

Marks Street Senior Recreation Complex 99 E Marks Street Orlando, FL 32803 407.254.1066 – Office 407.254.1088 – Fax

Thank you for choosing the Marks Street Senior Recreation Complex

We hope you will find this information useful when planning your event.

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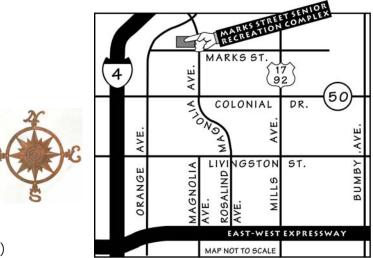
# OPERATING HOURS 8AM TO 8PM MONDAY- SATURDAY (after hour charges start at 8:00 p.m.)

### **ROOM RENTAL AND PAVILION RENTAL INFORMATION**

ROOM	CAPACITY	FEE PER HOUR	SECURITY DEPOSIT (Refundable)	All fees apply during normal operating hours - 8:00 am – 8:00 pm Monday through Saturday
Oak	90	\$50.00	\$50.00	Rentals at all Parks and Recreation Facilities must terminate by 10:00 pm.
Cypress	60	\$50.00	\$50.00	
Maple Room	50	\$50.00	\$50.00	
Pine	35	\$50.00	\$50.00	Requests for rentals during non-operating hours MUST be made <u>30 days in advance.</u>
Magnolia	25	\$25.00	\$25.00	
BALLROOM 2 hr minimum			All setup and cleanup time must be	
Banquet Style	160	\$180.00	\$180.00	included in the rental.
Auditorium Style	340	\$180.00	\$180.00	Additional after hours fee of \$60.00, per hour applies for
LARGE KITCHEN		\$50.00	\$75.00	all rentals after 8:00 pm.
				All rental rates are doubled for those hours requested or required to extend beyond 10:00 pm.

Room availability and capacity limits are subject to change based on total center occupancy.

- Set-up & break down must be included in rental hours/table and chair setup is included in rental rate.
- Type of Payments: Checks, Cash and Money Orders are accepted. Please make payable to "BCC."
- Orange County Fees and Policies are subject to change based upon inflationary indexing and/or action by the BCC.
- Functions must end and all guests must exit the building by 10:00 p.m.
- To rent a room the following documentation is required:
  - Facility Use Contract
  - Hold Harmless Agreement
  - Room rental and clean up agreements
  - Damage/Security Deposit
- All rooms including the kitchen must be restored to their original condition. We will supply cleaning materials, mops and garbage bags for disposal of all trash.
- Requests for rentals extending through to non-operating hours must be made 30 days in advance.
- If customer cancellation of event/pavilion/room is made <u>3 days prior</u> to the date, a "rain" date must be claimed within 6 months. If not redeemed within six months of the original date, then the payment must be refunded less the \$10 processing fee.
- Fee Waivers Fee Waivers on rental rates are not available after 8pm or on weekends and holidays.
- Alcohol beverage waiver application fee for 1 100 people: \$153.02, for 101 500 people: \$290.73, and shall be made out to BCC and paid with room rental.
- Alcohol liability insurance is non refundable.
- Orange County and Parks and Recreation are not responsible for items left or misplaced.



#### From the West:

I-4 East to Colonial Drive (Hwy 50) Exit Head East on Colonial Drive (Hwy 50) to Magnolia Street (one way) Take a left onto Magnolia (one way) and go 2 blocks to Marks Street (1<sup>st</sup> light) Turn left on Marks Street. Center will be on your right. (on the corner of Marks St and Magnolia)

#### From the East:

408 West to Rosalind Exit. Merge onto South Street and make a right onto Rosalind Ave. Head North on Rosalind approximately 1.3 miles to Marks Street. (1<sup>st</sup> light past Colonial (Hwy 50) Turn left on Marks Street. Center will be on your right. (on the corner of Marks St and Magnolia)

### From the North:

I-4 West to Colonial Drive (Hwy 50) Exit Head East on Colonial Drive (Hwy 50) to Magnolia Street (one way) Take a left onto Magnolia (one way) and go 2 blocks to Marks Street (1<sup>st</sup> light) Turn left on Marks Street. Center will be on your right. (on the corner of Marks St and Magnolia)

## Alternatively:

17-92 South to Marks street. Turn right onto Marks Street and continue through Magnollia. Center will be on your right. (on the corner of Marks St and Magnolia)

## From the South:

17-92 North to I-4 East.
Exit I-4 onto Colonial Blvd (Hwy 50)
Head East on Colonial Drive (Hwy 50) to Magnolia Street (one way)
Take a left onto Magnolia (one way) and go 2 blocks to Marks Street (1<sup>st</sup> light)
Turn left on Marks Street. Center will be on your right. (on the corner of Marks St and Magnolia)