



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) |
|----------------------|---------------------|---------------------|--|
| Oak | 90 | \$50.00 | \$50.00 |
| Cypress | 60 | \$50.00 | \$50.00 |
| Maple Room | 50 | \$50.00 | \$50.00 |
| Pine | 35 | \$50.00 | \$50.00 |
| Magnolia | 25 | \$25.00 | \$25.00 |
| BALLROOM | 2 hr minimum | | |
| Banquet Style | 160 | \$180.00 | \$180.00 |
| Auditorium Style | 340 | \$180.00 | \$180.00 |
| LARGE KITCHEN | | \$50.00 | \$75.00 |

**All fees apply during normal operating hours -
 8:00 am – 8:00 pm Monday through Saturday**

**Rentals at all Parks and Recreation Facilities
 must terminate by 10:00 pm.**

**Requests for rentals during non-operating hours
 MUST be made 30 days in advance.**

**All setup and cleanup time must be
 included in the rental.**

**Additional after hours fee of \$60.00, per hour applies for
 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 3 days prior 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 (1st 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. (1st 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 (1st 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 (1st light)
Turn left on Marks Street. Center will be on your right. (on the corner of Marks St and Magnolia)