



**HAINES CITY PARKS & RECREATION
LAKE EVA EVENT CENTER FACILITY RESERVATION FEES**

LAKE EVA EVENT CENTER

799 Johns Avenue | Haines City, FL 33844 | (863) 421-9963

APPLICATION MUST BE SUBMITTED WITH FULL PAYMENT AT LEAST
FOURTEEN (14) CALENDAR DAYS PRIOR TO EVENT.

DAYTIME & WEEKDAYS Monday-Thursday (before 4PM) *Two (2) hour minimum	OCCUPANCY Auditorium/Banquet	RESIDENT OR TAX-EXEMPT FEE PER HOUR*	NON- RESIDENT FEE PER HOUR*
EVENT CENTER ROOM A	240 / 150	\$100	\$135
EVENT CENTER ROOM B	300 / 150	\$125	\$160
EVENT CENTER ROOM C (WITH PATIO)	240 / 120	\$150	\$185
EVENT CENTER ROOM A and B	500 / 300	\$200	\$265
EVENT CENTER ROOM A and C (WITH PATIO)	480 / 300	\$225	\$290
EVENT CENTER ROOM B and C (WITH PATIO)	500 / 300	\$250	\$310
EVENT CENTER ROOM A, B, and C (WITH PATIO)	1100 / 550	\$320	\$410
EVENT CENTER CONFERENCE ROOM	16	\$25	\$35

NOTE: A 7% Sales Tax will be added to all fees.

EVENING & WEEKEND Monday-Thursday (after 4PM) Friday - Sunday	OCCUPANCY Auditorium/Banquet	RESIDENT OR TAX-EXEMPT FEE	NON-RESIDENT FEE
EVENT CENTER ROOM A	240 / 150	\$720	\$960
EVENT CENTER ROOM B	300 / 150	\$840	\$1,080
EVENT CENTER ROOM C (WITH PATIO)	240 / 120	\$960	\$1,200
EVENT CENTER ROOM A and B	400 / 300	\$1,400	\$1,840
EVENT CENTER ROOM A and C (WITH PATIO)	480 / 300	\$1,515	\$1,945
EVENT CENTER ROOM B and C (WITH PATIO)	500 / 300	\$1,620	\$2,050
EVENT CENTER ROOM A, B, and C (WITH PATIO)	1100 / 550	\$2,145	\$2,755

NOTE: A 7% Sales Tax will be added to all fees.



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ADDITIONAL FEES

- Damage/Rule Enforcement Deposit: \$1,000 without alcohol or \$1,500 with alcohol
- If your event will have alcohol, an alcohol permit must be submitted along with a non-refundable fee of \$10 + tax (\$10.70)
- Police Officer fees may be assessed at the rate of \$45 per hour for a minimum of 4 hours
- Any event requiring more than 8 hours will be charged a fee of \$75 for each additional hour (hours must be consecutive)

OPTIONAL AMENITIES

(Note: All options must be finalized 14 days prior to Rental Date)

Confidence Monitors	\$45.00/each
Chair Covers	\$4.00/each
Dance Floor (sections are 3' x 3')	\$5.00/section
Napkins	\$1.00/each
Portable Bar	\$25.00/each
Pipe & Drape	\$40.00/per 10ft section
Sashes	\$1.00/each
Staging (sections are 4' x 8')	\$10.00/section
Table Linens (120 inch round)	\$9.00/each
Table Linens (for 6 ft. tables)	\$8.00/each
Table Skirting	\$2.00/each
Wedding Arch	\$10.00
Wedding Ceremony in Lobby	\$200.00

**sound system defined as any rental requiring 2 or more microphones, sound check, audio monitoring*



HAINES CITY PARKS & RECREATION LAKE EVA EVENT CENTER FACILITY RULES & REGULATIONS

- _____ 1. Applications and payments must be made in full at least fourteen (14) days prior to the program/event to reserve the date. Reservations cannot be made over the phone. All applications for reservations must be accompanied by the rental fee and are subject to the approval of the Parks & Recreation Director or his/her designated representative. Applicants are encouraged to make reservations as early as possible. Please make checks payable to: City of Haines City.
- _____ 2. A refundable damage/rule enforcement deposit of \$1,000.00 is required for renting the Lake Eva Event Center in addition to the rental fee. A refundable damage/rule enforcement deposit of \$1,500.00 is required for any event that includes alcohol in addition to the alcohol permit and rental fee. Upon completion of the rental, a refund request will be processed and the damage deposit will be issued to the payee on the original form of payment. Deposits can be mailed, or picked up in person at the Lake Eva Community Center. Please allow up to fifteen (15) business days for this to process.
- _____ 3. Any event may require Police Officers. This will be determined by the type of rental that is taking place and the length of the rental. Any rental where alcohol is being served, the Haines City Police Department is required to be in attendance -there are no exceptions to this unless the City Manager gives the approval. Police Officers are paid at a rate of \$45.00 per officer, per hour, with a minimum of four hours. Police Officer fees are to be paid at the Haines City Police Department at least ten business days prior to rental. *Please note that rentals that are anticipated to draw large crowds and fall outside of the scope of the facility, may be required to hire off duty officers to work the event. These situations will be handled on a case by case basis and will be determined by either Parks and Recreation Director or Deputy Director. The Haines City Police Department will determine the required number of officers, based on the anticipated attendance and the type of event.
- _____ 4. Depending on the nature of the activity, some Lessees may need to supply a "Certificate of Insurance" with a minimum \$1,000,000.00 liability, listing the City of Haines City as a certificate holder.
- _____ 5. Rental fees include the set-up and break-down of tables and chairs. Separate fees apply for additional amenities such as the use of basic linens, dance floor, stage area, podium, bars, and the use of all A/V equipment.
- _____ 6. Decorations must be approved by the Event Coordinator or his/her designated representative before being placed. All candles must have globes around them. Nothing shall be attached to the walls, ceiling, or lighting fixture, in the hall, kitchen, or outside of the building. Violating these rules will result in the loss of your damage deposit.
- _____ 7. No groups will conduct any activity causing extra labor for the staff unless a previous agreement has been made by the Parks & Recreation Director. Any grant of space causing extra labor will result in the loss of the damage deposit.
- _____ 8. All events must be completed one hour before the time indicated on the signed rental contract so that clean-up can be completed before the rental time is up.
- _____ 9. Under no circumstances will anyone be permitted to remove chairs, tables, or any other equipment from the building.
- _____ 10. Tables should be covered with linens when serving food or beverage. Serving tables shall be covered with hot pads to prevent damage.
- _____ 11. Gambling will not be allowed.
- _____ 12. Smoking and vaping are not allowed in any facility. This is State Law.



HAINES CITY PARKS & RECREATION LAKE EVA EVENT CENTER FACILITY RULES & REGULATIONS

- _____ 1. The permitted use of the City of Haines City recreation facilities will be without discrimination because of race, religion, color, creed, or national origin.
- _____ 2. The City may cancel any grant of space to the Lessee if use of the property in any way conflicts with Federal, State, or Local laws, or if the occupancy, in the opinion of the Parks & Recreation Director, operates to discredit the City of Haines City.
- _____ 3. Any event that deviates from the approved activities on the reservation application will result in cancellation of the event and loss of all reservation and deposit fees.
- _____ 4. It is not the intent that the Lake Eva Event Center will be used for commercial, profit-making ventures. Permits of this nature will be subject to special approval. Only non-profit organizations carrying a 501-C3 status will be allowed to charge admission for an event. NO EXCEPTIONS unless special approval has been granted.
- _____ 5. The City of Haines City has a noise ordinance. You must keep any music to a minimal volume and the doors shut at all times. If complaints are received concerning noise, the Parks & Recreation Director, Event Coordinator, and/or Police Department will shut down the party immediately.
- _____ 6. In the event that any fire alarms are pulled and activated, the applicant will be charged for the activation out of their damage deposit, and may also result in the cancellation of the event.
- _____ 7. All Lessees are responsible for clean-up of the facility and its grounds. All clean-up must be completed immediately following the event and within the time listed on the event application. The room needs to be left as found. This is to include the parking lot and outside surrounding areas. The Lessee is solely responsible and answerable for damages, accidents, or injuries to persons or property resulting from his/her use of the facility.
- _____ 8. The City of Haines City assumes no responsibility for personal property, such as decorations, flowers, shrubs, etc. used or left on the premises by persons renting any facility. Such properties will be removed no later than the expiration time of the reservation unless special arrangements are made through the Parks & Recreation Event Coordinator at the time of application for reservation, and the City of Haines City, its officers and employees will not be held liable for any such properties remaining on the premises after the appointed time.

Cancellations & Refunds

- _____ 1. Cancellations and date changes must be done in person.
- _____ 2. If cancellation occurs ninety (90) calendar days before a program/event, a 100% refund will be given for rental fees and deposits that have been paid (minus \$25.00 administrative fee).
- _____ 3. If cancellation occurs forty-five (45) to eighty-nine (89) calendar days before an program/event, a 50% refund will be given for rental fees and deposits that have been paid.
- _____ 4. No refund will be given with less than forty-five (45) days notice.
- _____ 5. Refunds: if fees were paid for via cash or check, the City will issue a refund check within 10-15 business days. Checks can be mailed to the address on the refund request form, or can be picked up in person at the Lake Eva Community Center with a valid ID. If fees were paid via credit card, the damage deposit will be refunded to the card that was used for the original transaction.



**HAINES CITY PARKS & RECREATION
LAKE EVA EVENT CENTER
FACILITY APPLICATION FOR RESERVATION**

Type of Event & Description:

Facility Requested (check one):

- Event Center Room A
- Event Center Room B
- Event Center Room C
- Event Center Room A and B
- Event Center Room A and C (with patio)
- Event Center Room B and C (with patio)
- Event Center Room A, B, and C (with patio)
- Event Center Room Conference Room

Requested Event Date:

Daytime & Weekday Evening & Weekend

Reservation Timeline:

Set-up Time: to

Event Time: to

Clean-up Time: to

Total Hours Requested:

Number of Extra Hours Requested:

Name of Organization Hosting Event (if applicable):

Is this organization non-profit? If yes, please provide current tax exempt certificate. Yes No

Person Responsible for Event & Charges:

Address: City, State, Zip:

Phone Number: Email Address:

How will event be advertised? Estimated Event Attendance:

Are you requesting to serve alcohol? Rentals serving alcohol must provide liquor insurance. Yes No

Are you requesting to charge admission? Non-profit organizations with 501-C3 status only. Yes No

Additional Optional Amenities: (All options must be finalized no later than 14 days prior to event date.)

- | | |
|----------------------------------|------------------------------|
| Confidence Monitors | Staging (sections are 4'x8') |
| Chair Covers | Table Linens (120" round) |
| Chair Sashes | Table Linens (6' rectangles) |
| Dance Floor (sections are 3'x3') | Table Skirting |
| Napkins | Wedding Arch |
| Portable Bar | Wedding Ceremony in Lobby |
| Pipe & Drape | |



**HAINES CITY PARKS & RECREATION
LAKE EVA EVENT CENTER
FACILITY APPLICATION FOR RESERVATION**

The City of Haines City reserves the Lake Eva Event Center room(s) _____
to _____ for the amount of \$ _____ .
Rental time beginning _____ AM / PM, with an ending time of _____ AM / PM
on _____ . Lessee agrees to pay full reservation price upon signing this contract, and
pay the deposit no less than fourteen (14) days prior to the event.

(Initial) The Lake Eva Event Center and restrooms must be left neat, clean, and undamaged in all respects, or a
damage fee will be assessed. Any event that is damaging the facility or defacing the City of Haines City, will be shut
down immediately and may result in the loss of future facility reservations, and the loss of all reservations and the
loss of all reservation and damage deposit fees.

(Initial) It is understood and agreed that the number of people in attendance shall not exceed the occupancy limitations listed
for the rooms reserved. Solely the group named in this contract shall occupy the facility and in no event shall the
number be increased from the amount given on the reservation form.

(Initial) The City of Haines City, its officers, directors, staff, agents, or assigns shall not be held in any way liable to
Lessee for loss of use of personal property caused by but not limited to theft, loss, damage, injury, or destruction of
any kind over the course of the rental period.

(Initial) Any motor vehicles parked on or near the premises, together with the contents thereof, shall be parked at the risk
of the Lessee. The City of Haines City and/or the Staff shall not be responsible or liable to the Lessee for loss or
damages to said vehicle and/or its contents.

(Initial) The Lessee agrees to leave the premises, i.e., the main hall, storage rooms, restrooms, foyer, etc., neat, clean, free
from debris, and undamaged in all respects after the function.

(Initial) All participants must abide by the written rules and regulations of the Parks & Recreation Department and the City of
Haines City. Anyone not complying with any of these rules and regulations will not be granted use of the facility in the
future and will forfeit their damage/rule enforcement deposit.

I/We hereby agree to the terms and conditions set forth in this contract and acknowledge receipt of a copy.

Lessee:

Date:

Rental Facility Coordinator:

Date:

PARKS & RECREATION DEPARTMENT OFFICE USE ONLY

Received by (staff initials): Community Pass Account #:
Date Received: Rental Fee Amount:
Rental Form Complete: Cash: Check: Credit Card:
Driver's License/ID: Proof of Residency: Alcohol Permit Complete:
Date: Amount Paid:
Damage Deposit Refund Request Form Complete: Cash: Check: Credit Card:
Damage Deposit Paid: Tax-Exempt Form Submitted:
Date: Amount Paid:
Cash: Check: Credit Card:

PARKS & RECREATION ADMINISTRATION ONLY

Certificate of Insurance Required: Yes No Date Received:
Police Officers Required: Yes No # of Officers Required:
Amount Due for Officers: Date Paid:
Event Center Coordinator:

Reviewed by Parks & Recreation Deputy Director (initial): Date:

Contract/Application is APPROVED DISAPPROVED

Parks & Recreation Director's Signature: Date:

Comments: