

Port Charlotte Beach Recreation Center
Rental Space Fees DRAFT

Rental Space	Square Feet	Cat 1 (Mon-Thurs)	Cat 1 (Fri-Sun)	Cat 2 (Mon-Thurs)	Cat 2 (Fri-Sun)
Room A - Large Event Space	2342	\$625/day	\$750/day	\$850/day	\$1000/day
Room B - Meeting Suite	834	\$275/day	\$400/day	\$500/day	\$650/day
Room C - Meeting Suite	816	\$275/day	\$400/day	\$500/day	\$650/day
Room D - Conference Room	336	\$150/day	\$200/day	\$300/day	\$450/day
Full Facility Rental (Rooms A/B/C/D)	4328	\$1200/day	\$1500/day	\$2000/day	\$2500/day
Patio Deck (standalone)	3264	\$450/day	\$600/day	\$700/day	\$850/day
Patio Deck (add-on to existing room rental)	3264	\$125/day	\$275/day	\$375/day	\$525/day
Kitchen (full catering)	807	\$125/day	\$200/day	\$300/day	\$375/day
Kitchen (storage only)	807	\$25/day	\$50/day	\$100/day	\$125/day

Normal operating hours are 8:00 am-11:59 pm. Rental times outside of these times will be charged an hourly overtime staff rate of \$30/hour.

Staff labor fees of \$20.00 per hour per person with a four (4) hour minimum and \$30 per hour per person for overtime with a four (4) hour minimum may apply based upon the nature and size of the event. These labor fees will be solely determined by Community Services and based upon current staffing levels.

Parking fees are included in the room rentals. Staff will email a Parking Pass in which the organizer will be responsible for distributing to all individuals in their party.

Port Charlotte Beach Recreation Center
Rental Space Preparation Fees DRAFT

Rental Space	Square Feet	Cat 1 (Mon-Thurs)	Cat 1 Fri-Sun	Cat 2 (Mon-Thurs)	Cat 2 (Fri-Sun)
Room A - Large Event Space	2342	\$75/hour	\$100/hour	\$125/hour	\$150/hour
Room B - Meeting Suite	834	\$40/hour	\$50/hour	\$60/hour	\$70/hour
Room C - Meeting Suite	816	\$40/hour	\$50/hour	\$60/hour	\$70/hour
Room D - Conference Room	336	\$20/hour	\$25/hour	\$30/hour	\$35/hour
Full Facility Prep Fees (Rooms A/B/C/D)	4328	\$150/hour	\$200/hour	\$250/hour	\$300/hour
Patio Deck (standalone)	3264	\$50/hour	\$60/hour	\$70/hour	\$80/hour
Patio Deck (add-on to existing room rental)	3264	\$20/hour	\$25/hour	\$30/hour	\$35/hour
Kitchen (full catering)	807	\$20/hour	\$25/hour	\$30/hour	\$35/hour
Kitchen (storage only)	807	\$10/hour	\$15/hour	\$20/hour	\$25/hour

Preparation fees involve pre-event setup to include decorating, site logistics and layouts, equipment loading, sound checks, catering, etc. This timeframe is established with staff and confirmed via the rental permit.

Normal operating hours are 8:00 am-11:59 pm. Rental times outside of these times will be charged an hourly overtime staff rate of \$30/hour.

Staff labor fees of \$20.00 per hour per person with a four (4) hour minimum and \$30 per hour per person for overtime with a four (4) hour minimum may apply based upon the nature and size of the event. These labor fees will be solely determined by Community Services and based upon current staffing levels.

Port Charlotte Beach Recreation Center
Security Deposits, Payments, and Cancellations DRAFT

Security Deposits	Cat 1	Cat 2
Standard Space Rental (A, B, C, D, and/or Patio)	\$500/day	\$600/day
Standard Space Rental (A, B, C, D, and/or Patio) with Alcohol	\$750/day	\$850/day
Standard Space Rental (A, B, C, D, and/or Patio) with Alcohol and Kitchen Usage	\$900/day	\$1000/day

Reservation Procedures (both Cat 1 and Cat 2)

In order to reserve rental space, the security deposit plus \$25% of the total rental fee will be required. Reservations must follow the payment schedule listed below or risk cancellation of the rental.

Payment Schedule (both Cat 1 and Cat 2)

Full rental fees along with all applicable insurance/licenses are due within 60 days of booking and no later than 90 days in advance of the rental date, whichever comes first.

Cancellations (both Cat 1 and Cat 2) and subsequent refunds will apply as follows:

Within 90 days of the rental date	100% refund of the total rental amount
Within 60 days of the rental date	75% refund of the total rental amount
Within 45 days of the rental date	25% refund of the total rental amount
Within 14 days of the rental date	0% refund of the total rental amount