



Dear Happy Couple,

Congratulations on your engagement and upcoming wedding! This is a wonderful and exciting time for you and your family. We know that you have a lot of decisions to make in the near future and we thank you for considering having your event at the Ballroom at Lake Kennedy Center. We are here to help you find that perfect spot for your joyous occasion and hope that the information provided in this packet will help you with your planning.

Included in this packet:

- ◇ Ballroom Information and Pricing
- ◇ Frequently Asked Questions
- ◇ Rental Information

The Ballroom at Lake Kennedy Center is a wonderful location to host your wedding ceremony, reception, and/or even your rehearsal dinner. Additional information can be found on the Parks & Recreation website at www.CapeParks.com. For questions, or to schedule a tour of the facility, please call 239.242.3972 or email jcostell@capecoral.net

*Thank you again for considering the
Lake Kennedy Ballroom
for your wedding and best wishes!*



Sincerely,
Rental Coordinators
Lake Kennedy Center
400 Santa Barbara
Cape Coral Fl 33991
239.242.3972
jcostell@capecoral.net



Pricing

Wedding planning can be overwhelming and we want to make this as easy as possible. Please see the information below for approximate pricing. (Note: Your rental time includes set-up and clean-up time, so please plan accordingly.) Your event may differ from the below rates based on options selected. Please call 239.574-0575 to inquire about specific pricing for your event.

Choice of 7 or 10 hours (Includes set-up and clean-up time)
Ballroom - Up to 160 people

PRICES INCLUDE: Table & chair rental and use of the kitchen.

A) Ballroom Deposit = \$200 (refundable)	\$ _____
B) Ballroom Rental = \$700 for 7 hrs. -or- \$950 for 10 hrs.	\$ _____
C) Friday Evening Rehearsal \$200 for 2 hrs. or \$350 for 4 hrs. after 4pm	\$ _____
D) Each additional hour over 7 hrs. = \$65	\$ _____
E) Liability Insurance (non-refundable) = \$105 (w/food or alcohol)	\$ _____
F) Liability Insurance (non-refundable) = \$85 (No food or alcohol)	\$ _____
G) Additional room for buffet or dressing room = \$150	\$ _____
H) Optional add-on's (Bar, Pipe & Drape, Drink Dispensers, etc)	\$ _____
I) 6.5% sales tax	\$ _____
J) Total Due	\$ _____

Payment A \$200 rental deposit is due at time of reservation. The remainder is due 30 days prior to your event. Insurance costs may change. Prices are effective for rentals taking place on or after



Frequently Asked Questions

How soon can I reserve a space?

We recommend checking availability approximately one year in advance. During the height of the season, the Lake Kennedy Center ballroom can book up six months to a year ahead of time.

Do you provide tables and chairs?

When booking a wedding package, we include the rental of the table and chairs. We do not provide any table linens, china, flatware, etc. Outside chairs are not provided.

Do you have a caterer?

We do not have or provide a caterer. We know that everyone has a unique taste and whether you have a family member, a friend or a professional cater your event, you're guaranteed to be able to serve the food you want. It's your special day, so the choice should be yours! We do not have a have a specific vendor list, however all vendors must be licensed and insured.

Do you have other event related items available for rent?

We have several items available for rent such as a Portable Bar \$50.00, 8'x10' Premier Pipe & Drape Kit \$20 Elegant Glass Drink Dispensers \$20 each, and more. Contact us for a complete list.

When can I get into the space to decorate?

Your rental time includes your set-up and clean-up time. If you choose the 7 hour rental, you may enter at the beginning of your scheduled rental time. If you chose the 10 hour rental, you will be allowed into the facility as early as 8:00 a.m.

Can we serve alcohol?

Alcohol may be served. We do not permit beer kegs, cash bars, or underage drinking. No beverages are allowed outside.

Can I decorate the room for my event?

Yes, you are permitted to decorate within limitations. We do not allow the following: glitter, confetti, or silly string. In addition, you may not pin, staple or nail anything to the walls or hang anything from the ceiling. Blue painters tape or command strips are the only mediums we allow to hang things on the walls. No open flames, bubbles, mist, or fog machines are permitted.

What is your payment policy?

- ◇ 30 days advance notice is required for cancellation of function for full refund. Any cancellation within 30 days of event will forfeit \$50 of deposit.
- ◇ Balance due must be paid in full (7) days prior to event, OR (10) days prior to event if paying by check. Any changes in attendance or scheduled hours must be made 30 days in advance. At the time of cancellation, a prorated fee is as follows: Payment of rental deposit must be made at time of booking. Rental representative must be present for the duration of rental usage. All rental events must end by 11:00 p.m. and be cleaned-up and out of bldg. by 12:00am (midnight). Late fees will be charged at the rate of \$200 per hour and will be automatically deducted from your damage deposit in 15-minute increments.

Will there be a Rental Coordinator on site during my event?

A Building Attendant will be available during your event at the Front Desk.



Optional Features

Your day is important to us and in an effort to help meet your planning needs we have a variety of items available to rent. Please feel free to contact us for additional information and available items.



This elegant Premier Portable Pipe and Drape Backdrop is perfect to highlight your featured area and is available in white, silver and gold. Measures 8' x 10'.

\$20.00 _____



This sleek portable bar set-up is perfect for every occasion. 80" long, 16" wide and 40" tall.

\$50.00 _____



Our 2.5 gallon glass drink dispenser is perfect for your special occasion beverage. Two available.

\$20.00 _____



Polished Stainless Steel Beverage Tub with Stand. This large capacity beverage tub holds over 35 of bottled soda, beer, water or up to 19 wine/champagne bottles.

\$20.00 _____

ITEMS ADDED TO RENTAL AGREEMENT

TOTAL COST: _____

Rental Agreement



Today's Date _____ Date of Event _____

Responsible Organization or Individual _____

Phone # _____ Work # _____ Other # _____

Address _____

Time: (BEGIN) _____ (END) _____ Decorating Date/Time _____

Nature of Function _____ Attendance: _____ (groups larger than 160 must have written approval)

1. In consideration of our patrons and staff, we are a smoke-free property.
2. Do not drag tables, chairs, or any equipment/items that may damage the floor.
3. Renter is responsible for set up of tables, chairs, and any décor.
4. All areas must be left in original order/condition except for the breakdown of tables and chairs. Floors must be swept (mopping is unnecessary). Trash must be removed from building and taken to dumpster outside kitchen.
5. Do not hang any items from the ceiling, fans, sprinklers, or mirrors. REMOVEABLE STRIPS (COMMAND, 3M, ETC MAY BE USED TO HANG ITEMS FROM THE WALLS. NO NAILS ALLOWED. Tape cannot be used on the floor or mirrors
6. No birdseed, rice, confetti, hay bales, bubbles, mist machines, fog machines, glitter or any other (what kind of material are these) material inside or outside of facility. Candle decorations must be floating candles or in glass container. **Open flames are prohibited.**
7. To prevent slips and falls, we don't not permit wet containers on the ballroom floor. (This includes anything containing ice, ice coolers, or any moisture producing item/material).
8. We do not permit beer kegs, cash bars, or underage drinking. No beverages are allowed outside.
9. CHAIRS MUST REMAIN INDOORS. OUTDOOR CHAIRS ARE NOT SUPPLIED.

Deposit will be returned within three (3) weeks following your event provided the facility is left in satisfactory condition and there is no damage, upon inspection by staff. FEES ARE SUBJECT TO CHANGE.

In consideration of the use of the Lake Kennedy Center, located at 400 Santa Barbara Boulevard,

I _____ agree to indemnify and hold harmless the City of Cape Coral from and against all claims, suits, damages, costs, losses, and expenses in any manner resulting from, arising out of, or connected with their event, to be held on the above date. Any litigation arising out of this rental agreement, the prevailing party shall be entitled to reasonable attorney' fees.

Name of Representative _____ Date _____

Phone # _____ Email _____

-For LKSC Staff Use Only-

Booked by _____ Date _____