# Tanner Hall
# Rental Information

***Weekend Rental Rates and Damage Fees:***

*Hours of Operation:* Friday & Saturday: 10:00am – 11:00pm Sunday: 10:00am – 10:00pm

| Resident/Non-Resident | Day of Week | 6 Hour Rental | Additional Hours | Refundable Deposit Damage/Cleaning |
|---|---|---|---|---|
| **City Residents** | Friday & Sunday | $700.00 + tax | $100.00 + tax | $400.00 |
| | Saturday | $850.00 + tax | $125.00 + tax | $400.00 |
| **Non-City Residents** | Friday & Sunday | $850.00 + tax | $125.00 + tax | $400.00 |
| | Saturday | $1000.00 + tax | $150.00 + tax | $400.00 |

***Weekday Rates (Monday – Thursday):***

*Hours of Operation: 10:00am – 10:00pm (2-hour minimum)*

Hourly Fee: $75.00 + tax per hour
$35.00 + tax per hour *(schools & non-profit organizations within Winter Garden city limits). Valid tax-exempt certificate required.*

Damage Fee: $400.00 (refundable)

**Tanner Hall Building Specifics:**

- Seating and tables available for 200 people
  *(25 sixty inch round tables, 12 six foot banquet tables, 6 thirty-six inch cocktail tables and 200 padded chairs)*
- 5,000 sq. ft. main hall with capacity of 300 people; best suited for 225
- Refrigerator, convection oven and ice machine available in a caterer's kitchen
- 20' x 20' wooden dance floor centered in main hall
- Outdoor gazebo available for ceremonies; outdoor seating is not provided

**Additional Fees:**

Liability insurance is required for all events serving alcohol. The current liability insurance fee for 2016 is $127.79.

## Additional Rental Items:

If available, Little Hall may be rented as a bridal suite or dressing room for two hours prior to the Tanner Hall rental for $200 plus tax. Rental time will end at the same time that the Tanner Hall rental finishes.

- Event Sign $15.00 + tax
- Scroll Easel $10.00 + tax
- Wooden Easel $10.00 + tax
- Wooden Podium $10.00 + tax
- Projection Screen $10.00 + tax

  *No other A/V equipment is provided.*

## Cancellation Policy

All cancellations are to be made in writing and in person by the applicant only at the Winter Garden Parks & Recreation Department office.

*Amounts retained for Cancellations (all days are calculated as calendar days from the date of the rental)*

- 12 months or greater $50.00
- 91 days to 12 months $250.00
- 61 to 90 days $750.00
- 60 days or less NO REFUND/NO EXCEPTIONS

## Basic Rental Information:

- The City Resident discount will be applied for weddings only if the bride, groom, or the bride/groom's parents live within the city limits of Winter Garden.
- All events scheduled for minors must be reserved by a parent or legal guardian.
- Reservations can be made no more than 18 months in advance.
- There are no free hours given for setup or decoration. There is a free hour given afterward for cleanup and teardown.
- One free hour is given for rehearsal time on any weekday morning prior to the rental from 8:00-9:00am or 9:00-10:00am.
- The renter may hire any caterer, restaurant, etc. to provide food and non-alcoholic beverages at the event.
- **All alcoholic beverages must be distributed by a certified bartender. Renter must supply a copy of the caterer/bartender's certification to serve alcoholic beverages.**
- No cash bars are allowed in the facility.

Tanner Hall is generally shown on Tuesdays from 3:00-7:00pm and Thursdays from 5:00-8:00pm ***ONLY*** if there is not a prior event scheduled. Please contact our office the day before your visit to check availability. The Winter Garden Parks & Recreation Office hours are Monday-Thursday 8:00am-7:00pm and Friday 8:00am-5:00pm.

## Contact Information:

310 North Dillard Street
Winter Garden, FL 34787
Phone: 407-656-4155
Fax: 407-656-6504
Website: www.wintergarden-fl.gov
Email: recinfo@wintergarden-fl.gov