Congratulationson your upcoming event ! This is a wonderful and exciting time for you and your family. We know that you have a lot of decisions to make in the near future and we thank you for considering having your event at the Ballroom at Lake Kennedy Center. We are here to help you find that perfect spot for your joyous occasion and hope that the information provided in this packet will help you with your planning.

Included in this packet:

- ◊ Ballroom Information and Pricing
- ◊ Frequently Asked Questions
- ◊ Rental Information

The Ballroom at Lake Kennedy Center is a wonderful location to host your wedding ceremony, reception, birthday, babyshower and/or even your rehearsal dinner. Additional information can be found on the Parks & Recreation website at www.CapeParks.com. For questions, or to schedule a tour of the facility, please call 239.574.0575.

Thank you again for considering the Lake Kennedy Ballroom for your event and best wishes!

Sincerely,

Lake Kennedy Center
400 Santa Barbara
Cape Coral Fl 33991
239.574-0575

Pricing

Event planning can be overwhelming and we want to make this as easy as possible. Please see the information below for approximate pricing. *(Note: Your rental time includes set-up and clean-up time, so please plan accordingly.)* Your event may differ from the below rates based on options selected. Please call 239.574-0575 to inquire about specific pricing for your event. *(Includes set-up and clean-up time)*

$_____ Ballroom Deposit =**$100** *(refundable)*

$_____ Ballroom Rental = **$60 per hr** begining at noon 7 hr min up to 160 people

$_____ Friday Evening Set up **$60 per hr** with a 4 hr min after 4p-8pm

$_____ Early access before noon is an additional **$50 per hr** rate

$_____ Veranda **$45 per hr** 5 hr min up to 30 people

$_____ Terrace: **$45 per hr** 5 hr min up to 30 people

$_____ Liability Insurance *(non-refundable)* = **$105** (w/food or alcohol)

$_____ Liability Insurance *(non-refundable)* = **$85** (No food or alcohol)

$_____ Catering Kitchen : **$30 per hr**

$_____ Tables and Chairs Round 90 inch with 6 chairs **$20 per set**

$_____ Rectangle table: **$20 per table**

$_____ Optional add-on's (Bar, Pipe & Drape, Drink Dispensers, etc)

$_____ 6.5% sales tax

$_____ Total Due

Payment A $100 rental deposit is due at time of reservation. The remainder is due 30 days prior to your event. Insurance costs may change. Prices are effective for rentals taking place on or after

Frequently Asked Questions

How soon can I reserve a space?

We recommend checking availability approximately one year in advance. During the height of the season, the Lake Kennedy Center ballroom can book up six months to a year ahead of time.

Do you have a caterer?

We do not have or provide a caterer. We know that everyone has a unique taste and whether you have a family member, a friend or a professional cater your event, you're guaranteed to be able to serve the food you want. It's your special day, so the choice should be yours! We do not have a have a specific vendor list, however all vendors must be licensed and insured.

Do you have other event related items available for rent?

We have several items available for rent such as a Portable Bar , 8'x10' Premier Pipe & Drape Kit ,Elegant Glass Drink Dispensers and more. Contact us for a complete list.

When can I get into the space to decorate?

Your rental time includes your set-up and clean-up time. If you choose you are able to add addtional time for an additional fee.

Can we Bring alcohol?

Yes you can bring alcohol. We do not permit beer kegs, cash bars, or underage drinking. No beverages are allowed outside.

Can I decorate the room for my event?

Yes, you are permitted to decorate within limitations. We do not allow the following: glitter, confetti, or silly string. In addition, you may not pin, staple or nail anything to the walls or hang anything from the ceiling. Blue painters tape or command strips are the only mediums we allow to hang things on the walls. No open flames, bubbles, mist, or fog machines are permitted.

What is your payment policy?

- 30 days advance notice is required for cancellation of function for full refund. Any cancellation within 30 days of event will forfeit $50 of deposit.

- Balance due must be paid in full (7) days prior to event, OR (10) days prior to event if paying by check. Any changes in attendance or scheduled hours must be made 30 days in advance. At the time of cancellation, a prorated fee is as follows: Payment of rental deposit must be made at time of booking. Rental representative must be present for the duration of rental usage. All rental events must end by 11:00 p.m. and be cleaned-up and out of bldg. by 12:00am (midnight). Late fees will be charged at the rate of $200 per hour and will be automatically deducted from your damage deposit in 15-minute increments.

Will there be a Rental Coordinator on site during my event?

A Building Attendant will be available during your event at the Front Desk.

Rental Agreement

Today's Date _____ Date of Event _____

Responsible Organization or Individual _____

Phone #_____Work #_____Other #_____

Address_____

Time: (BEGIN) _____ (END) _____ Decorating Date/Time_____

Nature of Function_____ Attendance: **_____ (groups larger than 160 must have written approval)**

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, fans, sprinklers, or mirrors. REMOVEABLE STRIPS (COMMAND, 3M, ETC MAY BE USED TO HANG ITEMS FROM THE WALLS. NO NAILS ALLOWED. Tape cannot be used on the floor or mirrors
6. No birdseed, rice, confetti, hay bales, bubbles, mist machines, fog machines, glitter or any other (what kind of material are these) material inside or outside of facility. 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.
9. CHAIRS MUST REMAIN INDOORS. OUTDOOR CHAIRS ARE NOT SUPPLIED.

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.

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.

Phone #_____ Email_____

Name (Print)_____Name (Signature)_____Date_____

-For LKSC Staff Use Only-

Booked by_____ Date_____

Optional Features

Your day is important to us and in an effort to help meet your planning needs we have a variety of items available to rent. Please feel free to contact us for additional information and available items.

4 Foot Folding Party Ice Cooler. Allows users to hold a large quantity of ice to keep their products cooled

$30.00 _____

Polished stainless steal beverage tub. This large capacity beverage tub holds 35 bottles.

$20.00 _____

This sleek portable bar set up is perfect for every occasion. Black, 102"x33"x15"

$45.00 _____

2.5 Gallon Glass Beverage Dispenser with Stand & Stainless Steel Spigot

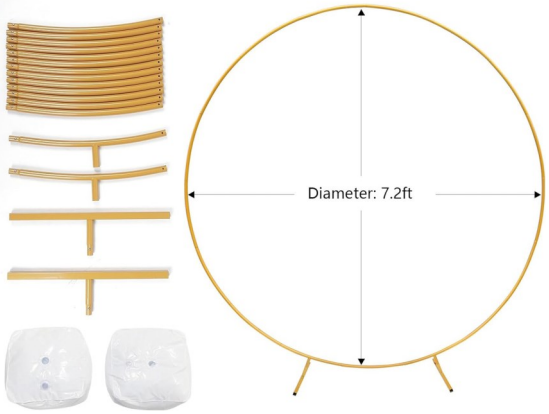
$20.00 _____

ITEMS ADDED TO RENTAL AGREEMENT

TOTAL COST: _____

Optional Features

Product composition



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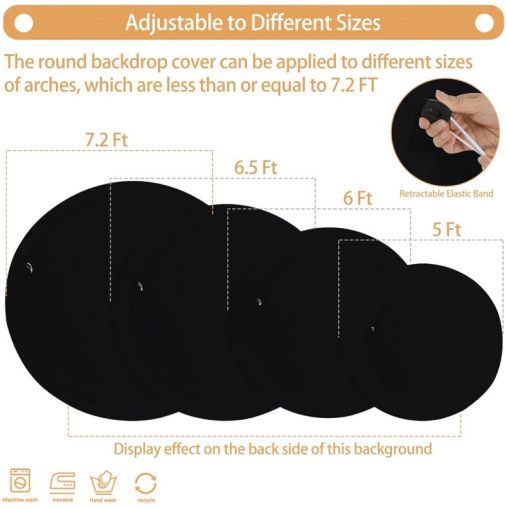

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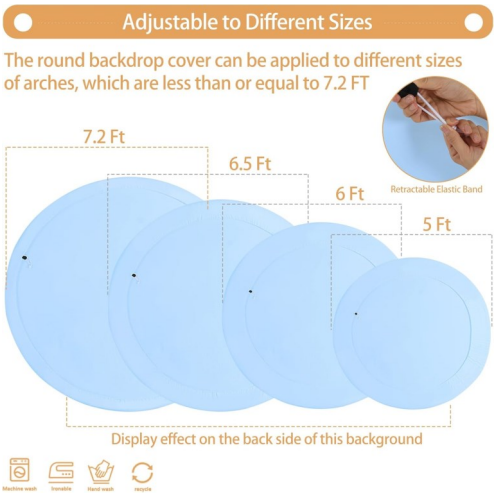

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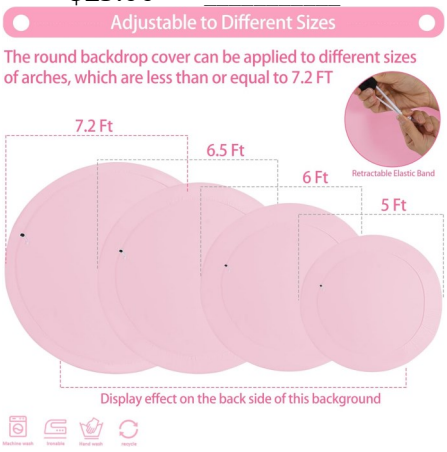

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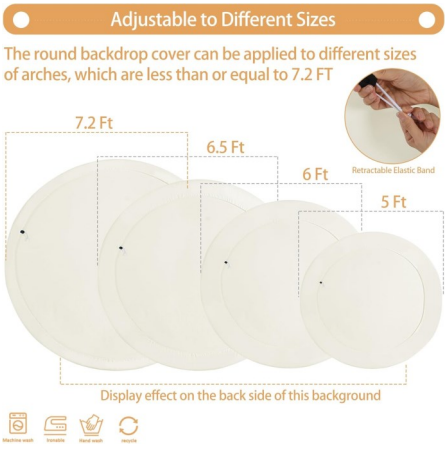

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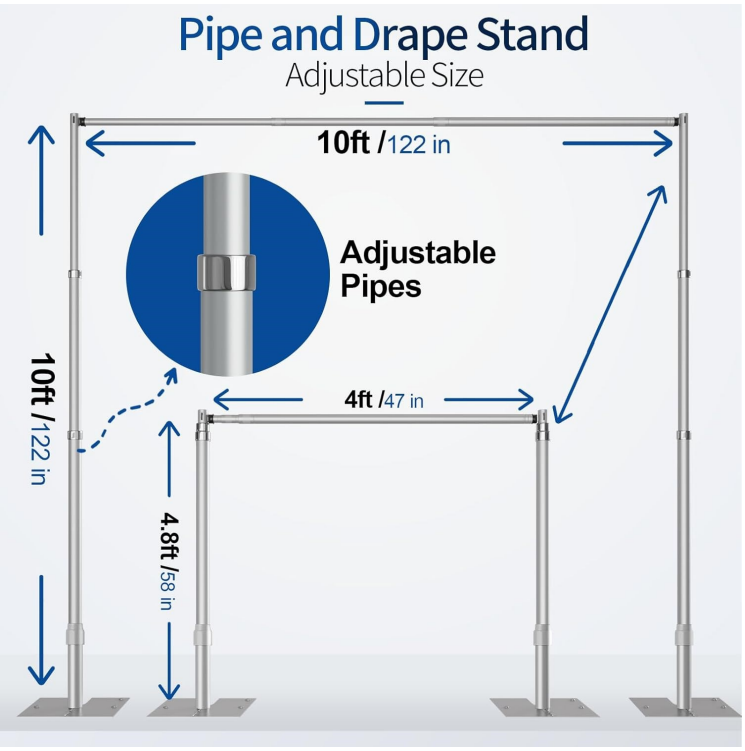
ITEMS ADDED TO RENTAL AGREEMENT

TOTAL COST: _____



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Total

$_____

Please note only backdrop is include for ALL backdrops offered.