

# Lake Mary Events Center

## CITY OF LAKE MARY

WEBSITE: [WWW.LAKEMARYEVENTSCENTER.COM](http://WWW.LAKEMARYEVENTSCENTER.COM)

### CONTACT INFO:

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## FACILITY RENTAL AND CEREMONY INFORMATION

The Lake Mary Events Center is the jewel of the City's downtown redevelopment area. Located at 260 North Country Club Road, on the shore of West Crystal Lake, the Center provides the ideal location for business meetings, weddings, receptions, banquets, parties and retreats.

The Center includes banquet and meeting facilities, as well as ceremony sites. Catering services are available. Guided tours of the building and grounds may be arranged.

### FACILITY SPECIFICATIONS

The Lake Mary Events Center rental options include the Grand Ballroom, which is divisible into Ballrooms A & B; the Rotunda, with stunning views of West Crystal Lake and the Event Lawn; the Meeting Room; and the Conference Room. The Center also has a complete catering kitchen and staff offices. Rentals are available on hourly or block bases.

ROOM	SQUARE FOOTAGE	CAPACITY	
		BANQUET	THEATRE
Grand Ballroom	Total: 3946 = main floor: 3414 + dance floor: 377 + dais: 155	240	300
Ballroom A	2605	120	200
Ballroom B	1341	80	110
Meeting Room	800	40	75
Rotunda	1736	60	130
Conference Room	400	16	

### HOURLY RATES

Rooms may be rented on an hourly basis with a two-hour minimum rental period.  
Monday – Thursday 8:00 AM through 11:00 PM; Friday 8:00 AM through 11:00 PM.

ROOM	MON.-THURS. 8AM-11PM	FRIDAYS 8AM-4PM	FRIDAY EVENINGS 5PM-11PM
Grand Ballroom*	\$150	\$200	\$350
Ballroom A*	\$100	\$150	\$250
Ballroom B*	\$75	\$110	\$200
Meeting Room*	\$75	\$110	\$150
Conference Room	\$30	\$ 30	N/A
Rotunda <i>as an individual rental</i>	\$100	\$150	N/A
Lakeside Ceremony Site / Event Lawn	\$350 2-hour rental fee		

\* The Rotunda may be added to your rental of any ballroom or meeting room for a flat rate of \$200.

~ Lakeside Ceremony Site is not available as a sole rental after 4:00pm on Fridays.

~ The Rotunda may not be rented hourly as a sole rental after 4:00pm on Fridays.

## BLOCK RATES

Daytime, Weekday Evening, Friday Evening, and Saturday, Sunday, or Holiday block rates are available.

### DAYTIME BLOCKS ARE MONDAY-FRIDAY, 8:00 AM THROUGH 4:30 PM

DAYTIME BLOCK RENTAL	DAYTIME BLOCK RATES
Grand Ballroom *	\$550
Ballroom A *	\$400
Ballroom B *	\$350
Meeting Room *	\$300
Conference Room	\$155
Rotunda <i>as an individual rental</i>	\$400
Full Building Rental **	\$800
Bride's and Groom's Room added to any rental	\$75

### WEEKDAY EVENING BLOCKS ON MONDAY-WEDNESDAY, 6:00 PM THROUGH 11:00 PM

MONDAY-WEDNESDAY EVENING BLOCK RENTAL	EVENING BLOCK RATES
Grand Ballroom *	\$395
Ballroom A *	\$275
Ballroom B *	\$200
Meeting Room *	\$200
Rotunda <i>as an individual rental</i>	\$275
Full Building Rental **	\$800
Bride's and Groom's Room added to any rental	\$75

### WEEKDAY EVENING BLOCKS ON THURSDAY, 6:00 PM THROUGH 11:00 PM

THURSDAY EVENING BLOCK RENTAL	EVENING BLOCK RATES
Grand Ballroom *	\$550
Ballroom A *	\$400
Ballroom B *	\$350
Meeting Room *	\$300
Rotunda <i>as an individual rental</i>	\$400
Full Building Rental **	\$1200
Bride's and Groom's Room added to any rental	\$75

### THE FRIDAY EVENING BLOCK IS 5:00 PM THROUGH 11:00 PM

FRIDAY EVENING BLOCK RENTAL	FRIDAY EVENING BLOCK
Grand Ballroom *	\$1500
Ballroom A *	\$1000
Ballroom B *	\$ 750
Meeting Room *	\$ 650
Rotunda <i>as an individual rental</i>	\$1000
Full Building Rental **	\$2000
Bride's and Groom's Room added to any rental	\$75

\*\* Full Building rental includes the Grand Ballroom, Meeting Room and Rotunda, as well as complimentary use of the Lakeside Ceremony Site / Event Lawn and the Bride/Groom rooms.

\* Mon-Thurs-The Rotunda may be added to a ballroom or meeting room rental for a flat rate of \$200.

\* Friday- The Rotunda may be added to rooms of a greater value for a flat rate of \$200.

\* Friday – Ballroom B or the meeting room can be added to the full priced Rotunda for a flat rate of \$200.

## SATURDAY, SUNDAY, OR HOLIDAY RENTALS

RENTAL INCLUDES THE GRAND BALLROOM, MEETING ROOM, AND ROTUNDA, AS WELL AS USE OF THE LAKESIDE CEREMONY SITE / EVENT LAWN AND THE DRESSING ROOMS.

SATURDAY RENTALS	DAILY RATE
Any 8-Hour Block between 10:00 AM and 11:00 PM	\$2800

SUNDAY OR HOLIDAY* RENTALS	DAILY RATE
Any 8-Hour Block between 10:00 AM and 11:00 PM	\$2400

\*Holidays Include New Year's Eve, New Year's Day, Memorial Day, Independence Day, Veterans' Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. (If a holiday falls on a weekend, the holiday rate is applied to previous Friday or following Monday.)

## CEREMONY SITES

Two picturesque ceremony sites are available: The Lakeside Ceremony Site, located on the Event Lawn behind the Lake Mary Events Center, and the Rotunda. Both provide beautiful ceremony locations with stunning views of West Crystal Lake and the Event Lawn.

### OUTDOOR SITE:

#### LAKESIDE CEREMONY SITE

The Lakeside Ceremony Site includes the Event Lawn and trellis areas, as well as the fountain patio. The Lake Mary Events Center has up to 100 outdoor chairs available for complimentary use. Please contact an outside vendor if you plan to seat more than 100 people.

LAKESIDE CEREMONY SITE	RENTAL RATE
Site Rental, Monday – Thursday, 2 hours	\$350
Site Rental, Friday, 2 hours between 8am and 4pm*	\$350
Site Use: Saturday, Sunday, Holiday, Full Building	Included

\*Rental of the Lakeside Ceremony Site includes two (2) hours at the lakeside ceremony area, Monday through Friday; however, the Lakeside Ceremony Site is not available as a sole rental after 4:00pm on Fridays. Site use is included with Saturday, Sunday, Holiday, and Full Building rentals for the full duration of your rental period.

Only the blowing of bubbles or releasing of butterflies may take place at the Lakeside Ceremony Site. Flower petals (natural or silk), birdseed, rice (biodegradable, puffed rice, etc.) are not permitted. Flower arrangements may be used for decorative purposes only, not to be dropped or thrown. Failure to adhere to these guidelines will result in loss of your damage deposit.

### INDOOR SITE:

#### THE ROTUNDA AT THE LAKE MARY EVENTS CENTER

The glass-enclosed Rotunda provides a beautiful ceremony site inside of the Lake Mary Events Center. Use of the Rotunda is included with Saturday, Sunday, Holiday, and Full Building rentals. Chairs are provided with your ceremony rental. The Rotunda may be used in lieu of the Lakeside Ceremony Site in case of inclement weather, if available.

THE ROTUNDA AT THE LAKE MARY EVENTS CENTER	ROTUNDA RENTAL RATE
Hourly Rental - Monday through Thursday (2-hour minimum)	\$100
Hourly Rental – Fridays* prior to 4:00pm (2 hour minimum)	\$150
Add-On to rental of Ballroom or Meeting Room	\$200
Site Use: Saturday, Sunday, Holiday, Full Building	Included

\*Hourly Rates are not available for Friday evening.

Only silk flowers or silk petals may be dropped or thrown in the Rotunda. Silk flowers or petals must be cleaned up by a member of the rental party immediately following the ceremony, regardless of the rental period duration. Rice of any kind, birdseed, natural flowers or petals, bubbles, butterflies, etc. may not be dropped, thrown, blown, or released. **No Unity Candles are permitted in the Lake Mary Events Center, including the Rotunda.**

## CEREMONY REHEARSAL

Rental fees include a scheduled one (1) hour rehearsal for your ceremony. Rehearsals may be scheduled Monday-Thursday between 9:00 AM and 3:30 PM. Reservations for rehearsals are booked one month prior to the event date and are based on availability.

## DAMAGE DEPOSITS

BUILDING USE	DAMAGE DEPOSIT
Saturday, Sunday, Holiday, or Full Building Rental	\$500
Weekday Daytime or Evening, except Full Building	\$200

Damage Deposits are due thirty (30) days prior to your rental period. Damage Deposits, when submitted, are deposited into the city's general fund and will be returned via city check, usually within six (6) weeks following the event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.

## CONTINUOUS CONTRACTS

Continuous contracts are available to rental parties that wish to rent Center facilities on a recurring basis. Recurrence of rental must be AT LEAST once monthly (1x month) for a MINIMUM of six (6) consecutive months.

Continuous contracts are available Monday-Thursday, 8:00 AM-11:00 PM and Friday 8:00 AM-4:30 PM. Friday Evenings, Saturdays, Sundays, and Holidays are not available for continuous contract.

Continuous contracts receive a 15% savings over comparable individual rentals.

Payment is due a minimum of ten (10) days prior to the rental date. A deposit of \$200 is required for continuous contracts. A "no-show" will result in forfeiture of deposit.

If the minimum recurrence for a continuous contract is not met for two (2) months in a row, the deposit will be forfeited, the continuous contract cancelled, and any previously occurring rentals under the continuous contract will be retro-billed at single-use rates.

## HOMEOWNER ASSOCIATIONS

Homeowner Associations within Lake Mary city limits are invited to use the Center for their meetings at no charge, based on the following guidelines:

EVENT	EVENINGS AVAILABLE	DURATION	ROOM
Monthly Meeting	Monday – Thursday	3-hour Maximum	Conference Room
Annual Meeting	Monday – Thursday	3-hour Maximum	Meeting Room
\$50 Security Deposit for Homeowner Associations within the city limits. Forfeited for no-shows, damage, or cleanup.			

The Lake Mary Events Center provides one complimentary meeting per month for Homeowner Associations within Lake Mary city limits.

If these guidelines are not suitable due to special circumstances that may arise occasionally, Center management will attempt to accommodate the associations at another city facility. However, we cannot guarantee that these accommodations will be available. These provisions do not apply to Holiday use. Please reschedule meetings that would otherwise occur on a Holiday.

Homeowner Associations that are not located within city limits may rent Center facilities for their monthly meetings using a continuous contract, provided they fulfill the minimum frequency and duration requirements. Associations outside Lake Mary city limits who wish to use Center facilities for non-qualifying continuous contract use, such as their annual meeting, are subject to individual rental rates.

## CATERING, FOOD & BEVERAGE

### CATERED EVENTS —

All catering services must be provided by one of the following Select Caterers. The Select Caterers have been chosen to provide a wide variety of menus and services and to accommodate diverse tastes, budgets, and occasions. Please contact one of them to help plan your event. **No other catering services are permitted.**

SELECT CATERER	PHONE	WEBSITE
Arthur's Creative Events & Catering	407-331-1993	<a href="http://www.ArthursCatering.com">www.ArthursCatering.com</a>
Big City Catering	407-438-3488	<a href="http://www.BigCityCatering.com">www.BigCityCatering.com</a>
Classic Creations Catering	407-628-4491	<a href="http://www.ClassicCreationsCatering.com">www.ClassicCreationsCatering.com</a>
Cuisiniers Catered Cuisine & Events	407-975-8763	<a href="http://www.CuisiniersCater.com">www.CuisiniersCater.com</a>
John Michael Weddings & Special Events	407-894 -6671	<a href="http://www.JohnMichaelEvents.com">www.JohnMichaelEvents.com</a>
Levan's Catering	407-854-7949	<a href="http://www.Levans.com">www.Levans.com</a>
Puff'n Stuff Events Catering	407-629-7833	<a href="http://www.PuffNStuff.com">www.PuffNStuff.com</a>
River City Catering	407-324-4343	<a href="http://www.RCCatering.com">www.RCCatering.com</a>

Kitchen facilities, including refrigerators and microwaves, are available ONLY to the Select Caterers.

Contact your Select Caterer to determine what services will be provided. Many caterers have or will develop packages to include setup/decoration, service, and cleanup, as well as linens, china, centerpieces, etc. Many caterers are also able to facilitate your needs regarding other vendors in order to obtain floral services, photography, entertainment, transportation, etc.

Some allowances for our Select Caterers have been made to allow for setup/decoration or cleanup outside of the rental period. Any time used by the caterer outside of the rental period must be coordinated with Center management. This allowance must respect and not interfere with the rental periods of other guests.

### NON-CATERED EVENTS — (APPLICABLE TO CORPORATE FUNCTIONS ONLY)

(MON, TUES, WED 8:00AM-1 1:00PM / THURS, FRI 8:00AM-4:30PM)

The rental party may bring in and serve simple or prepared food items Monday-Wednesday, 8:00 AM-11:00 PM and Thursday-Friday 8:00 AM-4:30 PM. The following are examples of simple or prepared food items: continental breakfast, boxed lunches, sandwiches, pizza, party trays, etc. No heating elements are permitted (i.e., Sternos<sup>®</sup>, chaffing dishes, hot plates, steam trays, barbeque grills, fondue pots, etc.). The renter is responsible for all setup, serving, and cleanup; all of which must occur during the rental period. The kitchen and all equipment, including refrigerators and microwaves, are off-limits to all but the Select Caterers. Staff must be informed no less than ten (10) days prior to the rental period if you plan to serve any non-catered food.

### ALCOHOLIC BEVERAGE POLICY

All alcoholic beverages must be served via your Select Caterer. Please contact your Select Caterer to learn their policies and procedures regarding alcohol service. No cash bars are permitted.

## AVAILABLE EQUIPMENT

The following equipment is offered for complimentary use during your rental period, if available. Please specify equipment that you will require on the Facility Use Contract. *This is the proposed list of equipment. Some items may be subject to change; likewise, some items may be added, deleted, or require a nominal rental fee.* Please contact an outside vendor for any other equipment your event requires.

- 300 Banquet chairs for indoor use
- 100 Folding chairs for outdoor use
- 28 72" (6') Round tables
- 20 60" (5') Round tables
- 8 72" (6') Serpentine tables
- 8 96" (8') x 30" Rectangular tables
- 4 72" (6') x 30" Rectangular tables
- 10 30" Round bar height tables
- 1 Podium with/without microphone

### AV EQUIPMENT RENTAL (Use is complimentary to building renters from 8am-5pm Monday-Friday)

Description	Location	Rate
One(1) Projector Screen and One (1) LCD Projector	In Ballroom behind stage	\$40
One(1) Projector Screen and One (1) LCD Projector	In Ballroom on left wall - front	\$40
One(1) Projector Screen and One (1) LCD Projector	In Ballroom on left wall - back	\$40
One(1) Projector Screen and One (1) LCD Projector	In Meeting Room	\$40
All Four (4) Projector Screens and Four (4) LCD Projectors	In Grand Ballroom and Meeting Room	\$120
AV cart with 42" flat-screen TV, DVD	Portable - To be used in Rotunda or Conference Room	\$40

## SETUP AND CLEANUP

### SETUP

- Use of the Center's tables and chairs is included with your rental. Please see the Available Equipment section for specific quantities and dimensions.
- Center staff will set up tables, chairs, the podium, AV equipment, etc. You must submit a floor plan of your desired setup no less than ten (10) days before your rental period.
- For catered events, the caterer frequently will develop the floor plan and decorate for your event. It is up to the Rental Party to submit a floor plan to the Lake Mary Events Center no less than ten (10) day prior to your event. If a floor plan is not submitted ten (10) days prior to the event date, Events Center staff will begin setting up tables/chairs upon the Rental Party's arrival, which could cut into rental time.
- For catered events where the caterer will provide setup/decoration, the caterer may coordinate with the Center manager if time outside of the rental period is needed for setup/decoration. This allowance must respect and not interfere with the rental periods of other guests.
- For non-catered events or events where the caterer will not provide setup/decoration, the rental period must include ALL time needed by the renter and vendors for decoration, setup in excess of table and chair arrangement, and cleanup.
- Decorations are permitted within reason. They must be approved by Center management no less than ten (10) days prior to your event. Glitter and other confetti-like decorations are prohibited.
- Tape, tacks, nails, staples, etc. are not permitted to attach your decorations.

### CLEANUP

- The rental facility must be returned to the condition it was provided to the renter.
- Tables and chairs must be cleared of all debris.
- All equipment and materials that are not Center property must be removed. The Events Center is not responsible for any materials left behind.
- Waste and all paper products must be placed in the dumpster.
- For catered events where the caterer will provide cleanup, the caterer may coordinate with Center management if time outside of the rental period is needed for cleanup. This allowance must respect and not interfere with the rental periods of other guests.
- For non-catered events or events where the caterer will not provide cleanup, the rental period must include ALL time needed by the renter and vendors for setup/decoration, cleanup and to remove all materials that are not Center property.

## BOOKING PROCEDURE

- The Lake Mary Events Center takes bookings up to 18 months in advance. When making a reservation for 18 months in advance, booking opens the first business day of the month. Lake Mary city residents can book from 8:00am-2:00pm on the first business day of the month. At 2:00 pm, booking opens for non-residents as well.
- Contracts signed 12-18 months prior to the event date are subject to a rate increase not to exceed 10% of the contracted rate. Rates are no longer subject to change within 364 days of the event date.
- Fifty percent (50%) of the Rental Fee (7% Tax included) together with a signed Facility Use Contract will secure an event date. (Unless the reservation is made within thirty (30) days of the event date; in which case the total Rental Fee, sales tax, and Damage Deposit would be due).
- The Rental Fee balance and Damage Deposit are due thirty (30) days prior to the event.
- If you are tax exempt, please inform staff prior to completing the contract. You will need to provide the proper paperwork, including your Certificate of Sales Tax Exemption. All State of Florida rules regarding this type of sale will be adhered to.
- Damage Deposits, due thirty (30) days prior to the event, are deposited into the city's general fund. The Damage Deposit will be returned via city check, usually within six (6) weeks following the event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.
- Per City Resolution 725, all monies collected by credit card or debit card are subject to a service charge. Any refunds (for Damage Deposits, cancellations, etc.) will be made in the form of a city check; the service fee will be not refunded. The service charge is \$2.95 for first one hundred dollars charged and \$2.00 for each additional one hundred dollars.
- Courtesy holds may be accepted and held for a maximum of seven (7) days, at which time the hold may expire without notice. Courtesy holds may be made in person or by telephone. It is not guaranteed that customers with courtesy holds will be contacted by the Reservations Office prior to the expiration of the hold. Courtesy holds will expire on the seventh (7th) day of the hold. No courtesy holds will be accepted on the first business day of the month when booking 18 months in advance. Courtesy holds accepted within 30 days of the desired event date can only be held for 48 hours.
- Floor plans and a list of requested equipment must be submitted to the Reservations Office no less than ten (10) days prior to the event. If a floor plan is not submitted ten (10) days prior to the event date, Events Center staff will begin setting up tables/chairs upon the Rental Party's arrival, which could cut into rental time.
- The Lake Mary Events Center reserves the right to cancel the Facility Use Contract if the Rental Fee balance and Damage Deposit are not paid when due, thirty (30) days prior to the event date.
- Please contact the Reservations Office at (407) 585-1497 or at (407) 585-1490 to make your reservation, reschedule or cancel an event, or for additional facility information. Office hours are Monday – Friday, 8:00 AM – 5:00 PM.
- Reservations may be made in person Monday – Friday, 8:30 AM – 4:00 PM. It is recommended that you call to make an appointment.
- [www.lakemaryeventscenter.com](http://www.lakemaryeventscenter.com)

## CANCELLATION POLICY

Reservations are booked when the renter submits a signed Facility Use Contract and fifty-percent (50%) of the Rental Fee. Please read the schedule below to understand the percentage of the initial Rental Fee deposit that will be refunded if the booking is cancelled. All cancellations must be made in writing.

TIME PERIOD BEFORE EVENT DATE	AMOUNT REFUNDED
18 months-12 months	100% minus \$100.00 Administrative Fee
12 months-6months	50% or \$100 Administrative Fee, whichever is greater, will be charged
6 months-0 months	0% *If the event is cancelled less than 30 days prior, the full rental payment will be not be refunded.

## FREQUENTLY ASKED QUESTIONS

### ***How far in advance can I book a rental?***

The Lake Mary Events Center takes bookings up to 18 months in advance. When making a reservation for 18 months in advance, booking opens the first business day of the month. Lake Mary city residents can book from 8:00am-2:00pm on the first business day of the month. At 2:00 pm, booking opens for non-residents as well. (Ex: You can book December 15, 2010 on June 1, 2009.)

### ***Are my rates subject to change once I've signed a contract?***

Contracts signed 12-18 months prior to the event date are subject to a rate increase not to exceed 10% of the contracted rate. Rates are no longer subject to change within 364 days of the event date.

### ***What is the process for reserving a rental space?***

All rentals are first come, first serve. One-half of the rental fee and a signed contract will secure a date.

### ***When can I come by to make my reservation?***

Reservations may be made in person Monday – Friday, 8:30 AM – 4:00 PM. It is recommended that you call to make an appointment.

### ***Can you pencil me in for a rental?***

Courtesy holds may be accepted and held for a maximum of seven (7) days, at which time the hold may expire without notice. Courtesy holds may be made in person or by telephone. It is not guaranteed that customers with courtesy holds will be contacted by the Reservations Office prior to the expiration of the courtesy hold. Courtesy holds will expire on the seventh (7th) day of the hold. No courtesy holds will be accepted on the first business day of the month when booking 18 months in advance.

### ***Is there a Damage or Security Deposit in addition to my rental charge?***

Saturday, Sunday, Holiday, and Full Building rentals require a Damage Deposit of \$500.00; all other individual rentals require a \$200.00 Damage Deposit. These are due thirty (30) days prior to the event date. This Damage Deposit, when submitted, is deposited into the city's general fund and will be returned via city check, usually within six (6) weeks following the event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.

Continuous Contracts require a deposit of \$200.00 and Homeowner Associations within the Lake Mary city limits require a \$50 deposit. Continuous Contract and Homeowner Association deposits may be forfeited for a "no show", damage, excessive cleaning, or time used outside of the contracted period.

### ***How late can I stay?***

Our select caterers may have additional pre-arranged time to setup or cleanup prior to or following your event. However, your event must end and all guests must vacate the premises by the end of your rental period. We do not rent past 11:00 PM.

### ***What if we're having a great time and stay later than our rental period?***

The standard hourly rental rate for each area rented will be doubled and charged for any time you are in the building past your contracted rental period (no discounts apply). No events past 11:00 PM.

### ***Will I receive a refund if we leave early?***

No. You must plan your event as accurately as possible.

### ***Can I choose my own vendors?***

Caterers: All catering services must be provided by one of the listed Select Caterers. *No other catering services are permitted.* Kitchen facilities, including refrigerators and microwaves, are available ONLY to the Select Caterers.

Other Vendors (DJs, florists, etc.): You may choose your own DJ, florist, and other vendors.

## FREQUENTLY ASKED QUESTIONS - CONTINUED

### ***Can I have a DJ or band?***

Yes. The City of Lake Mary has a noise ordinance that goes into effect after ten o'clock in the evening (10:00 p.m.). This noise ordinance is complaint driven and the Rental Party may be asked to turn down or turn off any music not meeting the City's requirements. The Rental Party or their guests may be asked to enter the building after 10:00 p.m. if the complaint is geared toward excessive noise on the front or rear patio areas. **Any music performed or played outside of the building, including the patio areas, requires written approval from Event Center Management.**

### ***Can I have items delivered, such as from my caterer, florist, DJ, etc.?***

Some allowances have been made for the Select Caterers to arrive prior to your rental period in order to set up. This must be coordinated with Center management and must respect and not interfere with the rental periods of other guests. Other vendors (DJs, florists, etc.) must make their deliveries only during your allotted rental period. The building is used seven days a week, often multiple times a day, and we have no storage space available.

### ***Can I come anytime to view the building, to meet my caterer or florist, etc.?***

The building may be viewed Monday – Friday, 8:30 AM – 4:30 PM. Please call the office before arriving to make sure the building is available for viewing; it may be in use.

### ***How many parking spaces are available?***

The Center parking lots can accommodate 125 vehicles. However, other functions may be going on in the building and the amount of spaces available to your party is not guaranteed. Overflow parking is available for larger groups.

### ***When do I hold my ceremony rehearsal?***

Rental fees include a scheduled one (1) hour rehearsal for your ceremony. Rehearsals may be scheduled Monday-Thursday between 9:00 AM and 3:30 PM. Reservations for rehearsals are booked one month prior to the event date.

### ***May I use a tent?***

Yes, a tent may be rented from a vendor and placed on our Event Lawn. The Lakeside Ceremony Site fee will apply, except for Saturday, Sunday, Holiday, or Full Building rentals. The tent must be erected, taken down and removed during your allotted ceremony site/building rental time. Please contact the City Fire Marshall (407-585-1364) to ensure that the tent complies with fire ratings and for any further permitting requirements; a permit is required for tents larger than 10' x 10'. Any music performed or played outside of the building, including the patio areas, requires written approval from Event Center Management.

### ***Can my flower girl throw rose petals?***

Lakeside Ceremony Site: Only the blowing of bubbles or releasing of butterflies may take place at the Lakeside Ceremony Site. Flower petals (natural or silk), birdseed, rice (biodegradable, puffed rice, etc.) are not permitted. Flower arrangements may be used for decorative purposes only, not to be dropped or thrown.

Rotunda: Only silk flowers or silk petals may be dropped or thrown in the Rotunda. Silk flowers or petals must be cleaned up by a member of the rental party immediately following the ceremony, regardless of the rental period duration. Rice of any kind, birdseed, natural flowers or petals, bubbles, butterflies, etc. may not be dropped, thrown, blown, or released. **No Unity Candles are permitted in the Lake Mary Events Center, including the Rotunda.**

### ***How may I decorate?***

Decorations are permitted within reason and must be approved by the Center management. Decorations are permitted only in the space you have reserved. It is the responsibility of the renter to remove ALL decorations immediately after your event. The Lake Mary Events Center does not have storage facilities for your decorations prior to or following your event. Tape, tacks, nails, staples, etc. are not permitted to attach your decorations. Glitter and other confetti-like decorations are also prohibited.

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NOTES: