



# Tanner Hall Rental Information

**Weekend Rental Rates and Damage Fees:**

*Hours of Operation:* Friday & Saturday: 10:00am – 11:00pm    Sunday: 10:00am – 10:00pm

Resident/Non-Resident	Day of Week	6 Hour Rental	Additional Hours	Refundable Deposit Damage/Cleaning
<b>City Residents</b>	Friday & Sunday	\$700.00 + tax	\$100.00 + tax	\$400.00
	Saturday	\$850.00 + tax	\$125.00 + tax	\$400.00
<b>Non-City Residents</b>	Friday & Sunday	\$850.00 + tax	\$125.00 + tax	\$400.00
	Saturday	\$1000.00 + tax	\$150.00 + tax	\$400.00

**Weekday Rates (Monday – Thursday):**

*Hours of Operation:* 10:00am – 10:00pm (2-hour minimum)

Hourly Fee:    \$75.00 + tax per hour  
                   \$35.00 + tax per hour (*schools & non-profit organizations within Winter Garden city limits*).  
                   *Valid tax-exempt certificate required.*

Damage Fee: \$400.00 (refundable)



**Tanner Hall Building Specifics:**

- Seating and tables available for 200 people  
 (25 sixty inch round tables, 12 six foot banquet tables, 6 thirty-six inch cocktail tables and 200 padded chairs)
- 5,000 sq. ft. main hall with capacity of 300 people; best suited for 225
- Refrigerator, convection oven and ice machine available in a caterer’s kitchen
- 20’ x 20’ wooden dance floor centered in main hall
- Outdoor gazebo available for ceremonies; outdoor seating is not provided

**Additional Fees:**

Liability insurance is required for all events serving alcohol. The current liability insurance fee for 2015 is \$129.05. Two Winter Garden police officers are required for any event where the guest of honor is under the age of 21 and alcohol is being served (minimum charge of \$224.00 for four hours and \$56.00 per hour for each additional hour).

### **Additional Rental Items:**

If available, Little Hall may be rented as a bridal suite or dressing room for two hours prior to the Tanner Hall rental for \$200 plus tax. Rental time will end at the same time that the Tanner Hall rental finishes.

- Event Sign \$15.00 + tax
  - Scroll Easel \$10.00 + tax
  - Wooden Easel \$10.00 + tax
  - Wooden Podium \$10.00 + tax
  - Projection Screen \$10.00 + tax
- No other A/V equipment is provided.*



### **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.

*Amounts retained for Cancellations (all days are calculated as calendar days from the date of the rental)*

- 12 months or greater \$50.00
- 91 days to 12 months \$250.00
- 61 to 90 days \$750.00
- 60 days or less NO REFUND/NO EXCEPTIONS

### **Basic Rental Information:**

- The City Resident discount will be applied for weddings only if the bride, groom, or the bride/groom's parents live within the city limits of Winter Garden.
- All events scheduled for minors must be reserved by a parent or legal guardian.
- Reservations can be made no more than 18 months in advance.
- There are no free hours given for setup or decoration. There is a free hour given afterward for cleanup and teardown.
- One free hour is given for rehearsal time on any weekday morning prior to the rental from 8:00-9:00am or 9:00-10:00am.
- The renter may hire any caterer, restaurant, etc. to provide food and non-alcoholic beverages at the event.
- **All alcoholic beverages must be distributed by a certified bartender. Renter must supply a copy of the caterer/bartender's certification to serve alcoholic beverages.**
- No cash bars are allowed in the facility.

Tanner Hall is generally shown on Tuesdays from 3:00-7:00pm and Thursdays from 5:00-8:00pm **ONLY** if there is not a prior event scheduled. Please contact our office the day before your visit to check availability. The Winter Garden Parks & Recreation 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)

