RENTAL FEES

Pembroke Pines Residents:

Hall Deposit: $500.00
Hall Rental: $1,226.42
Plus Tax: $73.58
Clean Up Fee: $200.00
Total Fees: $2,000.00
Need Proof of Residency

Non Residents:
Hall Deposit: $500.00
Hall Rental: $2,075.47
Plus Tax: $124.53
Clean Up Fee: $200.00
Total Fees: $2,900.00

Cashier's Check or Money Order Only
(Payable to the City of Pembroke Pines)

Deposit of $500.00
Required to hold a date
(Payable to the City of Pembroke Pines)

12 Hour Rental Period from start to finish – latest being 12:00am

DEFINITION OF RENTER

Renting of the hall is exclusively for individuals hosting private events. Renter must be an adult age 21 years or older (photo I.D. required) Renter must be present at the event. Businesses, corporations or self employed individuals doing business as an event planner, wedding coordinator, caterer, etc. are NOT permitted to rent the hall. Individuals who may rent for weddings are limited to: Bride, groom, parents of bride/groom or grandparents of bride/groom. Proof of Pembroke Pines residency required for PINES RESIDENT rate.

CITY OF PEMBROKE PINES

Southwest Focal Point Senior Center
301 NW 103rd Avenue
Pembroke Pines, FL 33026
(954) 450-6888

Hall rental arrangements are made by appointment only.
Contact person: Suzy Felix, Activities Coordinator

HALL RENTAL

WEDDINGS
BIRTHDAYS
SPECIAL OCCASIONS

HALL CAPACITY IS 250 MAXIMUM

BOOK IN ADVANCE

HALL RENTAL - USAGE REGULATIONS

1. The Center is a smoke-free building, including restrooms. As per City of Pembroke Pines Ordinance #134.04 SMOKING IN CERTAIN PUBLIC PLACES PROHIBITED, smoking is only permitted outside of the building, from a distance of 25 feet from building.
2. Remove all garbage from the building and parking area and place in outside dumpster. The dumpster is located outside in the rear southeast corner of the building.
3. Do not use tacks, nails or tape to hang decorations. (Only EZ Tack is permitted.)
4. Remove all decorations, tablecloths, paper products and food from the tables and floor.
5. For large spillage, call the staff on duty. Small spills should be cleaned by Applicant.
6. Clean all tables and chairs, removing any dirt or sticky substances (i.e. drinks, food, etc.)
7. Do not throw rice, confetti, and bird seed inside or outside of the building. NO use of bubbles inside or outside of building.
8. Vacate premises by the time stated on agreement, including clean-up time (latest 10 pm). **No exceptions.** If applicant refuses to vacate premises by contracted time, the City may undertake any and all actions necessary, including a $100 per hour plus tax charge, but not limited to calling the police.
9. Building will be opened at agreed time by center staff. Center staff will be on duty during the event and will secure the building at the end of the rental agreement.
10. Building will have up to thirty (30) sixty inch (60") round tables in dining room and up to ten (10) eight foot (8') long tables. Two hundred and fifty (250) chairs are available for use under this agreement. Set up and break down of tables and chairs is the responsibility of the center with the exception of the North Activities Room. Additional tables, chairs and equipment must be provided by renter. All rental tables, chairs & equipment are the sole responsibility (i.e. delivery or pick-up) of the renter.
11. Do not remove tables, chairs or any other equipment from the building,
12. Do not enter any storage areas or other portions of the building. (They are not part of the rental agreement)
13. Use only Main Dining Room and North and South Activities areas.
14. Rest rooms are located off the lobby. Telephones are located in the alcove by restrooms. Dial 99; wait for dial tone, then area code and 7-digit number. (Do not use Lobby desk or telephone)
15. Do not remove any Center decorations (greenery, flowers or trees or holiday items)
16. Complete and return Hall Setup Form for table and chairs placement (excluding North Activities Room) which is due one week prior to the event.
17. No red wine may be used or served.
18. The kitchen must be left as found including the removal of all catering material at the end of the event or your $500.00 deposit will be forfeited.
19. No food or beverage will be served in Lobby.
20. The use of smoke machines is not permitted. Candles, sparklers or any open flame is prohibited. This will affect smoke alarms.
21. Use caution when using helium balloons. All balloons should be tied down and/or weighted. Stray balloons can trigger alarm system.

CATERING INFORMATION

No on-site food preparation. Stoves, ovens and warmers may be used. Limited refrigerated storage is available. All food items must be removed at the end of the event. Ice machine is available. **UNDER NO CIRCUMSTANCES** shall renter use any other appliances, coffee pots, pans, dishes, etc. Renter must provide **heavy duty trash liners** for use of all trash removal from the building to dumpster. Caterer **must** leave kitchen in the condition as it was upon entrance including but not limited to the removal of all trash, wiping down all surfaces and cleaning the kitchen floor.