



Jessie Brock Community Center

Rental Information

Rental Rates and Damage Fees:

Resident/Non-Resident	4 Hour Rental	Additional Hours	Refundable Damage Fee
City Residents	\$280.00 + tax	\$80.00 + tax	\$300.00
Non-City Residents	\$360.00 + tax	\$100.00 + tax	\$300.00

Hours of Operation (4-hour minimum):

Saturday: 2:00pm-10:00pm **Sunday:** 1:00pm – 8:00pm

(Plus 1 hour at the end of your event free for clean up.)



To reserve a Jessie Brock Community Center rental date:

A. Submit a completed and signed contract.

B. Pay the corresponding amount:

- \$200.00 if the date is more than 6 months away
- ½ of Grand Total is due 6 months prior to the event
- Balance due 30 days prior to event
- In full if event is less than 30 days away

Jessie Brock Community Center Building Specifics:

- Seating and tables available for 175 people (24 sixty inch round tables, 12 six foot banquet tables and 180 padded chairs)
- 4,358 sq. ft. main hall
- 980 sq. ft. stage adjacent to large multipurpose room
- 960 sq. ft. state of the art commercial kitchen (including ice machine)

Additional Rental Items:

- Wooden Podium \$10.00 + tax
- Projection Wall \$10.00 + tax
- Projector \$50.00 + tax
- Wireless Mic. w/In-Hall Speakers \$35.00 + tax



Non-Profit Groups:

Winter Garden Non-profit Groups are extended the rate of \$35 per hour with a minimum of 4 hours in addition to the \$300 refundable damage fee. This rate is for nonprofit groups within the city limits of Winter Garden that have the nonprofit paperwork only, all others are subject to regular rates.

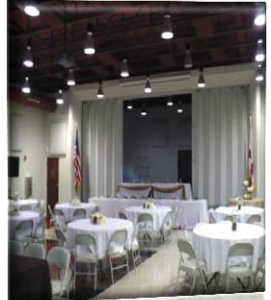
Cancellation Policy

All cancellations are to be made in writing and in person by the applicant only at the Winter Garden Parks & Recreation Department Office.

Refund Schedule for Cancellations

(all days are calculated as actual calendar days from the date of the rental, not business days):

- | | |
|---|-------------------------|
| • 12 months or greater | \$50.00 |
| • Less than 12 months but more than 90 days | \$200.00 |
| • 61 to 90 days | \$280.00 |
| • 60 days or less | NO REFUND/NO EXCEPTIONS |



Basic Rental Information:

- The City Resident discount will be applied for weddings if the bride, groom, or the bride/groom's parents live within the city limits of Winter Garden.
- The bride, groom or the bride/groom's parents may reserve the facility for a wedding.
- All events scheduled for minors must be reserved by a parent or legal guardian.
- Reservations can be made up to 18 months in advance.
- The renter may hire any caterer, restaurant, etc. to provide food and non-alcoholic beverages at the event.
- ***Alcohol is not permitted to be served at the Jessie Brock Community Center.***

The Jessie Brock Community Center is shown by appointment only. If you would like to schedule a tour of the facility, or if you would like to check date availability, please contact the Winter Garden Parks & Recreation Office. Office hours are Monday-Thursday 8:00am-7:00pm and Friday 8:00am-5:00pm.

WINTER GARDEN
PARKS & RECREATION



310 North Dillard Street
Winter Garden, FL 34787
Phone: 407-656-4155
Fax: 407-656-6504
Website: www.wintergarden-fl.gov
Email: tfranklin@wintergarden-fl.gov
Contact: Terri Franklin, Facilities Coordinator

