

Recreation Hall Agreement Form

Name _____ Telephone # _____

Address _____

_____ City _____ State _____ Zip _____

Organization _____ Group Size _____

Date of Event _____ Purpose of Event _____

Fee Structure

Recreation Hall = \$200.00 + tax = **\$217.00**
After-hours fee (5pm – 10pm) = \$50.00 + tax = **\$54.25**
After-hours Event Ranger \$25.00/hour + tax = **\$27.13**

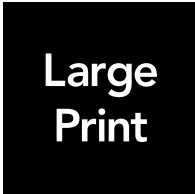
An additional refundable Cleaning Surcharge of \$100.00 is required on the day of rental.
This fee can be paid by cash, check, or credit card. The park reserves the right to claim the entire deposit for any breach of this agreement.

Payment

Amount Paid: \$ _____ **Date:** _____ **Staff Name:** _____

Cash (Accepted in person only)
 Check (Made payable to DEP)
 Credit Card Visa MasterCard AmEx Discover
Credit Card # _____ Expiration Date: _____

NOTES:



Alternate format available upon request
Florida's state parks are committed to providing equal access to all facilities and programs. Should you need assistance to enable your participation, please contact the state park directly.

Recreation Hall Rules and Regulations

Please Sign and Date at bottom.

Reservation will not be confirmed without signature.

- The Recreation Hall may be rented from 8am-5pm, 365 days a year. Reservation requests may be made Monday - Thursday 9am – 5pm, in person or by phone at (813) 987-6771.
- Visit <http://www.floridastateparks.org/hillsboroughriver/> for more information.
- Reservations are **not confirmed** until the park receives payment in full. If payment is not received within 5 business days of placing the reservation, the park has the right to reserve the Rec Hall for another rental party.
- **\$100 refundable Cleaning Surcharge** is due upon arrival the day of the rental and will be refunded upon leaving for the day once park staff have confirmed the Rec Hall is clean. 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 (up to 8 people), or \$4 per vehicle for single occupants (1 person). Extra passengers are \$2 per person.
- The rental party is responsible for thoroughly cleaning the facility (to include sweeping, mopping, and cleaning all counters, windows, tables and chairs, taking out all trash) to have the \$100 Cleaning Surcharge refunded. 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 paid in advance and \$27/ hour (minimum of 3 hours) to be paid directly to park personnel on the day of rental.
- **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 set up and 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.
- Trash should be put in the dumpster provided for your convenience.
- Alcoholic beverages and fireworks are not permitted in Florida State Parks. Smoking is prohibited in all park buildings.
- Please keep music keep at a low volume that will not infringe on other park visitors.
- Pets are not permitted in the Rec Hall or any state building.
- Special entertainment and equipment such as moonwalks or children's rides, must receive prior approval from the Park Manager or his or her designee and must provide a Certificate of Insurance. Please no water balloons, inflatable pools, or sprinklers.
- No commercial use of the facilities is permitted. No sales of any kind may take place without prior approval from the Park Manager or his or her designee.

I acknowledge and understand the terms of this agreement:

Signature

Date

Revised: Jan 2019