



Tanner Hall Rental Information

Weekend Rates and Information:

Friday & Saturday 10a-11p & Sunday 10a-10p

Resident/Non-Resident	Day of Week	6 Hour Rental	Additional Hours	Refundable Damage Fee
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 Information (Monday – Thursday):

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

Hourly Fee: \$75.00 + tax per hour

\$35.00 (for all nonprofit organizations **inside the city limits** of Winter Garden)

If exempt, current certificate of exemption must be provided. All other organizations outside of the winter garden city limits are subject to regular fees.

Damage Fee: \$400.00 (refundable)

Additional Fees:



Liability insurance is required for all events serving alcohol. The current liability insurance fee for 2013 is \$125.98 coverage. Additional insurance fees will apply for any youth event where alcohol is being served for more than four hours. **Two Winter Garden police officers are required for any event where the guest of honor is under the age of 21 and alcohol is being served (minimum charge of \$224.00 for four hours and \$56.00 per hour for each additional hour).**

Tanner Hall Building Specifics:

- Seating and tables available for 200 people (*25 sixty inch round tables, 12 six foot banquet tables, -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 the main hall
- Outdoor gazebo available for ceremonies; outdoor (seating is not provided)

Additional Rental Items: If available, Little Hall may be used as a bridal suite rented for two hours prior to a Tanner Hall rental for the entire length of the Tanner Hall contract rental, to be used as a bridal or dressing room. There is a \$200.00 fee plus tax for the Bridal Suite (Little Hall) rental.

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

There is no other A/V equipment 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. ***(Renter has 5 business days from the date they sign the rental agreement to cancel without penalty and will get a full refund)***

Refund Schedule for Cancellations

(All days are calculated as actual calendar days from the date of the rental, not business days):

- 12 months or greater \$50.00
- 91 days to 364 days \$200.00
- 61 to 90 days \$750.00
- 60 days or less NO REFUND/NO EXCEPTIONS (The Refundable Damage Fee will be refunded)

Basic Rental Information:

- The City Resident discount will be applied for weddings if the bride, groom, or the bride/groom's parents live within the city limits of Winter Garden.
- The bride, groom or the bride/groom's parents may reserve the facility for a wedding.
- All events scheduled for minors must be reserved by a parent or legal guardian.
- Reservations can be made no more than 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/sell alcoholic beverages.**
- No cash bars are allowed in the facility.

ATTENTION: From November 26th-January 5th A Christmas tree and white light holiday decorations are put up in the last week of November. The Tree will not be taken down until the first week of January. If you do not want the Christmas tree in your wedding pictures, you will have to provide your own pipe and drape or screen to cover it. You may not move the Christmas tree, nor any of the potted plants can be moved **NO EXCEPTIONS!** Moving them could result in a charge taken out of **most \$400 damage fee**

- **Tanner Hall is shown most Tuesdays from 3p-7p and Thursdays from 5p-8p. Please call the office at Jessie Brock number below in advance to assure that there is indeed a viewing period scheduled for the date that you wish to visit, however no appointment is ns needed to view Tanner Hall or Little Hall.**

Contact Information:

Terri Franklin, Facilities Coordinator

310 North Dillard Street

Winter Garden, FL 34787

Phone: 407-656-4155

Fax: 407-656-6504 Website: www.wintergarden-fl.gov Email: tfranklin@wintergarden-fl.gov

