

DREAM PARK COMMUNITY CENTER FACILITY RENTAL INFORMATION

RENTAL TERMS & RATES

- The Hall and Plaza are included in the rental and cannot be booked separately.
- **TO SECURE YOUR DATE, A DEPOSIT IS REQUIRED.**
- **Full payment is due no later than four (4) weeks prior to your event.**
- The Hall may only be used on the designated rental date and time. No early or late entry is allowed for deliveries, setup, or cleaning.

		FRIDAY	SATURDAY	SUNDAY
DEPOSIT		\$350	\$350	\$350
RENTAL FEE	RESIDENT	\$1,000	\$1,200	\$1,000
	NON-RESIDENT	\$1,400	\$1,600	\$1,400
VENUE PREP FEE		\$150	\$150	\$150
TOTAL	RESIDENT	\$1,500	\$1,700	\$1,500
	NON-RESIDENT	\$1,900	\$2,100	\$1,900

VENUE CAPACITY

- **AUDITORIUM STYLE:** Up to 200 guests
- **BANQUET STYLE:** Up to 120 guests

GENERAL RULES & REGULATIONS FOR VENUE RENTAL

- FURNITURE USAGE:** Tables and chairs are included with your rental.
 - Renter(s) is responsible for setting up and breaking down all tables and chairs.
 - Chairs may be used outdoors, but **tables must remain inside the Hall.**
 - All tables and chairs must be wiped down and cleaned, ensuring removal of food, drink spills, or any sticky residue.
 - Any additional furniture or equipment must be provided and removed by the renter.
- ENTRY & SETUP TIMES:** **Early entry is not permitted.** Entry is only allowed during the designated rental period for the purpose of set-up and cleanup. Set-up access to the hall is available at the following times:
 - **Friday:** 4:00 PM | **Saturday:** 12:00 PM | **Sunday:** 10:00 AM
- WALL & CEILING RESTRICTIONS:** No items may be hung on walls or from the ceiling. This includes, but is not limited to, the use of tacks, staples, nails, tape, or any adhesives.
- DECORATION CLEAN-UP:** All decorations, tablecloths, paper products, and food must be removed from tables and floors at the conclusion of your event.
- KITCHEN USE & CLEAN-UP:** The kitchen is equipped with counters, sinks, ice maker, refrigerator, warmer, and a freezer for renter(s) use. However, **renter(s) is required to clean all kitchen surfaces before leaving.**
- BRIDAL ROOM:** The Bridal Room is available exclusively reserved for wedding events only. Use of the Bridal Room is **not** included with rentals for non-wedding events such as parties, showers, corporate functions, or other related rentals. Access to the Bridal Room will be granted only on the day of the scheduled wedding, during the contracted rental period. Unauthorized use of the Bridal Room may result in additional fees or forfeiture of the security deposit.
- TRASH REMOVAL:** **All garbage must be emptied and removed from the building and Plaza area and disposed of in the outdoor dumpster before leaving.** A wheelbarrow for transporting trash is available and will be provided by staff.
- EVENT END TIMES & OVERAGE FEES:**
Friday & Saturday: Premises must be vacated by **12:00 AM (midnight).**
 - Late fees apply as follows:
 - 12:01–12:15 AM: \$100
 - 12:16–12:30 AM: \$195
 - 12:31–12:59 AM: \$310
 - **After 1:00 AM:** Police will be contacted, and the entire deposit will be forfeited.

Sunday: Premises must be vacated by 6:00 PM.

○ Late fees apply as follows:

- 6:01–6:15 PM: \$100
- 6:16–6:30 PM: \$195
- 6:31–6:59 PM: \$310
- **After 7:00 PM:** Police will be contacted, and the entire deposit will be forfeited.

9. **PROHIBITED ACTIVITIES:** The following are not permitted during Hall rental:

- Cooking
- Smoking
- Fog machines
- Bounce houses
- Unapproved outside vendors (must be approved in advance by staff)
- The usage of any paint or painting stations inside
- The use of rice, confetti, or similar items is **strictly prohibited both** inside and outside of the building.

10. **AGE REQUIREMENT & ALCOHOL POLICY**

- Renter(s) must be 21 years of age or older.
- If hosting a party for a minor between ages 15-18, or serving alcohol, an addendum must be signed, and a Police detail will be required.

11. **PRIVATE EVENTS ONLY:** The Hall is available **for private events only**. Public events require a special event permit and are not included under standard rental terms.

*For questions, date availability, or to reserve the Dream Park Community Center, please contact **Tiara Reid**.*

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