Pickleball, Volleyball & Basketball Outdoor Courts

Private lessons for monetary gain are prohibited except as provided by the city's contracted tennis pro or with a club sports contract.

Cancellation policy: Reservations must be cancelled at least one hour before start time for a refund. Reservation fees must be paid before play begins.

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| Outdoor Pickleball, Tennis, Basketball & Beach Volleyball Courts - first come, first serve | Free |
| Tennis League Members Rate | \$2/hr. |
| Tennis & Beach Volleyball - Resident - Reserved Per Court Per Hour | \$2/hr. |
| Tennis & Beach Volleyball -Non-Resident - Reserved Per Court Per Hour | \$5/hr. |

Open Gym Basketball/Volleyball & Pickleball Indoor

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| Resident | Free |
| Non-Resident – Open Gym Basketball/Volleyball | \$5 |
| Non-Resident Pickleball Drop-In Fee | \$10 |
| 10 Visit Punch Card – Open Gym Basketball/Volleyball & Pickleball | \$35 |

Club Sports, Schools, For Profit - Must Provide Insurance

Fees are due before practices begin. To qualify for the club sport rate, the organization must be contracted and scheduled for a minimum of two months.

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| Per Field Rate | \$12.50 hr. |
| Per Meeting Room Rate | \$25 hr. |
| Multi-Use Cages – per lane with field rental | \$5 hr. |
| Multi-Use Cages – per lane without field rental | \$12.50 hr. |
| Tennis & Beach Volleyball - per court | \$2 hr. |
| Gymnasium- Half Court | \$25 hr. |
| Gymnasium-Full Court | \$50 hr. |
| Artificial Turf Field- Half Field | \$25 hr. |
| Artificial Turf Field- Full Field | \$50 hr. |

TOURNAMENT & SPECIAL EVENT FEES

Description - Must Provide Insurance (Security Deposits to be paid at the time of the booking)

Non-refundable Holiday Rate – Double the Per Hour Rate

All Special Events must pay a non-refundable 50% reservation deposit upfront. Events must pay the remaining balance within 14 days of the start of the event.

Tournaments must pay a non-refundable deposit at the time of booking, and remaining fees are due within 14 days of the tournament's conclusion. Deposit will go toward the final cost.

Multi-Purpose Field Tournament Deposit: \$40/field/day

Gymnasium, Tennis, Pickleball, or Volleyball Tournament Deposit: 50% of total fees

Tournament & Game Field Rates – Must Provide Insurance

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| Tournament/Game Hourly–Per Grass Field Rate | \$15 hr. |
| Tournament Day Rate–Per Grass Field Rate 8 am-10 pm | \$200 day |
| Multi-Purpose Artificial Turf Field- Field Rate. Includes Press Box of Field House (Minimum of 6 hours) | \$55 hr. |
| Tournament Day Rate–Per Field Rate 8 am-10 pm | \$700 day |
| Reservation Fee Cancellations- NO REFUNDS, NO EXCEPTIONS | |

Tournaments & Games

Insurance is required. When reserving fields for tournaments in June, July, and the 1st week of August must reserve the fields with a flat day field rate. All other tournaments must pay for a minimum of 4 hours per site. Rental includes lights, scoreboards, umpire room/UIC office & up to 10 bags of quick dry per day if needed. After 10 bags of quick dry, there is a cost of \$25 per bag if requested by the Tournament Director. Tournaments must pay a field preparation fee.

Bad Weather Cancellations – If games are canceled by 6 pm the day before, there will be NO charge for that day. If games are canceled by 11 am on the day of due to bad weather, the Tournament Director will be charged 6 hours for that day.

Miscellaneous Fees

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| Field Prep - Goals, Equipment/Setup, Bleachers, Chalking | \$50/day |
| Quick Dry - Includes labor | \$25/bag |
| Vendor Fee – Per Vendor paid by the Tournament Director. \$60 3-Day Max per Vendor | \$30/day \$60 Max |
| Bleacher Rental | \$50 |
| Required Field Maintenance Staffing Fee (field maintenance, trash, restroom, janitorial cleanup) | \$100/day |

Outdoor Facility Tournament – Must Provide Insurance

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| Skate Park | \$30 hr. |
| Disc Golf Course | \$30 hr. |
| Pickleball Courts per court | \$5 hr. |
| Beach Volleyball & Tennis Courts per court | \$5 hr. |

Shoreline Park South-Special Events/Fishing Tournaments - Must Provide Insurance

Parking Fees are still required for any reservations at Shoreline Park South. Parking may be prepaid by completing a Gulf Breeze Parks & Recreation Shoreline Park South Prepaid Parking Inquiry, which will be approved by the City Council.

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| Fishing Tournament - Includes all pavilions and use of the fishing pier – One-day | \$200 day |
| School Field Trip | \$30/ ½ day |

Indoor Facility Tournament or Events – Must Provide Insurance

Indoor Volleyball, Basketball, and Special Events- May require a minimum of 8 hours.

Events in gyms may be required to pay for floor covering.

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| Meeting Rooms (Clay Ford, 101, 209) | \$25/hr. |
| Theatre | \$37.50/hr. |
| One Gym | \$50/hr. |
| Full Facility, including Meeting Rooms and Both Gymnasiums | \$150/hr. |

Sidewalks – Special Events – Must Provide Insurance

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|------------------------------------------------|-----------|
| Event Rental - Hour | \$40/hr. |
| Event Rental - Day | \$400/day |
| Required Facility Maintenance & Cleaning Staff | \$100/day |

Shoreline Park North Special Event – Must Provide Insurance – Event Requires City Manager Approval

Large Events Include Sunset Kids Park, Skatepark, Disc Golf Course, Outside Basketball Courts, Parking Lots & Sidewalks

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|----------------------------------------------------------------------|-------------|
| Event Rental - Hour | \$40 hr. |
| Event Rent - Day | \$400/day |
| Required Facility Maintenance & Cleaning Staff | \$100/day |
| School Field Trip (Does not require cleaning & maintenance staffing) | \$30/ ½ day |

GULF BREEZE PARKS & RECREATION ACTIVITY AND PROGRAM FEES

Description – Activities and leagues/tournaments are sponsored by Gulf Breeze Parks and Recreation. Leagues are guaranteed eight games. Tournaments are guaranteed two games.

Registering for all programs after advertised deadlines may require a \$10 Late Fee (If space is available).

Youth Programs – There may be extra fees for Field Trips and Special Activities

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| GBSA Per Participant Fee | \$12.00 |
| GBSA Non-Resident Fee (Add an additional \$5.00 per participant) | \$17.00 |
| After School Program | Free |
| Summer Camp – 1 st child (weekly registration and full payment required) | \$150/week |
| Summer Camp – Sibling Rate (weekly registration and full payment required) | \$135/week |
| Summer Camp –Full Summer (per camper) No sibling discount | \$1100 |
| Non-Refundable Full Summer Deposit | \$250 |

Adult Team Sports – Leagues are guaranteed 8 games, and Tournaments are guaranteed 2 games (Fees may vary when the league is run through an outside organization)

League cancellation policy: Refunds for program cancellations will be sent back via check. Personal cancellations 2 weeks before the start of the event will be less a \$15 service fee. Personal cancellations made less than 2 weeks will incur a fee of no more than 50% of the paid fee. Any cancellations after the first game will not be refunded.

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| Resident | \$100 |
| Non-Resident | \$200 |

Adult Individual Sports – (Example: Pickleball, cornhole, disc golf, kickball, softball, etc.)

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| City Resident | \$20 |
| Non-Resident | \$40 |

Dog Tags – Annual Registration

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| Annual Registration (January 1 – December 31) Unaltered | \$9 |
| Annual Registration (January 1 – December 31) Neutered/Spayed | \$6 |
| Annual Registration (January 1 – December 31) Senior Citizen Rate | \$3 |

Credit Card Processing Fees

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|---------------------------------------------------------------|-------|
| Rec Center Credit Card Processing Fees – In-House | 2.05% |
| Rec Center Credit Card Processing & Transaction Fees – Online | 3.01% |