

CITY OF EUSTIS
PARKS & RECREATION DEPARTMENT
2214 E. Bates Avenue, Eustis, FL 32726
Phone: 352-357-7969

RENTAL FEE LIST
Effective: January 1, 2016

- Reservation Hold Fee:** \$50.00 (due at time of reservation to "hold" date) deducted from rental fees
- Security Deposit:**
- \$ 375.00 Alcohol functions (refund contingent upon the condition of facility and/or equipment following usage)
- \$ 100.00 Non-alcohol functions (refund contingent upon the condition of facility following usage)
- Chaperones:** Required for all youth functions; 1 per every 25 minors
- Liability/Host Liquor:** The City Manager or Designee reserves the right to require Liability Insurance and/or Host Liquor Liability Insurance for any function at a City facility. Please review the lists below to determine if Insurance is required for your function.
- Sales Tax:** 7% on all rentals

FACILITY HOURLY RATE FEES:

All fee balances are due four (4) weeks prior to function. The fees listed below do not cover refundable deposits or insurance.

| | <u>RESIDENT</u> | <u>NON-RESIDENT</u> |
|--|------------------------|----------------------------|
| AMERICAN LEGION BUILDING | \$ 40.00 / hr | \$ 50.00 / hr |
| COMMUNITY CENTER | \$ 50.00 / hr | \$ 60.00 / hr |
| LAKEVIEW ROOM (at the Community Center) | \$ 10.00 / hr | \$ 15.00 / hr |
| EUSTIS SERVICE CENTER | \$ 35.00 / hr | \$ 40.00 / hr |
| ART ROOM (at the Eustis Service Center) | \$ 10.00 / hr | \$ 15.00 / hr |
| GARDEN ROOM (at the Recreation Complex) | \$ 30.00 / hr | \$ 35.00 / hr |
| WOMAN'S CLUB | \$ 70.00 / hr | \$ 70.00 / hr |
| BANDSHELL | \$ 15.00 / hr | \$ 25.00 / hr |

INSURANCE REQUIREMENT LIST

Liability/Host Liquor Liability Insurance:

The City Manager or Designee reserves the right to require General Liability/Host Liquor Liability Insurance for any function at a City facility.

Website: Eustis.org
(Residents-Tab, Click-Recreation Services, Click-Facility Rentals)

E-Mail: Recreation@ci.eustis.fl.us

CITY OF EUSTIS – PARKS & RECREATION DEPARTMENT

KITCHEN

Coffee Pots to remain in the kitchen. Coffee urns should be used for serving.
City kitchen facilities do not have kitchen utensils, cooking pots, or serving pieces.

ALCOHOL FUNCTION REQUIREMENT

- A) No alcohol outside of building.
- B) No glass containers outside of building.
- C) Host liquor liability insurance required. Non-refundable.

YOUTH FUNCTION REQUIREMENTS

- A) Function must be complete including clean-up no later than 11:00 p.m.
- B) One chaperone for every 25 youths attending. Chaperone list is required.

DECORATING

- A) Table availability: 8' long x 30" deep/high rectangular – 10 at Community Center
 - Card tables (34" x 34")
 - 72"/29" round tables (Community Center only)
 - 60"/29" round tables (Woman's Club only)
 - 48"/29" round tables (American Legion Building only)
- B) Decorations are allowed on the tables, chairs, and floor only.
- C) Candles – only floating candles in water may be used or LED candles.
- D) Balloons – may be used – must be held down by wood or plastic. No rice/sand.
- E) No tape or labels allowed on furniture or appliances.
- F) Decorations should be brought in/removed through designated doorways.
- G) Smoke or fog machines are not permitted.
- H) Hay is not permitted. Plants need to be in pots.
- I) No more than two speakers for band or DJ.
- J) No silly-string, play-dough, confetti, or glitter allowed in buildings.

NO INFLATABLES, BOUNCE-HOUSES, TENTS, AND/OR GAZEBOS ALLOWED ON CITY PROPERTY

WEDDINGS

- A) Unity candles are ok. Please advise us so our staff can be on hand for ceremony.
- B) No rice. Bird seed and bubbles are allowed outside only.

CLEAN UP

- A) Must be completed by function end time.
- B) All unwanted food must be removed by function end. All decoration items must be removed unless special arrangements have been made.
- C) Any unwanted decorations or food must be placed in trash cans.
- D) City staff will take filled trash cans to dumpsters.
- E) User and/or caterer should clean up kitchen and main room (including food spills, sinks, and grill).
- F) Accidental major spills should be reported to the staff member on duty.
- G) Complete carelessness, disregard or abuse of facility will result in a non-refund of the security deposit and additional fees will be billed.

OPENING & CLOSING OF FACILITY

Staff will meet you at opening time and be available during function.
Staff can be reached by cell phone. Please ask to be shown the location of the facility phone and contact numbers.

GENERAL INFORMATION

- A) Non-smoking facilities
- B) Rental hours are available from 8:00 a.m. – Midnight

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 352-357-7969