

Recreation Hall Reservation Agreement Form

Name _____ Telephone # _____

Address _____

City State Zip
Organization _____ Group Size _____

Date of Event _____ Purpose of Event: _____

Fee Structure

Recreation Hall = \$200.00 + tax = **\$214.00**

After hours fee (5pm – 10pm) = \$50.00 + tax = **\$53.50**

+ \$27.00/hour (min 3 hrs) for security personnel for after hours rental

An additional Refundable Cleaning and Impact Fee of \$100.00 is required for reservation of the Recreation Hall. The park reserves the right to claim the entire deposit for any breach of this agreement.

If payment for Impact Fee is rendered by check, money order or Cash; Refund will be processed as Check request and waiting period is **30** Days.

Reservation Amount Paid: \$ _____

___ Cash (Accepted in person only)

___ Check (Made payable to DEP)

___ Credit Card ___ Visa ___ Mastercard ___ AmEx ___ Discover

Credit Card # _____ Expiration Date: _____

**Large
Print**

Alternate format available upon request.

Recreation Hall Rules and Regulations
Reservation will not be confirmed without signature.

- Recreation hall reservations are from 8am-5pm, 365 days a year. Reservations may be made in person Mon-Thurs 9-5 or call the Ranger Station at (813) 987-6771 to notify the park of your intention to reserve the Recreation Hall facility.
- Visit : <http://www.floridastateparks.org/hillsboroughriver/> ,for more information.
- Reservations are **not confirmed** until the park receives payment in full, including refundable Impact Deposit, and the park will contact person to confirm the reservation. If payment is not received within 5 business days the park has the right to reserve the Rec Hall to another rental party.
- **\$100 refundable Impact Deposit** : The park reserves the right to claim the entire deposit for any breach of this agreement.
- The **daily entrance fee is not included** in facility rental fee. The entrance fee is \$6 per vehicle (with up to 8 people), or \$4 per vehicle for single occupants (1 person). Extra passengers are \$2/person.
- The rental party is responsible for thoroughly cleaning the facility (to include sweeping, mopping, and cleaning all counters, windows, tables and chairs) for the return of the \$100 impact deposit. Please allow ample time for cleaning prior to facility closing at 5pm.
- Arrangements can be made for after hours use of the facility, with prior approval from the Park Manager or his or her designee. An after hours fee of \$50 + tax and \$27/ hour (minimum of 3 hrs) must be paid directly to the park personnel working the event.
- **Refund requests must be made 15 days prior** to the date of the reservation. The original receipt is required to obtain a refund.
- The contact person who makes the reservation is responsible for the group adhering to park policies.
- Private vehicles must be parked in designated parking areas. Arrangements can be made in advance for large parties and caterers to unload equipment and supplies.
- Maximum capacity is 100 people.
- Tables and chairs are provided with the facility rental. Rental party is responsible for putting tables and chairs away.
- When putting up banners, signs or decorations please use tape or string. Staples, pushpins, nails, glue, etc. are not permitted. All decorations must be removed prior to leaving the park.
- Alcoholic beverages and fireworks are not permitted in Florida State Parks. Smoking is prohibited in all park buildings.
- Music must be kept at a low volume that will not infringe on other park visitors.
- Pets are not permitted in the Rec Hall.
- Special entertainment and equipment such as moonwalks or children's rides, must have a Certificate of Insurance and prior approval from the Park Manager or his or her designee. Please no water balloons, inflatable pools, or sprinklers.
- No commercial use of facilities is permitted. No sales of any kind.

I acknowledge and understand the terms of this agreement:

Signature

Date

Staff Name who Confirms Reservation

Date