



# Jessie Brock Community Center Rental Information

**Rental Rates and Damage Fees:**

Hours of Operation: Saturday: 2:00 – 10:00 pm    Sunday: 1:00 – 8:00 pm

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

**To reserve a Jessie Brock Community Center rental date:**

Submit a completed and signed contract and make payment for 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 groups as long as the individual responsible for the function resides or owns a business within city limits.
- Responsible individuals include Honoree, Mother or Father of honored guest or business owner.
- 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 at the Jessie Brock Community Center.)**



The Jessie Brock Community Center is shown Monday – Friday from 8:00 am – 5:00 pm. 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.

## **Contact Information:**

310 North Dillard Street

Winter Garden, FL 34787

Phone: 407-656-4155

Fax: 407-656-6504

Website: [www.wintergarden-fl.gov](http://www.wintergarden-fl.gov)

Email: [recinfo@wintergarden-fl.gov](mailto:recinfo@wintergarden-fl.gov)

