



Parks and Recreation Department

***Fees are subject to 5.8% sales tax
(Fees effective 10-1-19)**

<u>Community Center</u>	<u>Resident</u>	<u>Non-Resident</u>
Ballroom (3-hour minimum)	\$417.00	\$521.00
Each Additional Hour	\$135.00	\$170.00
Clean-up Deposit (Refundable)	\$500.00	\$500.00
Attendant Fee (Extended Hours)	\$60.00 (for 2 attendants)	\$60.00 (for 2 attendants)
Coconut or Palm Room	\$26.00 per hr.	\$33.00 per hr.
Coconut/Palm Combined	\$44.00 per hr.	\$55.00 per hr.
Mango Room (Tamarac Park)	\$44.00 per hr.	\$55.00 per hr.
Clean-up Deposit	\$150.00	\$150.00

Facility Seating Capacity

Theater Style-Chairs Only, Set up in rows
Classroom Style-6-foot tables set up with chairs
Banquet Style-60" round tables with chairs

Coconut Room	Theater 50	Classroom 35	Banquet 40
Palm Room	Theater 50	Classroom 35	Banquet 40
Coconut/Palm	Theater 100	Classroom 70	Banquet 80
Ballroom	Theater 250	Classroom 200	Banquet 230
Meeting Room 1/2	Theater 40	Classroom 30	Banquet N/A

Community Center/ Tamarac Park Gymnasium

	<u>Resident</u>	<u>Non-Resident</u>
Sporting Event	\$56.00 hr.	\$70.00 hr.
Non-Sporting Event	\$417.00/3hrs	\$521.00/3hrs
Floor covers	\$225.00 per use	\$340.00 per use
Additional hours	\$135.00 hr.	\$170.00 hr.
Cleanup deposit (refundable)	\$300.00	\$300.00
Attendant Fee	\$60.00 hr. (for 2 attendants)	\$60.00 hr. (for 2 attendants)

Frequently Asked Questions:

How do I reserve a facility? A completed ***Facility Use Permit Application*** and the appropriate fees are due to book your facility and date. Scheduled City events take precedence over non-city events.

How do I pay for my reservation? We accept cash, money order, credit cards (Visa, Master Card or Discover), or checks (payable to the City of Tamarac).

When do I get my security deposit back? If the facility is left in good standing, you can expect to receive your deposit refund within two (2) to four (4) weeks after your rental. Cash refunds are done via check and mailed; Credit Card refunds are refunded back to card.

Do I need to book rental time for set-up and clean-up? Yes, all reservations must be booked to include the time that you will need to set-up and the time that you will need to clean-up afterwards. The Parks & Recreation Department do not assume responsibility for personal property left unattended in city facilities. Rental hours are between 8:30am – 9 pm. Renters get 1hour free to setup. Must be cleaned up and out by the end of the contractual time.

Can I serve alcohol at my event? No, alcohol is **not permitted** in City facilities.

What kind of decorations can I have? We allow decorations that **do not** cause damage to the facility, i.e., holes, peeling of paint, floor damage, etc. We do not allow glue, staples, thumbtacks, or nails. Free standing decorations must be approved.

What if I need to cancel my reservation? In the event a **Facility Use Permit** is cancelled at least 2 weeks prior to the event date, the Department will refund 100% of the total rental fee and cleanup deposit. No refunds of the facility rental fee will be made for those cancellations that are less than 2 weeks from the event date.

Can I have a DJ or live band? Yes, music is allowed at indoor facilities. Insurance is required. Amplified sound must **not** be audible from outside and doors must be kept closed so as not to disturb other activities within the facility.

How do I know what my price will be? Pricing is based on two (2) separate criteria: The size of room and residency (resident of Tamarac or non- resident). Residents must provide proof of residency to receive resident rates. Acceptable forms of proof are Florida ID, Utility Bill, Voters Registration ID, Dead/Lease. Misrepresentations of events and residency are prohibited.

What should I expect during my event? All the details will be explained to you the day you finalize the **Facility Use Permit**. Here are some general expectations and housekeeping items to help you understand what to expect when your event day arrives.

What we provide:

- Provide the set-up of your tables and chairs in accordance with the floor plan you submitted.
- Provide staff on-site to meet and greet you as you arrive and to assist in answering questions and troubleshooting during your event.
- Complete a walkthrough of the facility to show the areas you have access to.
- Guide your clean-up and walk through the facility for inspection prior to your departure.

Renter responsibility

- Adhere to the General Provision listed on the Facility Use Permit.
- Arrive at your scheduled start time. We do not allow early arrivals/set-up. Entry to the facility will be granted to begin an hour prior to event time. NO additional time will be given at the end of the contractual time.
- Maintain control of your group and ensure facility use regulations are enforced.
- Place all trash in trashcans, wipe down tables, and remove food, decorations, other supplies, and clean-up following your event, with everyone vacated by the **end of your reservation time.**
- Walk through the facility with Parks and Recreation Staff and sign off on the Rental Inspection Checklist.