



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

**RENTAL FEE LIST**

Effective: January 1, 2012

- Reservation Hold Fee:** \$25.00 (due at time of reservation to "hold" date) deducted from rental fees
- Security Deposit:**
- \$ 375.00 **Community Center, Woman's Club and American Legion Building rentals only:**  
Alcohol functions (refund contingent upon the condition of facility and/or equipment following usage)
- \$ 100.00 **Community Center and Woman's Club:**  
Non-alcohol functions (refund contingent upon the condition of facility following usage)
- \$ 50.00 **American Legion Building, Eustis Service Center, and Garden Room rentals:**  
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 HALL</b>                    | \$ 35.00 / hr          | \$ 45.00 / hr              |
| <b>COMMUNITY CENTER</b>                        | \$ 45.00 / hr          | \$ 55.00 / hr              |
| <b>LAKEVIEW ROOM (at the Community Ctr)</b>    | \$ 10.00 / hr          | \$ 15.00 / hr              |
| <b>EUSTIS SERVICE CENTER</b>                   | \$ 30.00 / hr          | \$ 35.00 / hr              |
| <b>ART ROOM (at the Senior Service Ctr)</b>    | \$ 10.00 / hr          | \$ 15.00 / hr              |
| <b>GARDEN ROOM (at the Recreation Complex)</b> | \$ 25.00 / hr          | \$ 30.00 / hr              |
| <b>WOMAN'S CLUB</b>                            | \$ 70.00 / hr.         | \$ 70.00 / hr              |

**INSURANCE REQUIREMENT LIST**

**Liability/Host Liquor Liability Insurance:**

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

**Function with Alcohol**  
**(Eustis Community Center, Woman's Club and American Legion Building ONLY)**

## **CITY OF EUSTIS – PARKS & RECREATION DEPARTMENT**

### **KITCHEN**

Coffee Pot to remain in 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. \$ 126.02 to \$ 146.67. Non-refundable.
- D) Allowed ONLY at Eustis Community Center, Woman's Club and American Legion Building

### **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 will be requested.

### **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 and floor only.
- C) Candles – only floating candles may be used.
- 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.
- I) No more than two speakers for band or DJ.

### **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).
- 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.  
They 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