

Recreation Hall Agreement Form

Name _____ Telephone # _____

Address _____

Email Address _____

Organization _____ Group Size _____

Date of Event _____ Purpose of Event _____

Fee Structure

Recreation Hall = \$200.00 + tax = **\$215.00**

After-hours fee (5pm – 10pm) = \$50.00 + tax = **\$53.75**

After-hours Event Ranger (4 hour minimum) = \$35.00/hour x 4 = **\$140.00 minimum**

An additional refundable Cleaning Surcharge of \$100.00 is required on the day of rental.

This fee must be paid by money order **only**. 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 Last 4 # _____ Expiration Date: _____

NOTES:

**Large
Print**

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 until sunset, 365 days a year. Reservation requests may be made at the Ranger Station in person or by phone at (813) 688-9500.
- _____ • Visit <http://www.floridastateparks.org/> for more information.
- _____ • Reservations are **not confirmed** until the park receives payment in full.
- _____ • **A \$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 sunset.
- _____ • 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 \$35/ hour (minimum of 4 hours) must be paid 15 days prior to 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 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.
- _____ • **Balloons and confetti are not permitted.**
- _____ • 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, bounce houses, or children's rides are not permitted.
- _____ • 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