



City of Casselberry

200 N. Triplet Lake Drive, Casselberry, Florida, 32707

Casselberry Recreation Center Telephone: (407) 262-7700, Ext. 1575

Monday – Friday • 8 am to 4:30 pm. Fax: (407) 696-0116 • Police Department (407) 262-7606

Saturday and Sunday and After Hours Dispatch: (407) 962-7396 or (407) 782-6344

FACILITY AND PARK RENTAL APPLICATION

HAVE YOUR COPY OF THIS APPLICATION IN POSSESSION DURING USE

Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ DL #: _____

I, hereby request permission to use the following facility/park pavilion (ENTER NAME): _____

Specific areas or rooms requested: _____ Park Pavilion Entire Park Field Rental

Date(s) of Use: _____, _____
Date(s) Day(s) of Week

Time of Use: From: _____ am/pm To: _____ am/pm – **This includes the set-up and clean-up time**

The purpose of this use will be: _____

Anticipated maximum attendance: Adults: _____ Youth: _____ Total: _____

Is the use of alcohol requested? Yes No Is this event open to the public? Yes No

Equipment requested (buildings only): _____ # of chairs _____ # of banquet tables

Will there be decorations? Yes No If yes, explain: _____

Will other paid services be used (i.e. moonwalk, commercial caterer, DJ, Band, etc.)? Yes No

Name: _____ Phone: _____

It is expressly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Casselberry and/or the Recreation Division. The applicant further agrees that in consideration of being permitted to use the facilities/parks, he will save and hold harmless the said City of Casselberry, its officers, agents, employees and volunteers from any loss, claims, and liability damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy.

I, the undersigned, hereby certify to abide by the regulations governing the said facility and agree to abide by all City of Casselberry ordinances and leisure facility rules and/or policies, and be representative of the user organization. Further, I agree to be personally responsible for any damage/loss sustained by the grounds, building, furniture or equipment or unusual clean up occurring through the occupancy of said facilities.

Signature: _____ Date: _____

Internal Use

Rental Amount: _____ Date: _____ Deposit Amount: _____ Date: _____

Receipt Number: _____ Receipt Number: _____

Cash Check # _____ Money Order # _____ Cash Check # _____ Money Order # _____

Key Issued: Yes No

Deposit/Key Returned (Dates): _____ / _____

***7% State Sales will be added to all Rental Fees**



Rental Fees

(initial each)

1. APPLICATION FEES* AND DEPOSITS: _____

Reservations are completed on a first come-first serve basis. Reservations are made upon presentation of application and payment of fees. Fees* may be paid in cash, check, money order or credit card (Master Card or Visa). All checks must be made payable to the "City of Casselberry". Deposits are due the last business day prior to the rental date. A key for the facility will be issued upon receipt of the deposit. Returned/NSF checks will be referred to a collection agency. **RENTER ON APPLICATION MUST BE ONSITE FOR THE DURATION OF THE EVENT.**

2. TIME RESERVED TO COVER ENTIRE USE: _____

The hours shown on the application will cover the entire time required for the renter to decorate, set up, conduct the activity, and clean up the facility after use. The facilities may not be occupied prior to the time on the rental form and must be vacated promptly at the conclusion of the time specified on the rental form. ***Time in the building outside of the hours in the Facility Use Application will be charged the full rental rate and will be deducted from the deposit.*** Should time be used in excess of the deposit amount a collection notice will be issued to the responsible party. Note: Any part of an hour constitutes an additional hour of usage. ***If a change in date is requested it must be made in writing and must be made at least 30 days in advance.***

3. FACILITY AVAILABILITY: _____

Monday – Friday, 4:30 p.m. to 10:00 p.m. and Saturday through Sunday, 8:30 a.m. to 11:00 p.m. Keys may be picked-up the working day prior to the event, 8:00 a.m. – 4:30 p.m. at the Recreation Center. Please note Pavilion rental entitles you to exclusive use of the Pavilion only and does not include nor imply rental of the park or its amenities. The park hours are from 9:00 a.m. – dusk.

4. SET-UP/TAKE-DOWN/CLEAN-UP: _____

Groups are required to set up, take down, and clean tables and chairs before and after their event. City staff will show you where equipment is located. Groups must also clean up facility in manner that allows it to be ready for the next group, including trash removal and sweeping/mopping floors and cleaning bathrooms. Deposits will be forfeited for inadequate clean-up or care of furnishings or facility, as determined by the Recreation Division.

5. UNLOCKED DOOR FEE: _____

There will be a \$25.00 unlocked door fee in the event the facility is not properly locked upon completion

6. CANCELLATION BY RENTER: _____

Renter must submit written notice of cancellation at least thirty (30) days prior to the cancellation of any reserved date. An Administrative Fee of \$25 will be charged for all cancellations. In addition, the following will be refunded: 31 days or more, 100% less the \$25 fee, 16-30 days prior to event 75% less the \$25 fee, 8-15 days prior to event a 50% refund less the \$25. Cancellations less than 7 days will receive NO REFUND.

7. REFUND OF DEPOSITS (facility only): _____

Deposits must be made with a separate check. Deposits will be refunded approximately 2 weeks following the return of the issued key (on the next business day) where no damage or loss has occurred and where no extra clean-up is required. In the event of damage, loss, additional rental hours, failure/delay of key return, or extra clean-up, determined by the Recreation Division, the deposit, or a portion of the deposit, will be forfeited and additional charges may be incurred.

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Rental Fees

8. ALCOHOL REGULATIONS:

No alcoholic beverages are allowed on City of Casselberry parks or property, except for the Recreation Center with an alcohol permit. The permit allows participants to possess and/or consume alcohol during private rental functions. A non-refundable \$50 alcohol fee* is required.

9. RELEASE, HOLD HARMLESS AND INDEMNITY:

You must complete the release, hold harmless and indemnity agreement which releases the City and its Commission, agents, servants, and/or employees, from any damages, claims, causes of action, injuries, or suits caused by any negligent or intentional act or resulting in liability or damages to any person's or the real and personal property of others by reason of the rental of the City's premises.

10. SECURITY:

If security is deemed necessary by the City of Casselberry, it is the responsibility of the user to have off-duty police officers assigned at the user's expense. Names of the police officers are to be provided one week in advance of the event. Event will be canceled or delayed if security is not in place at the start of the event.

11. DECORATING:

Plans to decorate the facility must be requested on the application for approval. Generally, only masking tape is acceptable and no nails or tacks are allowed. All decorations must be fireproof or of fire retardant materials. Nothing shall be attached to light fixtures or ceiling fans. No decorations will be permitted within 18 inches of fire sprinklers. Candles or other open flame devices are not permitted. **CONFETTI, GLITTER, RICE OR SILLY STRING OF ANY TYPE IS NOT PERMITTED.**

12. NO VERBAL AGREEMENTS:

No verbal agreements for use of facilities shall be made, nor in any way be binding on the City. In addition to the Facility Use Application all reservations also require the signing of a hold harmless agreement by the reserving party.

13. SPECIAL EQUIPMENT AND FURNISHINGS:

Some rooms are equipped with specialized equipment and furnishings for City sponsored classes. These materials are **NOT** available for your use.

14. SMOKING:

Smoking is **ONLY** permitted outside of City buildings. Smoking receptacles must be utilized.

15. DEPARTMENT CONTACT:

Should you experience problems during your rental, please contact the Recreation Center at (407) 262-7700 x1575 during regular business hours (M-F 8 am to 4:30 pm) or 407-962-7396 after hours for Recreation staff or 407-262-7606 for the Police Department.

We Ask for Your Help

Although crews inspect our park sites and buildings on a regular basis, damage or vandalism may occur between visits. If you notice any broken playground equipment or furnishings, unsafe conditions, or vandalism, please report it to the Recreation Center at (407) 262-7700 x1575 during regular business hours (M-F 8 am – 4:30 pm).

A \$200 refundable security deposit on all facility rentals - will be refunded where no damage or loss has occurred and where no extra clean-up is required, as determined by the Recreation Staff.



Rental Fees

\$50* non-refundable fee for alcohol permit at Recreation Center.

Category I* : Casselberry Residents

Category II : Nonprofit groups, churches, or tax exempt groups (*Proof required*)

Category III* : Nonresidents

Category IV* : Commercial/business, or private groups

FACILITY RENTAL FEES					
Maximum Capacity	Location	Category I	Category II	Category III	Category IV
70	Dew Drop Park Pavilion	1-4 hrs \$25 plus tax 5-8 hrs \$35 plus tax	1-4 hrs \$23 plus tax 5-8 hrs \$32 plus tax	1-4 hrs \$35 plus tax 5-8 hrs \$50 plus tax	1-4 hrs \$60 plus tax 5-8 hrs \$90 plus tax
20	Lake Hodge Park Pavilion	1-4 hrs \$25 plus tax 5-8 hrs \$35 plus tax	1-4 hrs \$23 plus tax 5-8 hrs \$32 plus tax	1-4 hrs \$35 plus tax 5-8 hrs \$50 plus tax	1-4 hrs \$60 plus tax 5-8 hrs \$90 plus tax
65	Lake Concord Park Café Area	1 hr \$25 plus tax (2 hr Min)	1 hr \$23 plus tax (2 hr Min)	1 hr \$35 plus tax (2 hr Min)	1 hr \$60 plus tax (2 hr Min)
200	Lake Concord Park Sculpture Garden by Art House	1 hr \$50 plus tax (2 hr Min)	1 hr \$45 plus tax (2 hr Min)	1 hr \$60 plus tax (2 hr Min)	1 hr \$70 plus tax (2 hr Min)
500	Lake Concord Park Amphitheatre/Large Lawn Area	1 hr \$70 plus tax (2 hr Min)	1 hr \$65 plus tax (2 hr Min)	1 hr \$80 plus tax (2 hr Min)	1 hr \$90 plus tax (2 hr Min)
800+	Lake Concord Park Entire Park	1 hr \$150 plus tax (2 hr Min)	1 hr \$145 plus tax (2 hr Min)	1 hr \$160 plus tax (2 hr Min)	1 hr \$170 plus tax (2 hr Min)
20	Plumosa Oaks Park Pavilion	1-4 hrs: \$25 plus tax 5-8 hrs: \$35 plus tax	1-4 hrs: \$23 plus tax 5-8 hrs: \$32 plus tax	1-4 hrs: \$35 plus tax 5-8 hrs: \$50 plus tax	1-4 hrs: \$60 plus tax 5-8 hrs: \$90 plus tax
161	Recreation Center Main Room Spacious front room with French doors opening to large brick patio	\$75 hr for room + \$25 hr for Kitchen plus tax	\$55 hr for room + \$25 hr for Kitchen plus tax	\$100 hr for room + \$25 hr for Kitchen plus tax	\$150 hr for room + \$25 hr for Kitchen plus tax
150	Recreation Center Ballroom (medium-sized dance-hall style room) No kitchen access	\$50 hr plus tax	\$47 hr plus tax	\$70 hr plus tax	\$125 hr plus tax
356	Recreation Center Entire Building	\$150 hr plus tax	\$125 per hr plus tax	\$175 hr plus tax	\$250 hr plus tax
15	Recreation Center Small Meeting Room	\$20 hr plus tax	\$15 hr plus tax	\$25 hr plus tax	\$35 hr plus tax
40	Secret Lake Park 1 - Pavilion, White octagon shaped near playground	1-4 hrs: \$25 plus tax 5-8 hrs: \$35 plus tax	1-4 hrs: \$23 plus tax 5-8 hrs: \$32 plus tax	1-4 hrs: \$35 plus tax 5-8 hrs: \$50 plus tax	1-4 hrs: \$60 plus tax 5-8 hrs: \$90 plus tax
15	Secret Lake Park 2 - Kiwanis Pavilion – wooden rectangular shaped near tennis/racquetball courts	1-4 hrs: \$25 plus tax 5-8 hrs: \$35 plus tax	1-4 hrs: \$23 plus tax 5-8 hrs: \$32 plus tax	1-4 hrs: \$35 plus tax 5-8 hrs: \$50 plus tax	1-4 hrs: \$60 plus tax 5-8 hrs: \$90 plus tax
25	Wirz Park Pavilion	1-4 hrs: \$25 plus tax 5-8 hrs: \$35 plus tax	1-4 hrs: \$23 plus tax 5-8 hrs: \$32 plus tax	1-4 hrs: \$35 plus tax 5-8 hrs: \$50 plus tax	1-4 hrs: \$60 plus tax 5-8 hrs: \$90 plus tax
40	Wirz Park Building (after renovation)	\$50 hr plus tax	\$47 hr plus tax	\$70 hr plus tax	\$125 hr plus tax

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Rental Fees

FACILITY RENTAL FEES					
Maximum Capacity	Location	Category I	Category II	Category III	Category IV
	Kayak & Canoe Rentals Hourly Rate Single Person Kayak Tandem & Canoe	\$5 plus tax \$5 plus tax	\$10 plus tax \$15 plus tax	\$10 plus tax \$15 plus tax	\$10 plus tax \$15 plus tax
	Kayak & Canoe Rentals Half Day Rate Single Person Kayak Tandem & Canoe	\$15 plus tax \$15 plus tax	\$30 plus tax \$40 plus tax	\$30 plus tax \$40 plus tax	\$30 plus tax \$40 plus tax
	Ball/Soccer Fields (before 5PM) Fields(after 5PM includes lights)	\$20 hr plus tax \$30 hr plus tax	\$20 hr plus tax \$30 hr plus tax	\$30 hr plus tax \$40 hr plus tax	\$30 hr plus tax \$40 hr plus tax

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