

Lake Kennedy Center



# Facility Rentals



Host your next event at  
Lake Kennedy Center!

Wedding Shower  
Rehearsal Dinner  
Wedding  
Baby Shower  
Anniversary Celebration  
Family Reunion  
Sweet 16  
Quinceanera  
Daycare Graduation  
Sports Banquet  
Meeting  
Training  
Celebration of Life



- Friday Evening
- Saturday & Sunday Full Day
- Weekday available upon request



400 Santa Barbara Blvd.  
Cape Coral, FL. 33991  
239.242.3972





# Ballroom

PRICES INCLUDE: Table & chair rental and use of the kitchen

AFTER HOURS FEE - Your event may go as late as 11:00pm with your rental ending at 12:00am to allow time for clean-up.

- |  |          |
|--|----------|
| A) Ballroom Deposit \$200 (refundable)                             | \$ _____ |
| B) Ballroom \$700 for 7 hrs.                                       | \$ _____ |
| C) Each additional hour over 7 hrs = \$65                          | \$ _____ |
| D) Ballroom \$595 for 5 hrs.                                       | \$ _____ |
| E) Additional room option \$150 (Terrace or Veranda)               | \$ _____ |
| F.) 6.5% sales tax   | \$ _____ |
| G) Liability Insurance (non-refundable) = \$105 (w/food & alcohol) | \$ _____ |
| H) Liability Insurance (non-refundable) \$85 (No food & alcohol)   | \$ _____ |
| I) Other Rental Items : _____                                      | \$ _____ |
| J). Total Due ( Final Payment is due                               | \$ _____ |

\*\* Liability Insurance is a separate fee & form . Due 30 days before event

Capacity for sit down (160)

\* Initial \_\_\_\_\_

# Veranda or Terrace

PRICES INCLUDE: Table & chair rental

## Other Fees:

AFTER HOURS FEE - Your event may go as late as 11:00pm with your rental ending at 12:00am to allow time for clean-up.

- |  |          |
|--|----------|
| A) Veranda or Terrace Deposit \$100 (refundable)                 | \$ _____ |
| B) Veranda or Terrace \$350 for 4 hrs.                           | \$ _____ |
| C) Each additional hour over 4 hrs. = \$50                       | \$ _____ |
| D) 6.5% sales tax  | \$ _____ |
| E) Liability Insurance (non-refundable) \$105 (w/food & alcohol) | \$ _____ |
| F) Liability Insurance (non-refundable) \$85 (No food & alcohol) | \$ _____ |
| E.) Other Rental Items: _____                                    | \$ _____ |
| F.) Total Due ( Final Payment is due                             | \$ _____ |

\*\* Liability Insurance is a separate fee & form . Due 30 days before event

Capacity for sit down (35); Capacity for meeting (50)

\* Initial \_\_\_\_\_

# Rental Agreement



Today's Date \_\_\_\_\_ Date of Event \_\_\_\_\_ Event Type \_\_\_\_\_

Responsible Organization or Individual \_\_\_\_\_

Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Other # \_\_\_\_\_

Address \_\_\_\_\_

Time: (BEGIN) \_\_\_\_\_ (END) \_\_\_\_\_ Decorating Date/Time \_\_\_\_\_

1. In consideration of our patrons and staff, we are a smoke-free property.
2. Do not drag tables, chairs, or any equipment/items that may damage the floor.
3. Renter is responsible for set up of tables, chairs, and any décor.
4. All areas must be left in original order/condition except for the breakdown of tables and chairs. Floors must be swept (mopping is unnecessary). Trash must be removed from building and taken to dumpster outside kitchen.
5. Do not hang any items from the ceiling, disco ball, fans, sprinklers, or mirrors. Tape cannot be used on the floor or mirrors.
6. No birdseed, rice, confetti, hay bales, bubbles, mist machines, fog machines, glitter .Candle decorations must be floating candles or in glass container. **Open flames are prohibited.**
7. To prevent slips and falls, we don't not permit wet containers on the ballroom floor. (This includes anything containing ice, ice coolers, or any moisture producing item/material).
8. We do not permit beer kegs, cash bars, or underage drinking. No beverages are allowed outside.

Deposit will be returned within three (3) weeks following your event provided the facility is left in satisfactory condition and there is no damage, upon inspection by staff. FEES ARE SUBJECT TO CHANGE. FINAL PAYMENT IS DUE 30 DAYS BEFORE EVENT WITH INSURANCE

In consideration of the use of the Lake Kennedy Center, located at 400 Santa Barbara Boulevard,  
I \_\_\_\_\_ agree to indemnify and hold harmless the City of Cape Coral from and against all claims, suits, damages, costs, losses, and expenses in any manner resulting from, arising out of, or connected with their event, to be held on the above date. Any litigation arising out of this rental agreement, the prevailing party shall be entitled to reasonable attorney' fees.

Name of Representative \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

-For LKSC Staff Use Only-

Booked by \_\_\_\_\_ Date \_\_\_\_\_