



# Little Hall

## Rental Information

### Rental Rates and Damage Fees:

Rental Rates	Rate	Refundable Damage Fee
Hourly Rental	\$35.00 per hour + tax	\$200.00
Schools/Non-Profit Groups (for local Schools and non-profits only within the city limits of Winter Garden.	\$10.00 per hour + tax	\$200.00

### Hours of Operation:

Sunday - Saturday: 10:00am – 10:00pm

### \*Liability Insurance:

Liability insurance is required for all events serving alcohol. The current liability insurance fee for 2013 is \$100.18. Fee can be waived with current certificate of insurance indicating at least \$1,000,000 liability 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).



### Little Hall Building Specifics:

- Seating and tables available for 30 people  
(8 six foot banquet tables and 30 padded chairs)
- Refrigerator and small sink are available
- Screened back porch is included with rental

### 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 up to 12 months in advance.
- There are no free hours given for setup or decoration. There is a free hour given afterward for cleanup and teardown.
- The renter is permitted to hire any caterer, restaurant, etc. to supply food and non-alcoholic beverages for the event. Self-catering is also permitted.

- Alcohol is permitted to be served; however, cash bars are not permitted.
- **All alcoholic beverages must be distributed by a certified bartender. Renter must supply a copy of the caterer/bartender certification to serve/sell alcoholic beverages.**
- No rehearsal time is included with any rental of Little Hall

### **Frequently Asked Questions:**

- How early can I enter Little Hall on the day of my rental?  
*You will have access to Little Hall only during the contracted hours of your rental. There is no free time given for setup or decoration. There is one free hour given after the rental for cleanup and teardown.*
- Can I hang decorations on the walls or from the ceiling?  
*All decorations must go on table tops or be free standing. No items may be attached to the walls, ceiling or floors.*
- Can I hold a date without a contract or payment?  
*No, both are needed to reserve a rental.*
- Is the pavilion next to Little Hall included with my rental?  
*No, pavilions are not included with any rental of Little Hall. The park grounds are open to the public.*
- Can I setup tables and chairs on the screened porch?  
*Yes! Tables and chairs can be used on the screened porch but not outside of the building. Any furniture that is brought onto the screened porch MUST be brought back inside Little Hall before the event has ended.*



Little Hall is shown on Tuesday's from 3p-7p & Thursdays from 5p-8p. Please call Winter Garden Parks & Recreation Office and make sure that there is not a function going on that evening. If you would like to check date availability, please contact the Winter Garden Parks & Recreation Office. Office hours are Monday-Thursday 8:00am-7:00pm and Friday 8:00am-5:00pm.

### **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](http://www.wintergarden-fl.gov)

Email: [tfranklin@wintergarden-fl.gov](mailto:tfranklin@wintergarden-fl.gov)

