



PARKS AND RECREATION FACILITY RENTAL FEES & FAQ'S

**Fees are subject to 5.8% Sales Tax. All payments must be made in full at time of application.*

TAMARAC COMMUNITY CENTER, 8601 W. COMMERCIAL DR.

<u>ROOM</u>	<u>FEE: RESIDENT NON-RESIDENT</u>
Ballroom (3-hour minimum) <i>(Capacity 220)</i>	\$530 \$662
Each Additional Hour	\$171 \$214
With Admission (3-hour slot)	\$660 \$810
Cleanup Fee (Refundable)	\$500 \$500
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Coconut or Palm <i>(Capacity 25)</i>	\$34/hr. \$42/hr.
Coconut & Palm Combined <i>(Capacity 50)</i>	\$56/hr. \$69/hr.
Coconut or Palm with Admission <i>(3-hour slot)</i>	\$318 \$357
Computer or Hibiscus <i>(Capacity 50)</i>	\$34/hr. \$42/hr.
Cleanup Fee (Refundable)	\$150 \$150
Attendant Fee (when applicable)	\$75/hr. \$75/hr.

TAMARAC PARK, 7501 N. UNIVERSITY DR.

<u>ROOM</u>	<u>FEE: RESIDENT NON-RESIDENT</u>
Mango / Orchid <i>(Capacity 25/ Combined 45)</i>	\$56/hr. \$69/hr.
Mango or Orchid with Admission <i>(3-hour slot)</i>	\$318 \$357
Cleanup Fee (Refundable)	\$150 \$150

TAMARAC SPORTS COMPLEX, 9901 NW 77TH ST.

<u>ROOM</u>	<u>FEE: RESIDENT NON-RESIDENT</u>
TSC MEETING ROOM <i>(Capacity 25/ Combined 45)</i>	\$182 (3 hrs.) \$228 (3 hrs.)
Cleanup Fee (Refundable)	\$150 \$150



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FACILITY SEATING CAPACITY

Theater-style seating, with chairs arranged in rows.
Classroom style- 6' rectangular tables with chairs
Banquet style - 60" round tables with chairs

Ballroom	Theater 200	Classroom 100	Banquet 200
Coconut/Palm, Mango/Orchid	Theater 50	Classroom 24	Banquet 48
Coconut or Palm Room	Theater 20	Classroom 12	Banquet 25
TSC Room	Theater 40	Classroom 30	Banquet 40
Computer or Hibiscus	Theater 25	Classroom 20	Banquet N/A

FREQUENTLY ASKED QUESTIONS

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

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

When will I receive my Cleanup Fee refund? 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 returned 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 include the time required for set-up and clean-up. The Parks & Recreation Department does not assume responsibility for personal property left unattended in city facilities. Rental hours are between 8:30 a.m. – 8:30 p.m., Monday to Friday, and Saturdays, 8:30 a.m. to 8 p.m. The facility must be cleaned and all attendees 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, such as holes, peeling paint, or floor damage. 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 before the event date, 100% of the total rental fee and cleanup fee will be



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refunded. Cancellations made less than 2 weeks before the event date will only have the cleanup fee refunded.

Can I have a DJ or live band? Yes, music is allowed inside 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 determine my price? Pricing is based on two (2) separate criteria: The size of the 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, Voter Registration ID, Deed/Lease. Misrepresentations of events and residency are prohibited.

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

What the City provides:

- Provide set-up of tables and chairs in accordance with the floor plan you submitted.
- Provide on-site staff 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 before your departure.

Renter's 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. No additional time will be provided before or at the end of the contractual time.
- Maintain control of your group and ensure facility use regulations are enforced.
- Place all trash in trash cans, wipe down tables, remove food, decorations, and 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.