

**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.

	<b><u>RESIDENT</u></b>	<b><u>NON-RESIDENT</u></b>
<b>AMERICAN LEGION BUILDING</b>	\$ 40.00 / hr	\$ 50.00 / hr
<b>COMMUNITY CENTER</b>	\$ 50.00 / hr	\$ 60.00 / hr
<b>LAKEVIEW ROOM (at the Community Center)</b>	\$ 10.00 / hr	\$ 15.00 / hr
<b>EUSTIS SERVICE CENTER</b>	\$ 35.00 / hr	\$ 40.00 / hr
<b>ART ROOM (at the Eustis Service Center)</b>	\$ 10.00 / hr	\$ 15.00 / hr
<b>GARDEN ROOM (at the Recreation Complex)</b>	\$ 30.00 / hr	\$ 35.00 / hr
<b>WOMAN'S CLUB</b>	\$ 70.00 / hr	\$ 70.00 / hr
<b>BANDSHELL</b>	\$ 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](http://Eustis.org)**  
**(Residents-Tab, Click-Recreation Services, Click-Facility Rentals)**

**E-Mail: [Recreation@ci.eustis.fl.us](mailto:Recreation@ci.eustis.fl.us)**

# CITY OF EUSTIS – PARKS & RECREATION DEPARTMENT

## **KITCHEN**

- A) Coffee Pots to remain in the kitchen. Coffee urns should be used for serving.
- B) 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**

- A) Staff will meet you at opening time and be available during function.
- B) 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